



**TENTATIVE A g e n d a**  
**President and Board of Trustees**  
**Monday, December 10, 2012**  
**Village Hall**  
**123 Madison Street**

**Open Meeting/Special Meeting at 6:30 p.m. The Board is expected to immediately adjourn into Executive Session (Closed Session) in Room 130 at approximately 6:30 p.m. and will return to Open Session in the Council Chambers at 7:30 p.m.**

- I. Call to Order
- II. Roll Call
- III. Consideration of Motion to Adjourn to Executive Session to Discuss Litigation and Collective Bargaining in Room 130 at 6:30 p.m.
- IV. Return to Open Session at 7:30 p.m. in the Council Chambers

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The President and Board of Trustees welcome you. Statements may be made by citizens at the beginning of the meeting, as well as when agenda items are reviewed. If you wish to make a statement, please complete the "Instructions to Address the Village Board" form which is available at the back of the Chambers, and present it to the staff table at front. When recognized, approach the podium, state your name and address first, and please limit your remarks to three minutes.

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### **Instructions for Non-Agenda Public Comment**

**(3 minutes per person; 30 minutes maximum)**

Non-Agenda Public Comment is a time set aside at the beginning of each Regular Meeting for citizens to make statements about an issue or concern that is not on that meeting's Agenda. It is not intended for a dialogue with the Board. You may also communicate with the Board via the Village Board voicemail at 708-358-5784 or email [Board@oak-park.us](mailto:Board@oak-park.us).

Non-agenda public comment will be limited to 30 minutes with a limit of 3 minutes per person. If comment requests exceed 30 minutes, public comment will resume after the items listed under the Regular Agenda are complete.

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### **Instructions for Agenda Public Comment**

**(3 minutes per person; 3 items per person maximum)**

Comments are 3 minutes per person per agenda item, with a maximum of 3 agenda items to which you can speak. In addition, the Village Board permits a maximum of three persons to speak to each side of any one topic that is scheduled for or has been the subject of a public hearing by a designated hearing body. These items are noted with a (\*).

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- V. **Agenda Approval**

- VI. **Minutes – Special Village Board Meeting Minutes of November 8, 2012, Special Village Board Meeting Minutes of November 12, 2012 and Regular Village Board Meeting Minutes of November 19, 2012**
- VII. **Non-Agenda Public Comment – *Please refer to instructions above.***
- VIII. **Proclamations – National Drunk and Drugged Driving Prevention Month December 2012**
- IX. **Village Manager Reports**
  - A. **Village’s Comprehensive Plan Update – Outreach Status**
- X. **Village Board Committees**

**Overview:** This section is intended to be informational. If there are approved minutes from a recent Committee meeting of the Village Board, the minutes will be posted in this section.
- XI. **Citizen Commission Vacancies**

**Overview:** This is an ongoing list of current vacancies for the Citizens Involvement Commissions. Residents are encouraged to apply through the Village Clerk’s Office.
- XII. **Citizen Commission Appointments, Reappointments and Chair Appointments**

**Overview:** Names are forwarded from the Citizens Involvement Commission to the Village Clerk and then forwarded to the Village President for recommendation. If any appointments are ready prior to the meeting, the agenda will be revised to list the names.
- XIII. **Regular Agenda**
  - B. **Ordinance Adopting the Annual Budget for the Village of Oak Park for its Fiscal Year Beginning January 1, 2013**

**Overview:** This final draft of the recommended FY 2013 document includes the qualitative discussion as reviewed throughout the budget creation process in addition to the detailed annex which lists out appropriations by account number. It is the result of numerous meetings with the Finance Committee and staff through September, October and November and included a public hearing on November 5<sup>th</sup>.
  - C. **Ordinance Amending Chapter 2, Article 4 of the Village Code Related to the Village Manager to Include Duties Related to Performance Management**

**Overview:** On November 5, 2012, the Village Board approved a motion to direct staff to prepare an Ordinance related to the inclusion of a Performance Management Program in the Village Code. The proposed Ordinance Amendment would codify the Program as a system by which the Village Manager is required to report to the Board regarding Village operations.
  - D. **Resolution Directing Village Coordination with Local Governing Bodies To Develop an Intergovernmental Agreement and To Outline Sustainable Funding Commitments to Support the Objectives identified in the 2009 Early Childhood Strategic Plan developed under the Auspices of the Collaboration for Early Childhood Care and Education**

**Overview:** A resolution has been prepared to establish the Village's commitment to invest in high-quality early childhood programs and to work with fellow governing jurisdictions to develop and put forward for adoption an Intergovernmental Agreement specifying implementation timeframes and commensurate inter-jurisdictional support for the delivery of a comprehensive, fully integrated early childhood system of high-quality programs and services.

**E. Resolution Directing Staff to Proceed with the Necessary Actions Related to the Financing for the Lake and Forest Public Parking Garage Development**

**Overview:** A resolution has been prepared to direct staff to proceed with the necessary actions for authorization by the Board of Trustees of a bank letter of credit and subsequent GO Bond Issuance for the public portion of the Lake and Forest Development.

**XIV. Consent Agenda**

**F. Ordinance Amending the Fiscal Year 2012 Budget**

**Overview:** From time to time Village operations change necessitating amendments to the approved budget. Page 39 of Appendix A of the Auditor's Communication to the Board of Trustees for the year ending December 31, 2011 recommended the Village continue to keep in compliance with its budgetary controls. As part of this process, staff reviews the year end expenditure estimates of each department and proposes budget amendments accordingly.

**G. Ordinance for the Levy and Assessment of \$31,384,547 in Property Taxes for the Fiscal Year Beginning January 1, 2012 and Ending December 31, 2012 of the Village of Oak Park, County of Cook, State of Illinois**

**Overview:** On an annual basis during the budget process, the Village staff calculates the revenue needs for all funds of the Village. In part, this includes the property tax levy assessed against real property located with the Village. This levy incorporates the expenses related to the Police and Fire Pension Funds, General Obligation debt service not otherwise abated, a portion of Village operations, as well as the Oak Park Public Library's operating and debt requirements.

**H. Ordinance Providing for the Levy and Assessment of Taxes for the 2012 Tax Levy in and for the Village of Oak Park Special Service Area Number One in the Amount of \$75,000**

**Overview:** As the governing body of the Special Service Area #1, the Village levies a property tax pursuant to requests from the taxing area as represented by Downtown Oak Park (DTOP). This levy varies from year to year based on the budgetary need of the area, the available fund balance and any other available resources.

**I. Ordinances Providing for the Abatements of Various Debt Issues for Purposes of the 2012 Tax Levy**

**Overview:** On an annual basis, the Village staff recommends the abatement or cancellation of various tax levies that were originally pledged to pay the debt service of a specific bond issue. Alternatively, debt is budgeted to be paid from a different revenue source.

**1. An Ordinance Providing for Partial Abatement of \$241,156 of the 2012 Tax Levy**

2. **An Ordinance Providing for Partial Abatement of \$84,827 of the 2012 Tax Levy**
  3. **An Ordinance Providing for Partial Abatement of \$98,862 of the 2012 Tax Levy**
  4. **An Ordinance Providing for Partial Abatement of \$551,905 of the 2012 Tax Levy**
  5. **An Ordinance Providing for Abatement of \$1,936,413 of the 2011 Tax Levy**
  6. **An Ordinance Providing for Abatement of \$1,601,063 of the 2012 Tax Levy**
  7. **An Ordinance Providing for Abatement of \$1,338,670 of the 2012 Tax Levy**
  8. **An Ordinance Providing for Abatement of \$659,000 of the 2012 Tax Levy**
  9. **An Ordinance Providing for Abatement of \$189,813 of the 2011 Tax Levy**
- J. Resolutions Authorizing Execution of Agreements with Partner Agencies for Various Services**
1. **Resolution Authorizing the Execution of Agreement between the Village of Oak Park and the Oak Park Regional Housing Center for 2013 in an Amount not to Exceed \$425,000**  
**Overview:** This is the annual agreement adopted by the Village to provide funding for this agency from general revenue funds for a total of \$425,000. The CDBG contract totaling \$200,000 will be presented at a future date.
  2. **Resolution Authorizing the Execution of Agreement between the Village of Oak Park and the Oak Park Residence Corporation for 2013 in an Amount not to Exceed \$25,000 to Administer a Condominium Management Program**  
**Overview:** This is the annual agreement adopted by the Village to provide funding for this agency for the small condominium management program.
  3. **Resolution Authorizing the Execution of Agreement between the Village of Oak Park and the Oak Park Housing Authority in an Amount not to Exceed \$25,000 for 2013**  
**Overview:** This is an annual agreement adopted by the Village to provide funding for this agency to cover the shortfall of funding from the U.S. Department of Housing and Urban Development to administer the Housing Choice Voucher Program.

4. **Resolution Authorizing the Execution of a Contract for Services Between the Village of Oak Park and the Oak Park Area Arts Council for 2013 in the Amount of \$139,750**  
**Overview:** The annual contract details all services provided by the Oak Park Area Arts Council on behalf of the Village, and provides for appropriate reporting structures including participation in the Village's Performance Management Program MAP beginning in 2014.
  
5. **Resolution Authorizing the Execution of Agreement between the Village of Oak Park and Visit Oak Park (Formerly the Oak Park Area Convention and Visitors Bureau) for 2013 in the Amount of \$225,000 In The Amount of \$225,000, and a One-Year Lease Agreement for Village Property Located at 1118 Westgate for 2013**  
**Overview:** The annual contract details all services provided by Visit Oak Park on behalf of the Village, and provides for appropriate reporting structures including participation in the Village's Performance Management Program MAP beginning in 2014. Additionally, the annual lease agreement between the Village of Oak Park and Visit Oak Park for a one-year no-fee lease agreement is presented for Board review and approval.
  
6. **Resolution Authorizing the Execution of Agreement between the Village of Oak Park and the Oak Park Development Corporation in the Amount of \$380,000 for 2013**  
**Overview:** The annual contract details all services provided by the Oak Park Development Corporation on behalf of the Village, and provides for appropriate reporting structures including participation in the Village's Performance Management Program MAP beginning in 2014.
  
- K. **Motion to Authorize the Village of Oak Park's Participation in the Nicor Gas Green Cities Challenge**  
**Overview:** The Nicor Gas Green Cities Challenge is a three month pilot campaign that will leverage mass media strategies combined with grass-roots outreach to drive referrals to six existing Nicor Gas Energy Efficiency Programs, by participating in the challenge, the Village will have the opportunity to obtain up to \$25,000 in prize money to create Village programs for residential or commercial buildings and \$85,000 in rebate and incentive offerings from Nicor Gas.
  
- L. **Resolution Authorizing a Change Order for Project 11-9 Rehabilitation of Water Main Under I-290 at Ridgeland Avenue in an Amount of \$22,444**  
**Overview:** Work was recently completed on the water main under I-290. Additional landscaping and valves were needed to successfully complete the work. It is recommended that a Change Order be approved for this work.
  
- M. **Resolutions Authorizing Execution of Intergovernmental Agreements to Provide Information Technology Services**
  1. **Resolution Authorizing the Execution of a Professional Services Agreement to Provide Information Technology Services to West Suburban Consolidated Dispatch Center for FY 2013**  
**Overview:** This agreement allows the Village of Oak Park IT Personnel to support the IT functions for WSCDC for an annual contribution of \$50,000

**2. Resolution Authorizing the Execution of a Professional Services Agreement to Provide Information Technology Services to the Village of River Forest for FY 2013**

**Overview:** This agreement allows the Village of Oak Park IT Personnel to support the IT functions for River Forest for an annual contribution of \$35,000

**N. Resolutions Authorizing the Execution of Agreements with Various Benefit Providers or Village-Sponsored Employee Benefit Programs for 2013**

**Overview:** renewal or continuation of agreements with specific providers of insurance and benefits that include Blue Cross/Blue Shield for health insurance, Catamaran for the prescription drug plan, Delta Dental for dental insurance, Mutual of Omaha for life and accidental death and dismemberment insurance, Allied Benefits Systems for the S125 flexible spending program and COBRA administration, the ICMA/RC for a Roth IRA program, and the Village's health insurance opt-out and transit flexible spending programs.

**1. Resolution Authorizing the Execution of an Agreement with Blue Cross/Blue Shield of Illinois for PPO and HMO Health Insurance Including Aggregate and Individual Stop Loss Coverage and Third Party Administrator Services**

**2. Resolution Authorizing a Health Insurance Opt-Out Program for Village Employees for 2013**

**3. Resolution Authorizing a S-125 Flexible Public Transit Pre-Tax Benefit Plan for Village Employees for Plan Year 2013**

**4. Resolution Authorizing the Execution of an S-125 Flexible Spending Program Administered by Allied Benefit Systems for Eligible Medical and Dependent Care Expenses, in Accordance with the 2013 Plan Document and Fee Schedule Attached Hereto**

**5. Resolution Authorizing Continuation of the Agreement with Mutual of Omaha for Village-Paid Basic Life and Accidental Death and Dismemberment (AD&D) Insurance as Well as Employee-Paid Optional Life and AD&D Insurance for Employees, Their Spouse, Qualified Domestic Partner and Qualified Dependents**

**6. Resolution Authorizing an Amendment to the 1993 Administrative Services Agreement with the International City/County Management Association (ICMA)/Retirement Corporation (RC) Deferred Compensation Plan Number 0492 to Include a Vantagepoint Payroll Deduction Program for a Roth Individual Retirement Account (IRA) Through Payroll Deduction**

**O. Resolutions Authorizing the Execution of Professional Services Agreements**

**Overview:** Professional service agreements with Stanard and Associates, GovTempsUSA and R.E. Walsh and Associates for developing and administering recruitment and selection processes, and for providing human resources-related management services.

- 1. Resolution Authorizing the Execution of a Professional Services Agreement between the Village of Oak Park and Stanard and Associates, Inc. for Services Related to Certain Public Safety Promotional Exams**
- 2. Resolution Authorizing the Execution of a Professional Services Agreement between the Village of Oak Park and GovTempsUSA, LLC to Administer Recruitment and Selection Processes and Provide General Resources Management Services**

**P. Resolution Authorizing the Purchase of Property and Casualty Insurance, Crime Insurance, Excess Public Entity Liability Insurance and Excess Worker's Compensation Insurance for 2013 and Authorizing the Execution of a Broker Services Agreement with Arthur J. Gallagher for Brokerage Services**

**Overview:** This resolution authorizes the purchase of liability, property, worker's compensation and crime insurance coverage in excess of the Villages' self insured retention amounts.

**Q. Motion to Accept the 2013 Village Board Calendar**  
**Overview:**

**R. Resolution Awarding a Small Rental Properties Rehabilitation Loan SRP-018a**

**Overview:** The purposes of the Small Rental Properties Rehabilitation Loan Program are to address and to correct deteriorated and blighted homes throughout the village, to provide affordable rental housing, and to improve the energy efficiency of small rental properties. This two unit property received a forgivable rehab loan of \$6,495 from the village on September 4, 2012. This request is for an additional loan of \$1,099 to increase the electrical service to the property.

**S. Approval of Bills in the amount of \$646,363.73 for the week beginning November 19<sup>th</sup> through December 7<sup>th</sup>.**

**Call to Board and Clerk**

**Adjourn**

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(\*) The Village Board permits a maximum of three persons to speak to each side of any one topic that is scheduled for or has been the subject of a public hearing by a designated hearing body.

For more information regarding Village Board meetings and agendas, please contact the Village Manager's Office at 708.358.5770. If you require assistance to participate in any Village program or activity, contact the ADA Coordinator at 708.358,5430 or e-mail [adacoordinator@oak-park.us](mailto:adacoordinator@oak-park.us) at least 48 hours before the scheduled activity.

Agendas and agenda materials are now available electronically on the village web site. Visit [www.oak-park.us](http://www.oak-park.us), mouse-over News, then click on Board Agendas and Minutes.

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# PROCLAMATION

## NATIONAL DRUNK AND DRUGGED DRIVING PREVENTION MONTH DECEMBER 2012

**WHEREAS**, motor vehicle crashes killed 918 people in Illinois during 2011; and

**WHEREAS**, hundreds of those deaths involved a driver impaired by alcohol and/or drugs; and

**WHEREAS**, the December holiday season is traditionally one of the most deadly times of the year for impaired driving; and

**WHEREAS**, for thousands of families across the state and the nation, holidays are a time to remember loved ones lost; and

**WHEREAS**, organizations across the state and the nation are joined with the *Drive Sober or Get Pulled Over* and other campaigns that foster public awareness of the dangers of impaired driving and anti-impaired driving law enforcement efforts; and

**WHEREAS**, the Village of Oak Park is proud to partner with the Illinois Department of Transportation's Division of Traffic Safety and other traffic safety groups in that effort to make our roads and streets safer.

**NOW THEREFORE**, I, David G. Pope, President of the Village of Oak Park and Board of Trustees, do hereby proclaim December 2012 as Drunk and Drugged Driving Prevention Month in Oak Park and do hereby call upon all citizens, government agencies, business leaders, hospitals and health care providers, schools and public and private institutions to promote awareness of the impaired driving problem, to support programs and policies to reduce the incidence of impaired driving, and to promote safer and healthier behaviors regarding the use of alcohol and other drugs this December holiday season and throughout the year.

**ADOPTED** and **APPROVED** this 10<sup>th</sup> day of December 2012.

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David G. Pope  
Village President

ATTEST:

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Teresa Powell  
Village Clerk

**Citizen Boards and Commissions  
Vacancies**

UPDATED: 12/7/2012

Committee Name	Total Members	Number of Vacancies	Expired but Serving*	Total # Needed
BOARD OF HEALTH	7	0	0	0
<b>BUILDING CODES ADVISORY COMMISSION</b>	9	3	0	3
CITIZEN INVOLVEMENT COMMISSION	9	0	0	0
CITIZEN POLICE OVERSIGHT COMMITTEE	7	0	0	0
<b>CIVIC INFORMATION SYSTEMS COMMISSION</b>	7	2	0	2
COMMUNITY DESIGN COMMISSION	13	0	0	0
<b>COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE</b>	9	3	0	3
<b>COMMUNITY RELATIONS COMMISSION</b>	9	2	0	2
<b>DISABILITY ACCESS COMMISSION</b>	7	1	0	1
<b>ENVIRONMENT &amp; ENERGY COMMISSION</b>	9	1	0	1
<b>FARMERS MARKET COMMISSION</b>	11	2	0	2
FIRE AND POLICE COMMISSION	3	0	0	0
HISTORIC PRESERVATION COMMISSION	11	0	0	0
HOUSING PROGRAMS ADVISORY COMMITTEE	7	0	0	0
LIQUOR CONTROL REVIEW BOARD	5	0	0	0
<b>PLAN COMMISSION</b>	9	1	0	1
<b>PUBLIC ART ADVISORY COMMISSION</b>	11	2	0	2
<b>TRANSPORTATION COMMISSION</b>	7	1	0	1
<b>ZONING BOARD OF APPEALS</b>	7	4	0	4
<b>TOTAL</b>	<b>150</b>	<b>22</b>	<b>0</b>	<b>22</b>

Bolded CBACs need members

CHAIR EXPIRATION DATE

BUILDING CODES ADVISORY COMMISSION	9/7/2008	(2nd Term)	
<b>CIVIC INFORMATION SYSTEMS COMMISSION</b>	12/15/2012	(1st Term)	Resigning as of 12-15-12
CITIZEN INVOLVEMENT COMMISSION	1/19/2013	(1st Term)	
LIQUOR CONTROL REVIEW BOARD	2/5/2013	(2nd Term)	
COMMUNITY RELATIONS COMMISSION	3/22/2013	(1st Term)	
ENVIRONMENT & ENERGY COMMISSION	9/7/2013	(1st Term)	
PLAN COMMISSION	9/18/2013	(2nd Term)	
FARMERS MARKET COMMISSION	2/4/2014	(2nd Term)	
FIRE AND POLICE COMMISSION	2/7/2014	(2nd Term)	
COMMUNITY DESIGN COMMISSION	5/16/2014	(1st Term)	
DISABILITY ACCESS COMMISSION	6/6/2014	(1st Term)	
TRANSPORTATION COMMISSION	11/7/2014	(1st Term)	
HEALTH, BOARD OF	12/5/2014	(1st Term)	
COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE	2/6/2015	(1st Term)	
HISTORIC PRESERVATION COMMISSION	4/20/2015	(2nd Term)	
HOUSING PROGRAMS ADVISORY COMMITTEE	5/11/2015	(2nd Term)	
PUBLIC ART ADVISORY COMMISSION	5/11/2015	(2nd Term)	
CITIZEN POLICE OVERSIGHT COMMITTEE	10/17/2015	(1st Term)	
ZONING BOARD OF APPEALS	7/18/2016	(1st Term)	

A



## Memorandum

To: Envision Oak Park Comprehensive Plan Advisory Committee (CPAC)

From: John Houseal, Principal  
Doug Hammel, Senior Associate

Date: November 15, 2012

Re: October-November 2012 Outreach Summary

This memorandum is intended to provide the Envision Oak Park Comprehensive Plan Advisory Committee (CPAC) with an update of the public outreach conducted to date. It includes information related to tools used to advertise the effort, as well as the level of community involvement through various events or tools. The consultant team is currently preparing a document that will summarize the content discussed throughout the outreach phase, and will provide the document to CPAC upon its completion.

It should be noted that this memorandum can be updated as additional outreach is conducted, and will serve as the basis of a summary of outreach to be included in the Envision Oak Park Comprehensive Plan document.

## Creating Awareness for Envision Oak Park

Village staff and members of the consultant team have worked closely to get word out about the Envision Oak Park process. The following techniques were used to advertise the purpose of the assignment, opportunities to attend outreach events, and other tools available to actively participate in the process.

### Press Releases & Newsletter Articles

Village staff prepared several press releases or newsletter articles that were distributed to residents of Oak Park. The following table summarizes these efforts:

Date Released	Media	Circulation
<b>Press Releases</b>		
October 1	Newspapers	
October 11	Oak Park Official News	
October 31	News article in Wednesday Journal	20,000 (Oak Park and River Forest)
<b>Newsletter Articles</b>		
October 1	FYI	25,000 households
November 1	FYI	25,000 households
October 1	FYI	25,000 households
<b>Backpack Newsletters</b>		
D97	E-News	All student parents
D200	Huskie Mail	All student Parents

### Posters and Invitations

The consultant team designed and produced posters and postcards to advertise the rounds of eight Neighborhood Workshops held between November 5 and November 14. This included the following:

- 50 posters distributed to various businesses and locations throughout the Village
- 2,500 postcards distributed to various businesses and locations throughout the Village, and handed out during Community Workshops.

### Special Meetings and Events

Village staff and/or members of the consultant team attended meetings or events at the request of local organizations interested in learning more about the Envision Oak Park process. The following table summarizes special meetings or events attended by the planning team.

Event	Date Attended	Planning Team Representatives	Attendance
League of Women Voters Monthly Meeting	November 13, 2012	Village staff, consultant staff	15
<i>[Others to be added as they occur]</i>			

## **Traditional Outreach Activities**

Village staff and consultants have conducted a significant amount of face-to-face outreach as a part of the Envision Oak Park process. This section summarizes the meetings that were held and the amount of public participation at each type of event.

## **Key Person Interviews**

The planning team worked closely with the CPAC to identify important stakeholders who bring valuable insights to the comprehensive planning process. The following groups were interviewed individually to better understand the broad set of issues facing the community.

1. OPRF Community Foundation
2. Oak Park Area Association of Realtors
3. Oak Park Regional Housing Center
4. Oak Park Development Corp
5. Community of Congregations
6. Southeast Oak Park Community Organization
7. OPRF Chamber of Commerce
8. Oak Park Residence Corporation
9. League of Women Voters of Oak Park and River Forest
10. Collaboration for Early Childhood Care and Education
11. Business Advisory Council Reps: Pleasant District, Downtown Oak Park, The Avenue Business District, Madison Street Business District, North Ave Business District, Roosevelt Road Business District
12. Pioneering Healthier Communities
13. Oak Park Area Lesbian and Gay Association
14. Frank Lloyd Wright Preservation Trust
15. A.P.P.L.E. African American Parents for Purposeful Leadership in Education
16. Visit Oak Park
17. LiveHereOakPark

## **Service Provider Interviews**

The Village works closely with other taxing entities to provide a comprehensive set of services for residents, business owners, and other stakeholders. To better understand the specific issues faced by these critical partners, the planning team held interviews with the following providers of local services.

1. Library
2. Police Department
3. Village Manager
4. Fire Department
5. Department of Public Works
6. District 200 (High School)
7. District 97 (Elem/Middle School)
8. Park District
9. Oak Park Township

## Public Workshops

The planning team conducted a series of workshops in order to engage the community-at-large. In total, a series of fifteen workshops were held in the early stages of the process. These included the following:

- Community workshops focusing on Village-wide issues and aspirations
- Business workshops focused on issues and aspirations specifically relevant to establishing, managing and growing a business in Oak Park
- Neighborhood workshops focusing on specific issues and aspirations in various portions of the Village

The table below summarizes the schedule and attendance for these workshops.

<b>Date Conducted</b>	<b>Location</b>	<b>Public Attendance</b>
<b>Community Workshops</b>		
October 16, 2012	19 <sup>th</sup> Century Club	4
October 23, 2012	Oak Park Arts Center	4
October 30, 2012	Oak Park Arms Senior Center	6
October 30, 2012	Unity Temple	15
<b>Total Community Workshop Attendance</b>		<b>29</b>
<b>Business Workshops</b>		
October 16, 2012	Oak Park Botanical Gardens	1
October 23, 2012	Hotel Carleton	7
October 30, 2012	Lake Street Theater	8
<b>Total Business Workshop Attendance</b>		<b>16</b>
<b>Neighborhood Workshops</b>		
November 5, 2012	Hatch E.S.	11
November 5, 2012	Whittier E.S.	4
November 7, 2012	Lincoln E.S.	4
November 7, 2012	Irving E.S.	9
November 12, 2012	Beye E.S.	7
November 12, 2012	Longfellow E.S.	11
November 14, 2012	Mann E.S.	1
November 14, 2012	Holmes E.S.	4
<b>Total Neighborhood Workshop Attendance</b>		<b>62</b>

## Targeted Workshops

In addition to workshops open to large portions of the general public, the Village is working hard to reach specific populations who might face unique issues or challenges in Oak Park through targeted workshops. These events provide a forum for large groups with shared experiences to be actively engaged in the planning process. Such workshops include:

- Student workshops held in local schools during the school day with different age groups of students
- Village boards and commissions workshops aimed at understanding challenges related to adopting, interpreting and administering local policies and ordinances
- Do-it-yourself (DIY) workshops, which allow local groups to facilitate their own workshops through materials designed and provided by the planning team as a way of expanding outreach beyond the finite resources of the project

The table below summarizes events related to these efforts.

Group	Date Conducted	Attendance
<b>Student Workshops</b>		
Ascension Catholic School 4 <sup>th</sup> Grade Class	November 5, 2012	19
Percy Julian Middle School	November 5, 2012	30
St. Giles Catholic School	November 7, 2012	22
Hatch E.S. 5 <sup>th</sup> Grade Class	November 12, 2012	18
Fenwick Catholic High School Student Council	November 14, 2012	25
Oak Park River Forest High School Lunch Class	November 14, 2012	10
<b>Total Student Workshop Attendance</b>		<b>114</b>
<b>Village Boards and Commissions Workshops</b>		
[TBD]	[TBD]	[TBD]
[TBD]	[TBD]	[TBD]
<b>Total Boards and Commissions Workshop Attendance</b>		<b>[TBD]</b>
<b>DIY Workshops</b>		
Hephzibah Children's Association - Staff	October 29, 2012	6
Hephzibah Children's Association - Board	[Awaiting Response]	
Terra Engineering-Residential Kit	[Awaiting Response]	
Terra Engineering-Business Kit	[Awaiting Response]	
600 Fair Oaks Block Resident	[Awaiting Response]	
South Lombard Resident	[Awaiting Response]	
OPRF Chamber of Commerce	[Awaiting Response]	
Bruce Samuels – Harrison Street Arts Dist-Bus	[Awaiting Response]	
Dennis Marani – MSBA – Business Kit	[Awaiting Response]	
Vik Schrader OPDC – NABA – Business Kit	[Awaiting Response]	
Vik Schrader OPDC – OPDC Board – Bus. Kit	[Awaiting Response]	
Frank Heitzman – OPAL – Business Kit	[Awaiting Response]	
Linda Hill –NMR – Business Kit	[Awaiting Response]	
<b>Total DIY Workshop Attendance</b>		<b>6</b>

## **Web-based Outreach Activities**

In addition to traditional outreach activities, residents, businesses and stakeholders are able to utilize on-line tools to provide active input regarding issues and opportunities in Oak Park.

### **Planning Mapper**

Planning Mapper is a tool that allows users to create their own issues and opportunities map by placing points and labels over an on-line base map. At the time of this draft, 2 maps have been created with a total of 11 points.

### **On-line Questionnaires**

On-line questionnaires allow residents or business owners to provide specific input regarding local issues, opportunities and priorities. At the time of this draft, 35 resident questionnaires have been completed, and two business questionnaire has been completed.

### **West Cook County Housing Collaborative Priorities**

The West Cook County Housing Collaborative, in response to its recently adopted Homes for a Changing Region housing policy plan, is partnering with Bellwood, Berwyn, Forest Park, Maywood and Oak Park to establish housing priorities. Users are able to use a web-based tool to easily prioritize housing policy actions. At the time of this draft, XX users have provided input through this tool. *We are awaiting confirmation from MetroQuest on the users.*



## 1. Introduction

THIS QUESTIONNAIRE IS FOR BUSINESSES LOCATED WITHIN THE VILLAGE OF OAK PARK.

The Village of Oak Park is currently working with the community to update its Comprehensive Plan. This process, known as Envision Oak Park, will result in a plan that will serve as an important guide for future development and local decision-making for Oak Park over the next several years.

The results of this business questionnaire will be tabulated and documented for use in preparing the Envision Oak Park document and for other community decision-making purposes. Your participation and input will be a valuable resource for our community. Please take the time to carefully read each question and answer it as accurately as possible. The questionnaire should take less than 15 minutes to complete.

We invite you to participate in our community's planning process. Please check the appropriate response to each question and follow the onscreen instructions to complete the questionnaire.

Click "Next" to get started with the questionnaire. If you'd like to leave the questionnaire at any time, just click "Exit". Your answers will be saved.

## 2. Business Questionnaire - Page 1 of 6

### 1. What is the name and address of your business? (Optional)

### 2. In what part of Oak Park is your business located?

- North Avenue
- Chicago and Harlem
- Chicago and Austin
- Downtown
- Lake Street at Austin
- The Avenue
- South Marion
- Madison Street
- Oak Park Avenue and Harrison
- Harrison Arts District
- Roosevelt Road

Other (please specify)

### 3. Do you live in Oak Park?

- Yes
- No

### 4. What type of business is it?

- Food Store/grocery
- Restaurant/Eating or drinking establishment
- Other retail (clothes, hardware, jewelry, etc.)
- Professional office (medical, legal, financial)
- Manufacturing
- Consumer service (beauty salon, dry cleaner, etc.)
- Other (please specify)

**5. How long has your business been in Oak Park?**

- Less than one year
- One to three years
- four to five years
- six to ten years
- Over ten years

**6. Do you own or rent the building your business is located in?**

- Own
- Rent

**7. Do you feel that the building where you operate your business requires any improvements in order to attract customers?**

- Yes
- No

**8. If you answered yes to the above question, what improvements would you like to make? (Check all that apply)**

- New facade or store front
- Structural repairs
- Exterior paint
- Interior paint
- Remodeling
- New equipment
- New sign
- Other (please specify)

**9. Are you authorized to make improvements to your building?**

- Yes
- No

**10. What are the primary advantages for your business by having it located in Oak Park?**

- Proximity to clients/shoppers
- Proximity to home
- Parking availability
- Character of the community or local business district
- Current building/property
- Lack of nearby competition
- Low Taxes
- Other (please specify)

**11. Are there other businesses, features, or attractions in Oak Park that are particularly advantageous to your business? (If yes, please explain)**

No

Yes (please specify)

[Redacted area]

**12. What are the primary disadvantages for your business by having it located in Oak Park?**

- Current building/property
- High taxes
- Parking
- Traffic and circulation issues
- Competition
- Travel time
- Proximity to clients/shoppers
- Lack of public transit
- Security
- Village permitting and licensing
- No disadvantages
- Other (please specify)

**13. If you had the opportunity to move your business out of Oak Park, would you?**

- Yes
- No

**14. If you answered yes to the above question, why would you move your business out of Oak Park?**

**15. How do you get to work?**

- Private automobile
- Car-pool/van-pool
- Bicycle
- CTA/Pace bus
- CTA Blue Line
- CTA Green Line
- Metra Commuter Rail
- Walk
- Work from home
- Other (please specify)

**16. In general, how do the majority of your employees travel to work?**

- Private automobile
- Car-pool/van-pool
- Bicycle
- CTA/Pace bus
- CTA Blue Line
- CTA Green Line
- Metra Commuter Rail
- Walk
- Work from home
- Other (please specify)

**17. How many people work at your business? (including yourself)**

- Less than five
- Five to ten
- Eleven to twenty
- Twenty-one to thirty
- Thirty-one to fifty
- Over fifty

**18. Where do your employees park?**

- On the street
- In a public lot
- In a private lot (space you own or rent but which is not used for customers)
- In a customer lot

**19. Do you own or rent property to provide customer parking?**

- Yes, own
- Yes, rent
- No, neither

**20. Do you need more parking spaces near your store or business?**

- Yes
- No

**21. How do you rate the following public facilities and services within Oak Park?**

	Good	Fair	Poor	Don't Know
Street Lights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Meeting Space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sidewalks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sewer Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electric Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fire Protection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trees and Landscaping on public property	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Snow removal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storm water drainage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parks and open space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recreational facilities and programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local streets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Police protection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



**22. What improvements would you most like to see made in Oak Park?**

- More support for local business
- Infrastructure improvements/upgrades
- Appearance along roadways
- Public relations/promotion
- Greater zoning enforcement
- More commercial development
- More residential development
- Lower taxes
- More efficient Village permitting

Other (please specify)

**23. What type of new development or uses would you most like to see in Oak Park in the future?**

- Residential
- Retail
- Restaurant
- Entertainment
- Service
- Office
- Mixed-use
- None

**24. What kind of new developments or uses do you NOT want to see built in Oak Park?**

- Residential
- Retail
- Restaurant
- Entertainment
- Service
- Office
- Mixed-use
- None

Other (please specify)

**25. Do you feel informed about what is going on in Oak Park?**

- Yes
- No
- Don't Know

**26. Where do you typically get your information about Village and community affairs and programs? (Please check one)**

- Traditional mailings
- Village E-mail lists
- Other internet sources
- Business Advisory Council (BAC)
- Oak Park Development Corporation (OPDC)
- Local newspapers
- Local conversations
- Other (please specify)

**27. Do you think Village government is effectively dealing with business related issues and concerns?**

- Yes
- No
- Don't know

**28. How would you describe Oak Park today as compared to ten years ago or when you first came to the Village?**

- Improved
- Stayed the same
- Declined
- Don't know

**29. What is Oak Park's #1 strength?**

**30. What is Oak Park's #1 weakness?**

**31. What is the most important thing the Village could do to improve the business climate in Oak Park?**

## 8. Thanks!

Thank you for your input. Please click done to save the questionnaire and return to the Project Home Page.

## 1. Introduction

The Village of Oak Park is currently working with the community to update its Comprehensive Plan. The plan, known as Envision Oak Park, will serve as an important guide for decision-making related to land use and development, community facilities, open space, transportation, education, environment and much more.

The results of this community questionnaire will be tabulated and documented for use in preparing the updated Comprehensive Plan and for other community decision-making purposes. Your participation and input will be a valuable resource for our community. Please take the time to carefully read each question and answer it as accurately as possible. The questionnaire should take less than 15 minutes to complete.

We invite you to participate in our community's planning process. Please check the appropriate response to each question and follow the onscreen instructions to complete the questionnaire.

Click "Next" to get started with the questionnaire. If you'd like to leave the questionnaire at any time, just click "Exit". Your answers will be saved.

## 2. Resident Questionnaire - Page 1 of 6

### 1. How long have you lived in Oak Park?

- Less than one year
- One to five years
- Six to ten years
- Eleven to twenty years
- Twenty-one to thirty years
- Over thirty years

### 2. If in Oak Park less than 10 years, from where did you move?

- Chicago
- Nearby western suburb
- Another part of the Chicago region
- Elsewhere in Illinois
- Outside of Illinois
- Other (please specify)

### 3. If in Oak Park less than 10 years, what are your primary reasons for moving to Oak Park? (Check all that apply)

- Job or employment opportunity
- Regional location
- Housing quality
- To be near family
- Grew up here
- Schools
- Overall community character
- Other (please specify)

**4. What are the primary advantages of living in Oak Park? (Check all that apply)**

- Residential Neighborhoods
- Quality of housing
- Housing affordability
- Available shopping
- Job opportunities
- Arts and culture
- Environmental features
- Access to regional transportation
- Location
- Parks and recreation amenities
- Religious institutions
- Friendliness of community residents
- Feeling of safety and security
- Good schools
- Responsive local government
- Community history and character
- Other (please specify)

**5. What are the primary disadvantages for living in Oak Park? (Check all that apply)**

- Quality of housing
- Housing Costs
- Housing Options
- Shopping Opportunities
- Job Opportunities
- Taxes
- Location
- Parks/recreational amenities
- Schools
- Safety
- Traffic and Circulation
- Local government
- Community appearance
- Quality of roads
- Quality of sidewalks
- Quality of sewers and stormwater systems
- Quality of telecommunications

Other (please specify)



**6. Where do you work?**

- Oak Park
- Chicago
- Neighboring community
- Other community in the Chicago region
- Other community outside the Chicago region
- Out of state
- Home office
- Retired
- Unemployed
- Other (please specify)

**7. If applicable, where does your spouse or partner work?**

- Oak Park
- Chicago
- Neighboring community
- Other community in the Chicago region
- Other community outside the Chicago region
- Out of state
- Home office
- Retired
- Unemployed
- Other (please specify)

**8. What is your primary mode of transportation to work?**

- Private automobile
- Car-pool/van-pool
- Bicycle
- Walk
- CTA or Pace bus
- CTA Blue Line
- CTA Green Line
- Metra UP-W Rail Line
- Work at home
- Other (please specify)

**9. If applicable, what is your spouse's or partner's primary mode of transportation to work?**

- Private automobile
- Car-pool/van-pool
- Bicycle
- Walk
- CTA or Pace bus
- CTA Blue Line
- CTA Green Line
- Metra UP-W Rail Line
- Work at home
- Other (please specify)

**10. How do you rate the following educational programs in Oak Park?**

	Good	Fair	Poor	Don't Know
Pre-school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kindergarten	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Elementary School	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Middle School	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High School	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adult education (college/grad. levels)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Programs for the gifted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Programs for the disabled	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**11. How do you rate the following public facilities and services within the Oak Park area?**

	Good	Fair	Poor	Don't Know
Regional Arterials/State Roads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local streets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sidewalks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trees and landscaping on public property	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street lights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Police protection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fire protection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electric Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trash Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sewer service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storm water drainage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Snow removal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health care services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parks and open space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recreational facilities & programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cultural facilities & programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Library services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community meeting space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Services for youth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Services for senior citizens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Service for special populations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**12. How do you rate the overall quality of housing stock (appearance, cost, property maintenance) in Oak Park?**

- Excellent
- Good
- Fair
- Poor

**13. How is the quality of housing changing in Oak Park?**

- Getting much worse
- Getting somewhat worse
- Staying about the same
- Getting somewhat better
- Getting much better

**14. Are you satisfied with the overall quality of life in Oak Park?**

- Very satisfied
- Satisfied
- Dissatisfied
- Very dissatisfied

**15. How does the quality of life in Oak Park today compare to ten years ago, or since you moved to Oak Park if less than ten years?**

- Much better
- Somewhat better
- About the same
- Somewhat worse
- Much worse

**16. Please rate how each of the following currently threatens the quality of life in the community?**

	No threat				Major threat
Traffic flow and circulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of pedestrian trails/sidewalks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
New development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Poorly maintained properties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Availability of retail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volume of traffic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inadequate Infrastructure (water/sewer/utilities)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**17. In five years Oak Park will...**

Be a better place                       Get worse                       Stay about the same

**18. Do you feel informed about what is going on in Oak Park?**

- Yes  No

**19. Where do you typically get your information about Village and community affairs and programs? (Please check one)**

- Traditional Mailings
- Village E-mail Lists
- Other internet sources
- Local newspapers
- TV
- Local conversations
- Community organizations
- Other (please specify)

**20. Do you think local government is effectively dealing with local issues and concerns?**

- Yes  No

**21. How important is it for Oak Park to attract new businesses/uses to the following commercial districts?**

	Very important	Somewhat important	Not important
North Avenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chicago and Harlem	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chicago and Austin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Downtown	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lake Street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Avenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
South Marion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Madison Street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oak Park Avenue and Harrison	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Harrison Arts District	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Roosevelt Road	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Downtown	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**22. Would you support the use of tax incentives to retain existing businesses and attract new businesses to Oak Park?**

- Yes
- No
- Unsure

**23. How important is it for Oak Park to attract and retain new businesses or other large employers?**

- Very important
- Somewhat important
- Not important

**24. How would you rate the physical appearance of Oak Park's arterials and the primary points of entry into the community?(1=Poor, 5=Excellent)**

	1	2	3	4	5
North Avenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Division Street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chicago Avenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lake Street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Madison Street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Harrison Street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Roosevelt Road	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Harlem Avenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oak Park Avenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ridgeland Avenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Austin Boulevard	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**25. Oak Park's transportation network could be most improved with the addition of...**

- ...more stop lights.
- ...more designated bicycle trails.
- ...more mass transit options.
- ...better parking management in neighborhoods.
- ...better parking management in commercial districts.

Other (please specify)

**26. What kind of new residential development do you believe is needed in Oak Park in the future? (check all that apply)**

- Single-family homes
- Townhomes
- Apartments
- Condominiums
- Senior citizen housing
- Other (please specify)

**27. What kind of non-residential development would you like to see in Oak Park in the future? (check all that apply)**

- Retail Stores
- Personal Services
- Gas Station
- Restaurants
- Hotels
- Entertainment
- Professional Offices
- Medical Facilities
- Industry
- Other (please specify)



**28. What kind of new development would you NOT like to see in Oak Park in the future?**

**(check all that apply)**

- Single-family homes
- Townhomes
- Apartments
- Condominiums
- Senior citizen housing
- Retail Stores
- Personal Services
- Gas Station
- Restaurants
- Hotels
- Entertainment
- Professional Offices
- Medical Facilities
- Industry
- Other (please specify)

**29. How old are you?**

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- Over 75

**30. How many people are in your household?**

- One
- Two
- Three
- Four
- Five
- Six or more

**31. What category best describes your education level?**

- Grade school
- High school
- Some college
- 2-year college/trade school
- Bachelors degree
- Post graduate
- Other (please specify)

**32. What is Oak Park's #1 strength?**

- Schools
- Location/Access to major roads and the Interstate System
- Parks and open space
- Commercial/shopping areas
- Neighborhoods and housing
- Village government
- Development potential
- Police department
- Fire department
- Affordability
- Other (please specify)

**33. What is Oak Park's #1 weakness or need for improvement?**

**34. What are the three most important issues facing the Village? (choose three)**

- Public infrastructure
- Lack of development opportunities
- Utilities/Telecommunications
- Traffic flow and circulation
- Historic preservation
- Attracting new business
- Maintaining existing businesses
- Housing and neighborhoods
- Local government
- Other (please specify)

**35. Please provide any additional comments in the space below.**

## 8. Thanks!

Thank you for your input. Please click done to save the questionnaire and return to the Project Home Page.

B

**VILLAGE OF OAK PARK  
AGENDA ITEM COMMENTARY**


**Item Title: Ordinance Adopting the Annual Budget for the Village of Oak Park for its Fiscal Year Beginning January 1, 2013**

**Resolution or Ordinance No.** \_\_\_\_\_

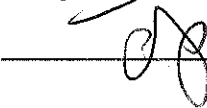
**Date of Board Action**                      **December 10, 2012**

**Staff Review:**

Department Director

  
\_\_\_\_\_  
Craig M. Lesner, Chief Financial Officer

Village Manager's Office

  
\_\_\_\_\_

**Item History (Previous Board Review, Related Action, and History):**

The Finance Committee met with staff throughout September to review preliminary staff recommendations for the 2013 Budget. The Village Board conducted budget study sessions throughout October and November of 2012 to review budgets in detail and to discuss overall policy directions.

The Village Board of Trustees also conducted a Public Hearing on the proposed 2012 Budget at a meeting on November 5, 2012. Pursuant to Village Code, adequate public notices including the publishing and posting of legal notices and copies of the budget have been made available to the public.

**Item Policy Commentary (Key Points, Recommendation, and Background):**

The final document presented as the FY 2013 Budget includes the qualitative discussion as reviewed throughout the budget creation process in addition to the detailed annex which lists out appropriations by account number.

**Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies, or regional municipalities):**

Not applicable

**Item Budget Commentary:**

The total proposed spending plan of **\$112,193,277** includes **\$12,591,437** in inter-fund transfers, which results in a net annual 2013 budget of **\$99,601,840**. Fluctuations in the net budget vary based on capital activity and amount of transfers.

**VILLAGE OF OAK PARK**  
**AGENDA ITEM COMMENTARY**  
**Page 2**

The approved Fiscal Year 2013 Budget will be distributed to departments and made available on the Village's web site.

**Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why):**

Not applicable

**Proposed Recommended Action:** Adopt the Ordinance.

**ORDINANCE ADOPTING THE ANNUAL BUDGET OF THE  
VILLAGE OF OAK PARK FOR ITS FISCAL YEAR  
BEGINNING JANUARY 1, 2013**

**RECITALS**

**Whereas**, the tentative annual budget of the Village of Oak Park for 2013 has been prepared and was conveniently made available for public inspection at least ten (10) days prior to the date of the Ordinance passing the budget, by placing it on file with the Village Clerk and by placing it on the Village's web site [www.oak-park.us](http://www.oak-park.us) ,for public inspection; and

**Whereas**, the President and Board of Trustees conducted a public hearing on the tentative annual budget on November 5, 2012, notice of which was given by publication on October 24, 2012 in the Wednesday Journal a newspaper of general circulation in the Village of Oak Park at least ten (10) days prior to the November 5, 2012 public hearing. The hearing on the budget was conducted not less than one (1) week after publication of the tentative annual budget.

**NOW THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois, as follows:

**SECTION 1:** The above recitals are incorporated herein.

**SECTION 2:** That to pay all necessary expenses, transfers and liabilities of the Village for the fiscal year commencing January 1, 2013 and ending December 31, 2013, the President and Board of Trustees adopts as the Village's budget the sums set forth for the purposes indicated in the 2013 appropriation and budget summary of the Village totaling **\$112,193,277** in appropriations and **\$99,601,840** in budgeted expenditures, net of transfers, as set forth in the Budget document attached hereto and made a part hereof.

**SECTION 3:** This Budget Ordinance may be amended as provided for in Section 2-6-5 of the Village Code.

**SECTION 4:** This Budget Ordinance is adopted pursuant to the procedures set forth in 65 ILCS 5/8-2-9.4 (the Illinois Municipal Code) in general, but any provision in the Illinois Municipal Code in conflict with this Ordinance and its manner of adoption shall not be applicable to this Ordinance which is being adopted pursuant to the Home Rule powers of the Village of Oak Park as set forth in Section 6 of Article VII of the Constitution of the State of Illinois.

**THIS ORDINANCE** shall be in full force and effect from and after its adoption, approval and publication in pamphlet form as provided by law.

**ADOPTED** this **10<sup>th</sup>** day of **December 2012**, pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by me this \_\_\_\_\_ day of **December 2012**.

---

David G. Pope  
Village President

**ATTEST:**

---

Teresa Powell  
Village Clerk

**Published by me in pamphlet form this \_\_\_\_\_ day of December 2012.**

---

Teresa Powell  
Village Clerk



C

**VILLAGE OF OAK PARK**  
**AGENDA ITEM COMMENTARY**

**Item Title: Ordinance Amending Chapter 2, Article 4 of the Village Code Related to the Village Manager to Include Duties Related to Performance Management**

Resolution or Ordinance No. \_\_\_\_\_

Date of Board Action: December 10, 2012

Staff Review: Cara Pavlicek, Interim Village Manager

Village Manager's Office: \_\_\_\_\_

**Item History (Previous Board Review, Related Action, History):**

On November 5, 2012, the Village Board approved a motion to direct staff to prepare an Ordinance related to the inclusion of a Performance Management Program in the Village Code. The proposed Ordinance Amendment would codify the Village's Performance Management Program as a system by which the Village Manager is required to report to the Board regarding Village operations.

In 2004, the Village began its first performance measurement initiative, under the direction of the Board. Emerging issues and changing priorities ultimately caused the Village staff to suspend the performance measurement initiative.

In 2012, staff presented a new performance management program entitled the M.A.P. Program (Measure. Analyze. Perform) to both the Finance Committee and the full Village Board. It was proposed that in order to prevent a repeat of the prior program development and subsequent abandonment, the MAP Program should be established in the Village Code to institutionalize performance management as a core value of the Village organization.

**Item Policy Commentary (Key Points, Current Issue, Recommendation):**

The MAP Program has been established to create and maintain a structured manner by which to improve Village services and to utilize Village resources (money, work effort and time) more efficiently and effectively. Currently, the MAP program is being implemented in a phased deployment approach with a small subset of Village departments as a pilot program. During the pilot program, the Village Manager's Office will evaluate program effectiveness, and modify the program as necessary prior to expanding the program to a broader grouping of departments until all Village departments and service providers have been successfully transitioned into the program.

**Item Budget Commentary: (Account #; Balance; Cost of contract)**

N/A.

**Proposed Action:** Approval.

**ORDINANCE AMENDING CHAPTER 2, ARTICLE 4 OF THE  
VILLAGE CODE RELATED TO THE VILLAGE MANAGER TO  
INCLUDE DUTIES RELATED TO PERFORMANCE MANAGEMENT**

**Whereas**, the Village of Oak Park has an interest in ensuring that every operating department operate in an efficient and fiscally responsible manner; and

**Whereas**, the Village of Oak Park has an interest in improving the delivery of public services through the use of planning, resource allocation and accountability to ensure that the Village's goals, mission and objectives are attained and to ensure that the administrative departments of the Village operate in a manner which reflects the Village's goals, mission and objectives; and

**Whereas**, the use of performance measures and standards in the planning and resource allocation processes, as well as in the reporting of performance information, will result in a more efficient and effective utilization of Village resources, improved results for the public and will ensure that the Village focuses its resources on its core functions and mission.

**Now Therefore**, Be It Ordained by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois pursuant to its Home Rule powers as follows:

**Section One:** That Chapter 2, Article 4, Section 6 of the Village Code, relating to the Village Manager's Reports to President and Board of Trustees shall be amended to read as follows:

The Village Manager shall make such reports as shall be required by the President and Board of Trustees on the operations of the various Village departments. Such reports shall include, but not be limited to, a statement of the revenues, expenditures and general financial conditions of the Village. The Village Manager shall make reports on the operations of all administrative departments of the Village utilizing a performance management system.

**Section Two:** That Chapter 2, Article 4, Section 12 of the Village Code relating to the Village Manager's duties regarding Offices and Departments shall be amended to read as follows:

All appointive offices of the Village shall be filled by appointment by the Village Manager, except where otherwise provided by law; and the Manager shall report to the Board of Trustees all such appointments, and any removal from office made by him, as soon as possible after the appointment or removal. The Village Manager shall be responsible for determining the organizational structure of all administrative departments, of the Village and their subdivisions, unless specified elsewhere in this Code. Every administrative department of the Village shall be under supervision and control of the Manager, who

shall have the power to remove from office any officer holding an office which is subject to being filled by appointment by the Manager. The Village Manager shall implement and utilize a performance management system to supervise, control, evaluate and report on the performance of all administrative departments.

**Section Three:** THIS ORDINANCE shall be in full force and effect from and after its adoption and approval in accordance with law.

**ADOPTED** this 10th day of December, 2012, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 10th day of December, 2012.

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David G. Pope  
Village President

ATTEST:

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Teresa Powell  
Village Clerk

VILLAGE OF OAK PARK  
AGENDA ITEM COMMENTARY

D

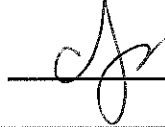
**Item Title: Resolution Directing Village Coordination with Local Governing Bodies To Develop an Intergovernmental Agreement and To Outline Sustainable Funding Commitments to Support the Objectives identified in the 2009 Early Childhood Strategic Plan developed under the Auspices of the Collaboration for Early Childhood Care and Education**

Resolution or Ordinance No. \_\_\_\_\_

Date of Board Action: December 10, 2012

Staff Review: Cara Pavlicek, Interim Village Manager

Village Manager's Office: \_\_\_\_\_



**Item History (Previous Board Review, Related Action, History):**

In 2002-2003 the six independently elected local governing bodies (Oak Park Elementary School District 97, Oak Park and River Forest High School District 200, the Oak Park Public Library, Oak Park Township, the Park District of Oak Park, and the Village of Oak Park) jointly created the Collaboration for Early Childhood Care and Education, also referred to as the Collaboration. This action has resulted in an organization with a focus on the needs of young children and acknowledgment that, although no single jurisdiction is solely responsible for coordinating and providing early childhood services, all jurisdictions benefit and advance their missions through this engagement.

In 2009, the Board of Education of Oak Park and River Forest High School District 200 and the Oak Park Village Board joined together to fund a community-wide strategic planning process under the leadership of the Collaboration to identify the necessary components of a comprehensive, fully integrated early childhood system of high-quality programs and services, and to advance its development and implementation.

As part of the Fiscal Year 2013 Municipal budget, the Village of Oak Park has appropriated funding for its proportionate share of costs associated with implementation of the first year of these comprehensive services, predicated on a three-year implementation timeframe, and that the Village intends to continue to allocate its proportionate share of necessary funding in the future to support systems for early childhood development as set forth in the 2009 strategic plan.

**Item Policy Commentary (Key Points, Current Issue, Recommendation):**

A resolution has been prepared to establish the Village's commitment to invest in high-quality early childhood programs and to work with fellow governing jurisdictions to develop and put forward for adoption an Intergovernmental Agreement specifying implementation timeframes and commensurate inter-jurisdictional support for the delivery of a comprehensive, fully integrated early childhood system of high-quality programs and services that foster physical, cognitive, and social-emotional development during the critical first five years of life, as

contemplated in the strategic plan of 2009.

**Item Budget Commentary: (Account #; Balance; Cost of contract)**

The FY13 General Fund budget provides for \$115,848 in funding to support early childhood services.

**Proposed Action:** Approval.

# RESOLUTION

## RESOLUTION DIRECTING VILLAGE COORDINATION WITH LOCAL GOVERNING BODIES TO DEVELOP AN INTERGOVERNMENTAL AGREEMENT AND TO OUTLINE SUSTAINABLE FUNDING COMMITMENTS TO SUPPORT THE OBJECTIVES IDENTIFIED IN THE 2009 EARLY CHILDHOOD STRATEGIC PLAN DEVELOPED UNDER THE AUSPICES OF THE COLLABORATION FOR EARLY CHILDHOOD CARE AND EDUCATION

**WHEREAS**, the Village of Oak Park is committed to assuring equality of opportunity for all residents and accepts that this commitment fundamentally requires that the Village proactively take steps to enable all children to succeed and achieve their full potential; and

**WHEREAS**, developmental research conducted over a period of more than forty years has conclusively demonstrated that 85% of brain development occurs by age five; and

**WHEREAS**, economic and social policy research has determined that high-quality early learning environments coupled with support for at-risk families lead to lower rates of participation in special education, lower rates of involvement with the criminal justice system as both youths and into adulthood, higher rates of high school graduation, and higher incomes and rates of home ownership; and generate inflation-adjusted annual rates of return on investment of 7-10%; and

**WHEREAS**, families at all income levels experience isolation and stress when trying to locate early childhood services and almost all Oak Park families with children use some form of non-parental care for their children between birth and kindergarten; and

**WHEREAS**, the 4,800 children under kindergarten age in Oak Park represent an increase of 11% since the year 2000, and among this most fragile population 16%, or approximately 800 children, are at risk of academic failure due to circumstances including individual developmental delays, family income status, and stressed family situations; and

**WHEREAS**, Oak Park and River Forest face a persistent achievement gap among students from differing racial and socio-economic subgroups, and research has established that two-thirds of this achievement gap is already in place among these children as they enter their kindergarten year; and

**WHEREAS**, in 2002-2003 the six independently elected local governing bodies (Oak Park Elementary School District 97, Oak Park and River Forest High School District 200, the Oak Park Public Library, Oak Park Township, the Park District of Oak Park, and the Village of Oak Park) jointly created the Collaboration for Early Childhood Care and Education ("Collaboration"), thereby bringing into existence an organization to focus on the needs of young children while acknowledging that, although no single jurisdiction is solely responsible for coordinating and providing early childhood services, all jurisdictions benefit and advance their missions through this engagement; and

**WHEREAS**, the Collaboration has worked in an innovative, inclusive, and effective manner to overcome the fragmentation and scarcity of services that typically characterize the early childhood field, instead leveraging and integrating community resources to better meet the needs of Oak Park's and River Forest's youngest children and their families; and

**WHEREAS**, the Board of Education of Oak Park and River Forest High School District 200 and the Oak Park Village Board joined together in 2009 to fund a community-wide strategic planning process under the leadership of the Collaboration to identify the necessary components of a comprehensive, fully integrated early childhood system of high-quality programs and services, and to advance its development and implementation;

**NOW THEREFORE BE IT RESOLVED** that I, David Pope, President of the Village of Oak Park, and the Board of Trustees, do hereby commit the Village of Oak Park to invest in high-quality early childhood programs and to work with fellow governing jurisdictions to develop and put forward for adoption an Intergovernmental Agreement specifying implementation timeframes and commensurate inter-jurisdictional support for the delivery of a comprehensive, fully integrated early childhood system of high-quality programs and services that foster physical, cognitive, and social-emotional development during the critical first five years of life, as contemplated in the strategic plan of 2009; and

**BE IT FURTHER RESOLVED**, that, as part of the Fiscal Year 2013 Municipal budget, the Village of Oak Park has appropriated funding for its proportionate share of costs associated with implementation of the first year of these comprehensive services, predicated on a three-year implementation timeframe, and that the Village intends to continue to allocate its proportionate share of necessary funding in the future to support systems for early childhood development as set forth in the 2009 strategic plan;

**THIS RESOLUTION** shall be in full force and effect from and after its adoption and approval as provided by law.

**ADOPTED and APPROVED** by me this 10<sup>th</sup> day of December, 2012

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**David G. Pope**  
Village President

**ATTEST:**

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**Teresa Powell**  
Village Clerk



E

**VILLAGE OF OAK PARK**  
**AGENDA ITEM COMMENTARY**

**Item Title: Resolution Directing Staff to Proceed with the Necessary Actions Related to the Financing for the Lake and Forest Public Parking Garage Development**

Resolution or Ordinance No. \_\_\_\_\_

Date of Board Action: December 10, 2012

Staff Review: Cara Pavlicek, Interim Village Manager

Village Manager's Office: \_\_\_\_\_

**Item History (Previous Board Review, Related Action, History):**

As a home rule unit of government in accordance with Article VII, Section 6, of the 1970 Illinois Constitution the Village is authorized under the provisions of the Tax Increment Allocation Redevelopment Act, 65, ILCS 5/11-74.4-1 et seq., as amended (the "TIF Act"), to finance redevelopment in accordance with the conditions and requirements set forth in the TIF Act. In addition, the Village has entered into an Amended and Restated Redevelopment Agreement for Lake and Forest Development by and between the Village of Oak Park and Lake Street Investors, LLC dated September 12, 2011, also referred to as the RDA.

An important element of the Lake and Forest Development is the parking garage, which consists of both a public portion and private parking for the residents of the development. Pursuant to the RDA, the Village is required to reimburse the Developer for the actual cost of developing and constructing the public portion of the parking garage.

Village staff in consultation with Bond Counsel and Speer Financial, have reviewed alternative financing options available to the Village in accordance with the RDA. As a result of this review, it is recommended that the Village finance its portion of the public parking garage during construction via a bank letter of credit during construction to be followed by a General Obligation (GO) Bond Issue upon completion of construction of the public parking garage portion of the project.

**Item Policy Commentary (Key Points, Current Issue, Recommendation):**

A resolution has been prepared to direct staff to proceed with the necessary actions for authorization by the Board of Trustees of a bank letter of credit and subsequent GO Bond Issuance for the public portion of the Lake and Forest Development.

**Item Budget Commentary: (Account #; Balance; Cost of contract)**

The FY13 General Fund budget provides for \$8,944,000 in bond proceeds to support the public parking garage construction.

**Proposed Action:** Approval.

**RESOLUTION DIRECTING STAFF TO PROCEED WITH THE  
NECESSARY ACTIONS RELATED TO THE FINANCING  
FOR THE LAKE AND FOREST  
PUBLIC PARKING GARAGE DEVELOPMENT**

**WHEREAS**, the Village is a home rule unit of government in accordance with Article VII, Section 6, of the 1970 Illinois Constitution; and

**WHEREAS**, the Village is authorized under the provisions of the Tax Increment Allocation Redevelopment Act, 65, ILCS 5/11-74.4-1 et seq., as amended (the "TIF Act"), to finance redevelopment in accordance with the conditions and requirements set forth in the TIF Act; and

**WHEREAS**, the Village has entered into an Amended and Restated Redevelopment Agreement for Lake and Forest Development by and between the Village of Oak Park and Lake Street Investors, LLC dated September 12, 2011 (the "RDA"); and

**WHEREAS**, the Lake and Forest Development includes a public parking garage which pursuant to the RDA the Village shall reimburse the Developer for the actual cost of developing and constructing; and

**WHEREAS**, in consultation with Bond Counsel and Speer Financial it is recommended that the Village finance its portion of the public parking garage in accordance with the RDA via a bank letter of credit during construction to be followed by a General Obligation (GO) Bond Issue upon completion of construction of the public parking garage portion of the project.

**NOW THEREFORE BE IT RESOLVED** by the Village President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois, that the Interim Village Manager is hereby authorized and directed to proceed with the necessary actions for authorization by the Board of Trustees of a bank letter of credit and subsequent GO Bond Issuance for the public portion of the Lake and Forest Development.

**THIS RESOLUTION** shall be in full force and effect from and after its adoption and approval as provided by law.

**ADOPTED** this 10th day of December 2012 pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**ADOPTED AND APPROVED** by me this 10th day of December, 2012.

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**David G. Pope**  
Village President

**ATTEST:**

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**Teresa Powell**  
Village Clerk

F

**VILLAGE OF OAK PARK**  
**AGENDA ITEM COMMENTARY**

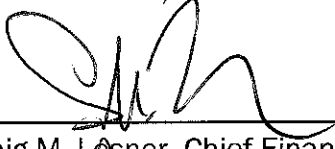
**Item Title: Ordinance Amending the Fiscal Year 2012 Budget**

Resolution or Ordinance No. \_\_\_\_\_

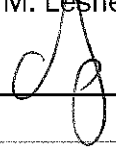
Date of Board Action: *December 10th, 2012*

Staff Review:

Department Director Name:

  
\_\_\_\_\_  
Craig M. Lesner, Chief Financial Officer

Village Manager's Office:

  
\_\_\_\_\_

**Item History (Previous Board Review, Related Action, History):**

From time to time Village operations change necessitating amendments to the approved budget.

Page 39 of Appendix A of the Auditor's Communication to the Board of Trustees for the year ending December 31, 2011 recommended the Village continue to keep in compliance with its budgetary controls. As part of this process, staff reviews the year end expenditure estimates of each department and proposes budget amendments accordingly.

**Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation):**

Not applicable

**Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies, or regional municipalities):**

Not applicable

**Item Budget Commentary: (Account #; Balance; Cost of contract)**

These amendments affect various parts of the FY 2012 Budget document. The overall philosophy is to increase amounts where needed, but to offset these increases with decreases elsewhere whenever possible.

**VILLAGE OF OAK PARK**  
**AGENDA ITEM COMMENTARY**

Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why):

Not applicable

**Proposed Recommended Action: Approve the Ordinance**

## ORDINANCE AMENDING THE 2012 ANNUAL BUDGET

**BE IT ORDAINED** by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois, that the 2012 Annual Village Budget is amended as follows:

**Expenditures** are hereby amended to reflect changes to the 2012 Budget:

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>STRIKE AMOUNT</b>	<b>ADD AMOUNT</b>
1001-41000-101-530650	Conferences and Training	\$0	\$100
1001-41000-101-550605	Travel & Mileage reimbursement	\$0	\$50
1001-41000-101-560631	Operational Supplies	\$44,900	\$44,900
1001-41000-103-530662	Boards and Commissions Support	\$0	\$500
1001-41000-104-550601	Printing	\$0	\$350
1001-41000-104-560631	Operational Supplies	\$0	\$300
1001-41000-321-530662	Boards and Commissions Support	\$0	\$50
1001-41000-321-550601	Printing	\$0	\$30
1001-41000-321-550652	Legal Advertisements	\$0	\$2,400
1001-41000-321-560620	office supplies	\$0	\$30
1001-41000-325-530662	Boards and Commissions Support	\$0	\$80
1001-41000-325-550601	Printing	\$0	\$10
1001-41000-332-530650	Conferences and Training	\$0	\$50
1001-41000-332-530655	Consultant Fees	\$0	\$10,000
1001-41000-332-530662	Boards and Commissions Support	\$0	\$1,500
1001-41000-332-530667	External Support	\$0	\$2,000
1001-41000-332-550601	Printing	\$0	\$100
1001-41000-332-550602	Membership Dues	\$0	\$50
1001-41000-332-550652	Legal Advertisements	\$0	\$250
1001-41000-332-560620	office supplies	\$0	\$150
1001-41000-332-560631	Operational Supplies	\$0	\$3,000
1001-41020-101-520530	Employer ICMA 401 Contribution	\$0	\$14,130
1001-41020-101-520531	Employer ICMA 457 Contribution	\$0	\$3,121
1001-41020-101-530662	Boards and Commissions Support	\$0	\$3,000
1001-41020-101-550602	Membership Dues	\$47,000	\$52,000
1001-41020-101-550606	books and subscriptions	\$0	\$1,000
1001-41020-101-560616	Toner	\$0	\$750
1001-41020-101-560620	Office Supplies	\$23,500	\$6,000
1001-41020-101-560631	Operational Supplies	\$0	\$1,500
1001-41020-101-560638	Special events	\$0	\$1,600
1001-41020-101-560670	Equipment Rental	\$0	\$4,000
1001-41030-101-530658	temporary services	\$0	\$1,000
1001-41030-101-530667	External Support	\$172,000	\$182,000
1001-41030-101-550603	postage	\$39,000	\$28,000
1001-41030-101-560620	office supplies	\$7,500	\$7,050

1001-41030-101-560631	Operational Supplies	\$0	\$19
1001-41030-101-560638	Special events	\$0	\$213
1001-41030-101-570725	Office equipment	\$0	\$213
1001-41040-101-550603	Postage	\$750	\$1,750
1001-41040-142-530667	External Support	\$45,000	\$44,000
1001-41100-101-530642	Background Checks	\$0	\$2,000
1001-41100-101-530667	External Support	\$51,000	\$47,000
1001-41100-101-550601	Printing	\$1,000	\$2,230
1001-41100-101-560616	Toner	\$0	\$215
1001-41100-101-560638	Special events	\$0	\$200
1001-41100-101-560650	Volunteer Recog Recruitment	\$0	\$50
1001-41300-101-530658	temporary services	\$0	\$90,000
1001-41300-101-530675	Bank Charges	\$65,000	\$210,000
1001-41300-101-530688	Payroll Services	\$80,000	\$105,000
1001-42400-101-520524	Police Pension Contributions	\$3,477,963	\$3,700,000
1001-42400-101-530650	Conferences and Training	\$26,673	\$31,673
1001-42400-101-530658	temporary services	\$0	\$18,000
1001-42400-101-530660	General Contractual	\$342,100	\$317,100
1001-42400-101-550656	Miscellaneous Expense	\$0	\$2,000
1001-42400-101-550663	Software License Updates	\$0	\$300
1001-42400-101-550690	Public Art	\$0	\$650
1001-42400-101-560616	Toner	\$0	\$8,000
1001-42400-101-560637	Vehicle equip and parts	\$0	\$12,000
1001-42400-101-560638	Special events	\$0	\$200
1001-42400-412-560625	Clothing	\$88,900	\$63,900
1001-42500-101-520525	Fire Pension Contributions	\$2,955,916	\$3,100,000
1001-42500-101-550603	Postage	\$750	\$2,750
1001-42500-101-560616	Toner	\$0	\$500
1001-42500-101-560670	Equipment Rental	\$6,500	\$3,000
1001-42510-101-530660	General Contractual	\$6,500	\$4,000
1001-42520-101-530660	General Contractual	\$3,720	\$6,220
1001-42540-101-550606	books and subscriptions	\$0	\$1,500
1001-42540-101-550673	Repairs	\$3,100	\$1,600
1001-46202-101-530667	External Support	\$108,000	\$105,300
1001-46202-101-550603	Postage	\$0	\$700
1001-46202-101-560670	Equipment Rental	\$0	\$2,000
1001-46205-101-530667	External Support	\$168,000	\$144,552
1001-46205-101-540658	Property Tax Expense	\$30,582	\$31,030
1001-46205-101-560634	Sign replacement	\$28,000	\$23,000
1001-46205-101-560638	Special events	\$0	\$5,000
1001-46205-101-583695	OPDC Contingent liability	\$0	\$23,000
1001-46250-101-550652	Legal Advertisements	\$0	\$3,000
1001-46250-101-560670	Equipment Rental	\$0	\$6,000
1001-46250-601-540660	Emergency Services	\$100,000	\$91,000
1050-41300-101-530650	Conferences and Training	\$0	\$5,000
1050-46202-101-530650	Conferences and Training	\$0	\$1,520
1050-46205-101-530650	Conferences and Training	\$0	\$1,000
2010-46206-101-585613	Housing Rehab Property Loan	\$0	\$25,000
2018-46206-101-530650	Conferences and Training	\$0	\$1,400
2018-46206-101-530667	External Support	\$0	\$50,000
2024-42480-101-530667	External Support	\$0	\$500
2024-42480-101-550705	Ammunition and Guns	\$0	\$15,000
2024-42480-101-560631	Operational Supplies	\$40,200	\$22,700
2024-42480-101-560637	Vehicle equip and parts	\$0	\$2,000
2024-42480-101-570750	Vehicles	\$0	\$169,000

2072-41300-101-570698	Economic Development	\$0	\$950,000
2072-46202-101-530667	External Support	\$0	\$10,200
2072-46205-101-530667	External Support	\$0	\$50,000
2081-41300-101-530667	External Support	\$365,000	\$450,000
2083-46206-101-585612	Housing Rehab Property Grants	\$0	\$6,500
2083-46206-101-585613	Housing Rehab Property Loan	\$0	\$34,500
2098-41300-101-570707	Capital Improvements	\$0	\$76,000
2098-41300-101-570959	Streetscape	\$0	\$65,000
2098-41300-101-581801	Bond Principal Payment	\$0	\$530,000
2098-41300-101-581802	Bond Interest Payment	\$0	\$538,063
2235-42400-101-560642	Basketball camp expenses	\$0	\$3,000
2310-41020-101-550602	Membership Dues	\$2,000	\$500
2310-41020-101-560631	Operational Supplies	\$0	\$1,500
3050-41020-101-570975	Engineering	\$0	\$18,400
4001-46205-101-530667	External Support	\$0	\$20,000
4025-41300-101-530804	Bond Paying Agent Fees	\$5,500	\$8,250
4025-41300-101-530805	Bond Issuance Fees	\$0	\$243,940
4025-41300-101-591840	Transfer to Water Fund	\$0	\$2,900,000
4025-41300-101-591860	Transfer to Parking Fund	\$0	\$2,200,000
4025-41300-101-591896	Payment to Escrow Agent	\$0	\$8,900,000
5040-41300-101-530675	Bank Charges	\$0	\$60,000
5040-41300-101-581801	Bond Principal Payment	\$0	\$615,000
5040-41300-101-581802	Bond Interest Payment	\$0	\$285,000
5040-41300-101-591825	transfer to Debt Service Fund	\$1,177,656	\$277,656
5050-41300-101-570711	Software	\$0	\$13,500
5060-41300-101-581801	Bond Principal Payment	\$0	\$820,000
5060-41300-101-581802	Bond Interest Payment	\$0	\$340,000
6028-41080-101-520520	Life Insurance Premiums	\$66	\$100,066
6028-41080-101-520686	Prescription Claims Paid	\$1,513,785	\$1,413,785
6028-41080-101-530667	External Support	\$50,000	\$49,000
6028-41080-101-560639	Advertising	\$0	\$1,000
1001-41000-101-530650	Conferences and Training	\$0	\$100
1001-41000-101-550605	Travel & Mileage reimbursement	\$0	\$50
1001-41000-101-560631	Operational Supplies	\$44,900	\$44,900
1001-41000-103-530662	Boards and Commissions Support	\$0	\$500
1001-41000-104-550601	Printing	\$0	\$350
1001-41000-104-560631	Operational Supplies	\$0	\$300
1001-41000-321-530662	Boards and Commissions Support	\$0	\$50
1001-41000-321-550601	Printing	\$0	\$30
1001-41000-321-550652	Legal Advertisements	\$0	\$2,400
1001-41000-321-560620	office supplies	\$0	\$30
1001-41000-325-530662	Boards and Commissions Support	\$0	\$80
1001-41000-325-550601	Printing	\$0	\$10
1001-41000-332-530650	Conferences and Training	\$0	\$50
1001-41000-332-530655	Consultant Fees	\$0	\$10,000
1001-41000-332-530662	Boards and Commissions Support	\$0	\$1,500
1001-41000-332-530667	External Support	\$0	\$2,000
1001-41000-332-550601	Printing	\$0	\$100
1001-41000-332-550602	Membership Dues	\$0	\$50
1001-41000-332-550652	Legal Advertisements	\$0	\$250



1001-41000-332-560620	office supplies	\$0	\$150
1001-41000-332-560631	Operational Supplies	\$0	\$3,000
1001-41020-101-520530	Employer ICMA 401 Contribution	\$0	\$14,130
1001-41020-101-520531	Employer ICMA 457 Contribution	\$0	\$3,121
1001-41020-101-530662	Boards and Commissions Support	\$0	\$3,000
1001-41020-101-550602	Membership Dues	\$47,000	\$52,000
1001-41020-101-550606	books and subscriptions	\$0	\$1,000
1001-41020-101-560616	Toner	\$0	\$750
1001-41020-101-560620	Office Supplies	\$23,500	\$6,000
1001-41020-101-560631	Operational Supplies	\$0	\$1,500
1001-41020-101-560638	Special events	\$0	\$1,600
1001-41020-101-560670	Equipment Rental	\$0	\$4,000
1001-41030-101-530658	temporary services	\$0	\$1,000
1001-41030-101-530667	External Support	\$172,000	\$182,000
1001-41030-101-550603	postage	\$39,000	\$28,000
1001-41030-101-560620	office supplies	\$7,500	\$7,050
1001-41030-101-560631	Operational Supplies	\$0	\$19
1001-41030-101-560638	Special events	\$0	\$213
1001-41030-101-570725	Office equipment	\$0	\$213
1001-41040-101-550603	Postage	\$750	\$1,750

**ADOPTED** this 10th day of **December 2012**, pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by me this \_\_\_\_\_ day of December 2012.

\_\_\_\_\_  
David G. Pope  
Village President

**ATTEST:**

\_\_\_\_\_  
Teresa Powell  
Village Clerk

G

**VILLAGE OF OAK PARK**  
**AGENDA ITEM COMMENTARY**

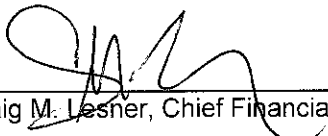
**Item Title: Ordinance for the Levy and Assessment of \$31,384,547 in Property Taxes for the Fiscal Year Beginning January 1, 2012 and Ending December 31, 2012 of the Village of Oak Park, County of Cook, State of Illinois.**

**Resolution or Ordinance No.** \_\_\_\_\_

**Date of Board Action**                      **December 10, 2012**

**Staff Review:**

Department Director

  
\_\_\_\_\_  
Craig M. Lesner, Chief Financial Officer

Village Manager's Office

**Item History (Previous Board Review, Related Action, and History):**

On an annual basis during the budget process, the Village staff calculates the revenue needs for all funds of the Village. In the case of funds fully or partially funded from property taxes, State law requires that property taxes are calculated after considerations of all other funding sources have been reviewed.

**Item Policy Commentary (Key Points, Recommendation, and Background):**

The 2012 Village levy will decrease \$199,134 from the 2011 Extended Levy.

The following is a summary of the tax funds:

**TAX LEVY SUMMARY**

<u><b>Fund No.</b></u>	<u><b>Fund Name</b></u>	<u><b>To Be Raised by Tax Levy</b></u>
1001	General Fund	\$12,392,693
5022	Police Pension Fund	3,571,125
5023	Firemen's Pension Fund	3,214,867
3025	Bond and Interest	3,066,901
3036	Public Library Fund	<u>9,138,961</u>
	<b>Total Tax Levy</b>	<b>\$31,384,547</b>

**VILLAGE OF OAK PARK**  
**AGENDA ITEM COMMENTARY**  
*Page 2*

Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies, or regional municipalities):

Not applicable

**Item Budget Commentary:**

The Police and Fire Pension levies are collected by the Cook County Treasurer and paid directly into those funds held at US Bank. They have no impact on the overall operational budget of the Village.

The Library levy is also collected by the Cook County Treasurer remitted to their account. The Library is then required to transfer money to the Village in order to pay the debt service on their behalf.

The Debt Service levy is collected by the Cook County Treasurer and paid directly into those funds held at US Bank. The Village then wires the money to Seaway Bank when payments are due, who then makes payments directly to holders of general obligation (G.O.) debt.

Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why):

Not applicable

**Proposed Recommended Action:** Adopt the Ordinance.

**AN ORDINANCE  
FOR THE LEVY AND ASSESSMENT OF \$31,384,547 IN PROPERTY  
TAXES FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2012  
AND ENDING DECEMBER 31, 2012 OF THE VILLAGE OF OAK PARK  
COUNTY OF COOK, STATE OF ILLINOIS**

**(2012 Tax Levy)**

**BE IT ORDAINED** by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois:

**SECTION 1:** That the total budget for all corporate purposes legally made to be collected from the tax levy of the fiscal year beginning January 1, 2012 and ending December 31, 2012 is hereby ascertained to be the sum of Thirty-One Million, Three Hundred and Eighty Four Thousand, Five Hundred and Forty Seven Dollars **(\$31,384,547)**.

**SECTION 2:** That the sum of Thirty-One Million, Three Hundred and Eighty Four Thousand, Five Hundred and Forty Seven Dollars **(\$31,384,547)** being the total of budgets heretofore legally made which are to be collected from the tax levy of the fiscal year of the Village of Oak Park for all corporate purposes of said Village of Oak Park, for purposes of providing for a Police Pension Fund, Firemen's Pension Fund, Public Library Fund, Bond and Interest Fund, and General Fund, as budgeted for the fiscal year by annual budget ordinance of the Village of Oak Park for the year 2012, passed by the President and Board of Trustees of said Village at the legally convened meeting of December 10, 2012 as amended, be, and the same is hereby levied upon all of the taxable property in the Village of Oak Park subject to taxation for the current year, the specific amounts as levied for the various funds heretofore named being included herein by being placed in separate columns under the heading "To Be Raised by Tax Levy" which appears over the same, the tax so levied being for the current fiscal year of said Village, and for said budget to be collected from said tax levy, the total of which has been ascertained as aforesaid and being as follows:

**TAX LEVY SUMMARY**

<b>Fund No.</b>	<b>Fund Name</b>	<b>To Be Raised by Tax Levy</b>
1001	General Fund	\$12,392,693
5022	Police Pension Fund	3,571,125
5023	Firemen's Pension Fund	3,214,867
3025	Bond and Interest	3,006,901
3036	Public Library Fund	<u>9,138,961</u>
<b>Total Tax Levy</b>		<b>\$31,384,547</b>

**SECTION 3:** That the total amount of Thirty-One Million, Three Hundred and Eighty Four Thousand, Five Hundred and Forty Seven Dollars (**\$31,384,547**) ascertained as aforesaid, be, and the same is hereby levied and assessed on all property subject to taxation within the Village of Oak Park according to the value of said property as the same is assessed and equalized for State and County purposes for the current year.

**SECTION 4:** This levy Ordinance is adopted pursuant to the procedures set forth in the Illinois Municipal Code, provided, however any tax rate limitation or any other substantive limitations as to tax levies in the Illinois Municipal Code, Revenue Act or other statute in conflict with this Ordinance shall not be applicable to this Ordinance pursuant to Section 6 of Article VI of the Constitution of the State of Illinois.

**SECTION 5:** That there is hereby certified to the County Clerk of Cook County, Illinois, the several sums aforesaid, constituting said total amount of Thirty-One Million, Three Hundred and Eighty Four Thousand, Five Hundred and Forty Seven Dollars (**\$31,384,547**) which said total amount the said Village of Oak Park requires to be raised by taxation for the current fiscal year of said Village, and the Village Clerk, of said Village, is hereby ordered and directed to file with the County Clerk of said County on or before the time required by law, a certified copy of this Ordinance.

**SECTION 6:** That the components of the Bond and Interest tax levy amount are listed below:

<b>Bond Issue</b>	<b>2012 Levy</b>	<b>Abatement</b>	<b>Final 2012 Net Levy</b>
2004B G.O. Bond	\$613,600	\$241,156	\$372,444
2005A G.O. Bond	699,890	84,827	615,063
2006A G.O. Bond	146,280	98,862	47,418
2006B G.O. Bond	500,000	0	500,000
2007 G.O. Bond	145,938	0	145,938
2007 A G.O. Bond	617,200	551,905	65,295
2010 A G.O. Bond	1,936,413	1,936,413	0
2010 B G.O. Bond	1,601,063	1,601,063	0
2010 C G.O. Bond	1,714,450	1,338,670	375,780
2011A G.O. Bond	659,000	659,000	0
2011 B G.O. Bond	189,813	189,813	0
2012 A G.O. Bond	271,573	0	271,573
2012 B G.O. Bond	<u>673,391</u>	<u>0</u>	<u>673,391</u>
<b>Total</b>	<b>\$9,768,611</b>	<b>\$6,701,710</b>	<b>\$3,066,901</b>

- PAGE 3 -

**SECTION 7:** In case of a vacancy in any office specified in this Ordinance, the Head of the Department in which any such vacancy occurs, shall not be required to fill such office, if, in his judgement or discretion there is no necessity therefore.

**SECTION 8:** By a vote of 2/3 of the President and Board of Trustees, this Levy Ordinance may be revised by deleting, adding to, changing or creating new objects or purposes for which levies have or may be made.

**SECTION 9:** The Village certifies that all requirements of the **"Truth-in-Taxation Act"** law have been complied with.

**SECTION 10:** Notice of the Public Hearing related to the proposed 2012 Tax Levy was duly published and the hearing occurred on November 5, 2012 as published.

**SECTION 11:** This Ordinance shall take effect and be in full force and effect immediately on and after its passage and approval.

**ADOPTED** this 10<sup>th</sup> day of **December 2012**, pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by me this \_\_\_\_ day of **December 2012**.

\_\_\_\_\_  
David G. Pope  
Village President

ATTEST:

\_\_\_\_\_  
Teresa Powell  
Village Clerk

Published by me in pamphlet form this \_\_\_\_\_ day of December, 2012.

\_\_\_\_\_  
Teresa Powell  
Village Clerk

## TRUTH IN TAXATION CERTIFICATE OF COMPLIANCE

I, David G. Pope, hereby certify that I am the presiding officer of the Village of Oak Park, Illinois, and as such presiding officer I certify that the levy ordinance # 2012-\_\_\_\_ -\_\_\_\_, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code – Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85(2002).

This certificate applies to the 2012 levy.

**Dated:** December \_\_\_\_\_, 2012

\_\_\_\_\_  
David G. Pope  
Village President

**ATTEST:**

\_\_\_\_\_  
Teresa Powell  
Village Clerk

# CERTIFICATION OF TAX LEVY ORDINANCE

## VILLAGE OF OAK PARK, ILLINOIS

The undersigned, duly elected, qualified and acting Clerk of the Village of Oak Park, Cook County, Illinois, does hereby certify that the attached is a true and correct copy of the Tax Levy Ordinance of said Village for the fiscal year beginning January 1, 2012, and ending December 31, 2012 as adopted on **December 10, 2012**.

This certification is made and filed pursuant to the requirements of the Illinois Compiled Statutes as well as to assure the County Clerk that there has been compliance by and on behalf of the Village of Oak Park, Cook County, Illinois, of all statutory requirements of the "Truth in Taxation Act" including but not limited to Division 2.1 entitled "Cook County Truth in Taxation."

Dated this \_\_\_\_\_ day of December 2012.

\_\_\_\_\_  
Teresa Powell  
Village Clerk

Filed this \_\_\_\_\_ day of December 2012

\_\_\_\_\_  
Cook County Clerk



H

**VILLAGE OF OAK PARK**  
**AGENDA ITEM COMMENTARY**

**Item Title: Ordinance for the Levy and Assessment of Taxes for the Fiscal Year Beginning January 1, 2012 and Ending December 31, 2012 in and for Village of Oak Park Special Service Area Number One**

**Resolution or Ordinance No.** \_\_\_\_\_

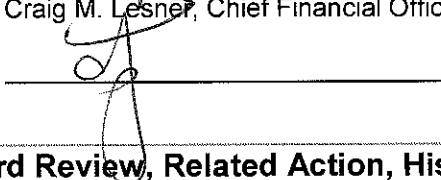
**Date of Board Action**                    **December 10, 2012**

**Staff Review:**

Department Director

  
\_\_\_\_\_  
Craig M. Lesner, Chief Financial Officer

Village Manager's Office

  
\_\_\_\_\_

**Item History (Previous Board Review, Related Action, History):**

Special Service Area One was created by village ordinance on December 17, 1973 and provides for a special annual tax levy on properties located within the Downtown Oak Park area. The taxes are collected by the Cook County Collector and remitted to the Village. The Finance Department then forwards the levy proceeds to Downtown Oak Park, an organization created by the merchants and businesses in the area that provides marketing support and maintenance functions for the area.

**Item Policy Commentary (Key Points, Recommendation, Background):**

This is a total levy request of **\$75,000**.

Based on data available from the Cook County Clerk's office, this levy will result in an overall collection totaling \$164,000 between the SSA and DTOP TIF funds— this in addition to available fund balance and our resources will produce the amount requested of \$650,000 as the 2013 operating budget for DTOP.

**Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies, or regional municipalities):**

Not applicable

**Item Budget Commentary:**

The Village acts only as a conduit for these SSA funds and therefore there are no budgetary impacts to the Village with this levy.

**VILLAGE OF OAK PARK**  
**AGENDA ITEM COMMENTARY**

Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why):

Not applicable

**Proposed Recommended Action:** Adopt the Ordinance.

H

**ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES  
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2012  
AND ENDING DECEMBER 31, 2012  
IN AND FOR VILLAGE OF OAK PARK  
SPECIAL SERVICE AREA NUMBER ONE**

**FINDINGS:**

**Whereas,** Village of Oak Park Special Service Area Number One was created by an ordinance entitled "*An Ordinance Establishing Village of Oak Park Special Service Area Number One,*" adopted December 17, 1973 and effective as of January 11, 1974, and

**Whereas,** Village of Oak Park Special Service Area Number One was re-established on December 13, 2007 by Ordinance 2007-O-62 entitled, "*An Ordinance Re-establishing Village of Oak Park Special Service Area Number One with Altered Boundaries and Thereby Extending the Effective Period of a Property Tax of Three Percent of Equalized Assessed Value In Relation Thereto*" duly filed with the Cook County Clerk's Office, which Ordinance became effective on February 8, 2008, as amended to correct a scrivener's error by Ordinance 2008-O-52; and

**Whereas,** Ordinance 2007-O-62, as amended, authorized the Village of Oak Park to levy taxes to pay for special services in Special Service Area One provided that the special annual tax shall be limited so that the total amount of the special service tax does not exceed three percent (3%) of the assessed valuation, as equalized, of the property within Special Service Area One, in addition to all other taxes provided by law and levied pursuant to the Property Tax Code; and

**Whereas,** the Village of Oak Park has entered into a settlement agreement in the case *Shaker Associates v. Village of Oak Park, et. al.*, 07 CH 38018 by which it has agreed that the maximum levy for Special Service Area One shall be no higher than 2.0%; and

**Whereas,** the amount of the levy established by this ordinance does not exceed 2% of the equalized assessed valuation of property within Special Service Area One.

**NOW THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois, as follows:

**SECTION 1:** That the total amount of appropriations for all purposes to be collected from the tax levy of the current fiscal year in Special Service Area One is ascertained to be the sum of **\$75,000**, said amount being no higher than 2.0% of the assessed valuation, as equalized of all property within Special Service Area One.

**SECTION 2:** That the following sums be, and the same hereby are, levied upon the taxable property, as defined in the Revenue Act of 1939 in Village of Oak Park Special Service Area Number One, said tax to be levied for the fiscal year beginning January 1, 2012 and ending December 31, 2012.

**SECTION 3:** That this tax is levied pursuant to Article VII, Sections 6A and 6L of the Constitution of the State of Illinois, 35 ILCS 200/27-75, and Village of Oak Park Ordinance No. 2007-0-62 Re-Establishing Village of Oak Park Special Service Area Number One.

**SECTION 4:** That there is hereby certified to the County Clerk of Cook County, Illinois, the sum aforesaid, constituting the total amount of **\$75,000** which total amount Village of Oak Park Special Service Area Number One requires to be raised by taxation for the current fiscal year of the Village, and the Village Clerk of the Village of Oak Park is hereby ordered and directed to file with the County Clerk of Cook County, on or before the time required by law, a certified copy of this ordinance.

**SECTION 5:** THIS ORDINANCE shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED this \_\_\_\_\_ day of **December 2012**, pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

APPROVED by me this \_\_\_\_\_ day of **December 2012**.

\_\_\_\_\_  
David G. Pope  
Village President

ATTEST:

\_\_\_\_\_  
Teresa Powell, Village Clerk

Published by me in pamphlet form this \_\_\_\_\_ day of **December 2012**.

\_\_\_\_\_  
Teresa Powell, Village Clerk

**VILLAGE OF OAK PARK**  
**AGENDA ITEM COMMENTARY**

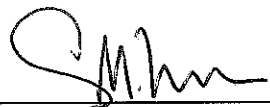
**Item Title: Ordinances Providing for the Abatements of Various Debt Issues for purposes of the 2012 Tax Levy**

**Resolution or Ordinance No.** \_\_\_\_\_

**Date of Board Action**                    **December 10, 2012**

**Staff Review:**

Department Director

  
\_\_\_\_\_  
Craig M. Lesner, Chief Financial Officer

Village Manager's Office

  
\_\_\_\_\_

**Item History (Previous Board Review, Related Action, History):**

On an annual basis, the Village staff recommends the abatement or cancellation of various tax levies that were originally pledged to pay the debt service of a specific bond issue.

By default, whenever general obligation (GO) debt is issued, it is presumed to be levied for unless the Village specifically directs the Cook County Clerk's Office to not levy or abate the amount needed for debt service.

The Village abates the tax levy needed to pay for certain issues depending on the purpose of the issue. For example, if GO debt is issued on behalf of the Water and Sewer Fund, it is expected that the Fund will pay for its portion of the debt expense.

**Item Policy Commentary (Key Points, Recommendation, Background):**

There are levies on this bond issue through the 2013 levy year. This issue was refinanced in 2012.

**Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies, or regional municipalities):**

Not applicable

**Item Budget Commentary:**

The gross 2012 levy amount for all debt is \$9,768,611. With these abatements of \$6,701,710 from various internal resources, the net amount of \$3,066,901 will be extended onto the 2012 tax levy.

**VILLAGE OF OAK PARK**  
**AGENDA ITEM COMMENTARY**

Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why):

Not applicable

**Proposed Recommended Action:** Adopt the Ordinance.

**AN ORDINANCE PROVIDING FOR PARTIAL ABATEMENT OF  
\$241,156 OF THE 2012 TAX LEVY**

**(General Obligation Bonds, Series 2004B)**

**WHEREAS**, the Village of Oak Park, a municipal corporation, has heretofore issued its 2004B General Obligation Bonds, in the amount of \$11,500,000; and,

**WHEREAS**, a total of \$241,156 is available in the Water Fund of the Village of Oak Park to pay the principal and interest of said bond issue.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois as follows:

**SECTION 1:** That the tax levy of **\$613,600** to be extended for the year 2012 for the purpose of paying the principal and interest of said Bonds is hereby reduced and abated by **\$241,156** so that the final levy for 2012 for said bonds will be **\$372,444**.

**SECTION 2:** That a certified copy of this Ordinance is to be filed forthwith with the County Clerk of Cook County, Illinois.

**SECTION 3:** That this Ordinance shall be in full force and affect from and after its adoption as provided by law.

**ADOPTED** this **10th** day of **December 2012**, pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by me this \_\_\_\_\_ day of **December 2012**.

---

David G. Pope  
Village President

- Page 2 - An Ordinance Providing for Partial Abatement of \$241,156 of the 2012 Tax Levy

ATTEST:

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Teresa Powell  
Village Clerk

Published by me in pamphlet form this \_\_\_\_\_ day of December, 2012

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Teresa Powell  
Village Clerk



**AN ORDINANCE PROVIDING FOR PARTIAL ABATEMENT OF  
\$84,827 OF THE 2012 TAX LEVY**

**(General Obligation Bonds, Series 2005A)**

**WHEREAS**, the Village of Oak Park, a municipal corporation, has heretofore issued its 2005A General Obligation Bonds, in the amount of \$5,195,000; and,

**WHEREAS**, a total of \$84,827 is available in the Water and Sewer Fund of the Village of Oak Park to pay the principal and interest of said bond issue.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois as follows:

**SECTION 1:** That the tax levy of **\$699,890** to be extended for the year 2012 for the purpose of paying the principal and interest of said Bonds is hereby reduced and abated by **\$84,827** so that the final levy for 2012 for said bonds will be **\$615,063**.

**SECTION 2:** That a certified copy of this Ordinance is to be filed forthwith with the County Clerk of Cook County, Illinois.

**SECTION 3:** That this Ordinance shall be in full force and affect from and after its adoption as provided by law.

**ADOPTED** this 10<sup>th</sup> day of **December 2012**, pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by me this \_\_\_\_\_ day of **December 2012**.

---

David G. Pope  
Village President

- Page 2 - An Ordinance Providing for Partial Abatement of \$84,827 of the 2012 Tax Levy

ATTEST:

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Teresa Powell  
Village Clerk

Published by me in pamphlet form this \_\_\_\_\_ day of December, 2012.

---

Teresa Powell  
Village Clerk

**AN ORDINANCE PROVIDING FOR PARTIAL ABATEMENT OF  
\$98,862 OF THE 2012 TAX LEVY**

**(General Obligation Bonds, Series 2006A)**

**WHEREAS**, the Village of Oak Park, a municipal corporation, has heretofore issued its 2006A General Obligation Bonds, in the amount of \$5,000,000; and,

**WHEREAS**, a total of \$98,862 is available in the Water and Sewer fund of the Village of Oak Park to partially pay the principal and interest of said bond issue.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois as follows:

**SECTION 1:** That the tax levy of **\$146,280** to be extended for the year 2012 for the purpose of paying the principal and interest of said Bonds is hereby reduced and abated by **\$98,862** so that the final levy for 2012 for said bonds will be **\$47,418**.

**SECTION 2:** That a certified copy of this Ordinance is to be filed forthwith with the County Clerk of Cook County, Illinois.

**SECTION 3:** That this Ordinance shall be in full force and affect from and after its adoption as provided by law.

**ADOPTED** this 10<sup>th</sup> of **December 2012**, pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by me this \_\_\_\_\_ day of **December 2012**.

---

David G. Pope  
Village President

- Page 2 - An Ordinance Providing for Partial Abatement of \$98,862 of the 2012 Tax Levy

ATTEST:

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Teresa Powell  
Village Clerk

Published by me in pamphlet form this \_\_\_\_\_ day of December, 2012

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Teresa Powell  
Village Clerk

# **AN ORDINANCE PROVIDING FOR PARTIAL ABATEMENT OF \$551,905 OF THE 2012 TAX LEVY**

## **(2007A General Obligation Corporate Purpose Refunding Bonds)**

**WHEREAS**, the Village of Oak Park, a municipal corporation, has heretofore issued its 2007A General Obligation Corporate Purpose Refunding Bonds in the amount of \$7,300,000; and,

**WHEREAS**, \$551,905 is available from the Oak Park Public Library to pay its share of the principal and interest of said bond issue that was to be paid from the proceeds of the 2012 tax levy.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois as follows:

**SECTION 1:** That the tax levy of **\$617,200** to be extended for the year 2011 for the purpose of paying the principal and interest of said Bonds is hereby reduced and abated by **\$551,905** so that the final levy for 2012 for said bonds will be **\$65,295**

**SECTION 2:** That a certified copy of this Ordinance is to be filed forthwith with the County Clerk of Cook County, Illinois.

**SECTION 3:** That this Ordinance shall be in full force and affect from and after its adoption as provided by law.

**ADOPTED** this 10<sup>th</sup> day of **December 2012** pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by me this \_\_\_\_\_ day of **December 2012**

---

David G. Pope  
Village President

- Page 2 - An Ordinance Providing for Partial Abatement of \$551,905 of the 2012 Tax Levy

ATTEST:

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Teresa Powell  
Village Clerk

Published by me in pamphlet form this \_\_\_\_\_ day of December, 2012

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Teresa Powell  
Village Clerk

**AN ORDINANCE PROVIDING FOR ABATEMENT OF  
\$1,936,413 OF THE 2012 TAX LEVY**

**(2010A General Obligation Corporate Purpose Bonds)**

**WHEREAS**, the Village of Oak Park, a municipal corporation, has heretofore issued its 2010A General Obligation Corporate Purpose Bonds in the amount of \$10,330,000; and,

**WHEREAS**, \$1,936,413 is to be made available from the Oak Park Library for the Village of Oak Park to pay the 2012 tax levy.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois as follows:

**SECTION 1:** That the tax levy of **\$1,936,413** to be extended for the year 2011 for the purpose of paying the principal and interest of said Bonds is hereby reduced and abated by **\$1,936,413**, so that the final levy for 2012 for said bonds will be zero (**\$0**).

**SECTION 2:** That a certified copy of this Ordinance is to be filed forthwith with the County Clerk of Cook County, Illinois.

**SECTION 3:** That this Ordinance shall be in full force and affect from and after its adoption as provided by law.

**ADOPTED** this 10<sup>th</sup> day of **December 2012**, pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by me this \_\_\_\_\_ day of **December 2012**.

\_\_\_\_\_  
David G. Pope  
Village President

- Page 2 - An Ordinance Providing for Abatement of \$1,936,413 of the 2012 Tax Levy

ATTEST:

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Teresa Powell  
Village Clerk

Published by me in pamphlet form this \_\_\_\_\_ day of December, 2012

---

Teresa Powell  
Village Clerk



**AN ORDINANCE PROVIDING FOR ABATEMENT OF  
\$1,601,063 OF THE 2012 TAX LEVY**

**(2010B General Obligation Corporate Purpose Bonds)**

**WHEREAS**, the Village of Oak Park, a municipal corporation, has heretofore issued its 2010B General Obligation Corporate Purpose Bonds in the amount of \$7,695,000; and,

**WHEREAS**, \$1,601,063 is to be made available from the Downtown Oak Park Tax Increment Fund for the Village of Oak Park to pay the principal and interest of said bond issue that was to be paid from the proceeds of the 2012 tax levy.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois as follows:

**SECTION 1:** That the tax levy of **\$1,601,063** to be extended for the year 2012 for the purpose of paying the principal and interest of said Bonds is hereby reduced and abated by **\$1,601,063**, so that the final levy for 2012 for said bonds will be zero (**\$0**).

**SECTION 2:** That a certified copy of this Ordinance is to be filed forthwith with the County Clerk of Cook County, Illinois.

**SECTION 3:** That this Ordinance shall be in full force and affect from and after its adoption as provided by law.

**ADOPTED** this **10th** day of **December 2012**, pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by me this \_\_\_\_\_ day of **December 2012**.

\_\_\_\_\_  
David G. Pope  
Village President

- Page 2 - An Ordinance Providing for Abatement of \$1,601,063 of the 2012 Tax Levy

ATTEST:

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Teresa Powell  
Village Clerk

Published by me in pamphlet form this \_\_\_\_\_ day of December, 2012

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Teresa Powell  
Village Clerk

**AN ORDINANCE PROVIDING FOR ABATEMENT OF  
\$1,338,670 OF THE 2012 TAX LEVY**

**(2010C General Obligation Corporate Purpose Bonds)**

**WHEREAS**, the Village of Oak Park, a municipal corporation, has heretofore issued its 2010C General Obligation Corporate Purpose Bonds in the amount of \$13,315,000; and,

**WHEREAS**, \$1,338,670 is to be made available from the Parking Fund for the Village of Oak Park to pay the principal and interest of said bond issue that was to be paid from the proceeds of the 2012 tax levy.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois as follows:

**SECTION 1:** That the tax levy of **\$1,714,450** to be extended for the year 2012 for the purpose of paying the principal and interest of said Bonds is hereby reduced and abated by **\$1,338,670**, so that the final levy for 2012 for said bonds will be **\$375,780**.

**SECTION 2:** That a certified copy of this Ordinance is to be filed forthwith with the County Clerk of Cook County, Illinois.

**SECTION 3:** That this Ordinance shall be in full force and affect from and after its adoption as provided by law.

**ADOPTED** this 10<sup>th</sup> day of **December 2012**, pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by me this \_\_\_\_\_ day of **December 2012**.

---

David G. Pope  
Village President

- Page 2 - An Ordinance Providing For Abatement of \$1,338,670 of the 2012 Tax Levy

ATTEST:

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Teresa Powell  
Village Clerk

Published by me in pamphlet form this \_\_\_\_\_ day of December, 2012

---

Teresa Powell  
Village Clerk

# **AN ORDINANCE PROVIDING FOR ABATEMENT OF \$659,000 OF THE 2012 TAX LEVY**

## **(2011 A General Obligation Corporate Purpose Bonds)**

**WHEREAS**, the Village of Oak Park, a municipal corporation, has heretofore issued its 2011 A General Obligation Corporate Purpose Bonds in the amount of \$4,900,000; and,

**WHEREAS**, \$659,000 is to be made available from the Downtown Oak Park Tax Increment Fund for the Village of Oak Park to pay the principal and interest of said bond issue that was to be paid from the proceeds of the 2012 tax levy.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois as follows:

**SECTION 1:** That the tax levy of **\$659,000** to be extended for the year 2012 for the purpose of paying the principal and interest of said Bonds is hereby reduced and abated by **\$659,000**, so that the final levy for 2012 for said bonds will be zero (**\$0**).

**SECTION 2:** That a certified copy of this Ordinance is to be filed forthwith with the County Clerk of Cook County, Illinois.

**SECTION 3:** That this Ordinance shall be in full force and affect from and after its adoption as provided by law.

**ADOPTED** this **10th** day of **December 2012**, pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by me this \_\_\_\_\_ day of **December 2012**.

---

David G. Pope  
Village President

- Page 2 - An Ordinance Providing for Abatement of \$659,000 of the 2012 Tax Levy

ATTEST:

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Teresa Powell  
Village Clerk

Published by me in pamphlet form this \_\_\_\_\_ day of December, 2012

---

Teresa Powell  
Village Clerk

**AN ORDINANCE PROVIDING FOR ABATEMENT OF \$189,813  
OF THE 2012 TAX LEVY**

**(2011 B General Obligation Corporate Purpose Bonds)**

**WHEREAS**, the Village of Oak Park, a municipal corporation, has heretofore issued its 2011 B General Obligation Corporate Purpose Bonds in the amount of \$5,030,000; and,

**WHEREAS**, \$189,813, is to be made available from the Capital Improvement and Water Funds for the Village of Oak Park to pay the principal and interest of said bond issue that was to be paid from the proceeds of the 2012 tax levy.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois as follows:

**SECTION 1:** That the tax levy of **\$189,813** to be extended for the year 2012 for the purpose of paying the principal and interest of said Bonds is hereby reduced and abated by **\$189,813**, so that the final levy for 2012 for said bonds will be zero (**\$0**).

**SECTION 2:** That a certified copy of this Ordinance is to be filed forthwith with the County Clerk of Cook County, Illinois.

**SECTION 3:** That this Ordinance shall be in full force and affect from and after its adoption as provided by law.

**ADOPTED** this **10th** day of **December 2012**, pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by me this \_\_\_\_\_ day of **December 2012**.

---

David G. Pope  
Village President

- Page 2 – An Ordinance Providing for Abatement of \$189,813 of the 2012 Tax Levy

ATTEST:

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Teresa Powell  
Village Clerk

Published by me in pamphlet form this \_\_\_\_\_ day of December, 2012

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Teresa Powell  
Village Clerk



VILLAGE OF OAK PARK  
AGENDA ITEM COMMENTARY

J(1)

**Item Title: Resolution Authorizing the Execution of Agreement between the Village of Oak Park and the Oak Park Regional Housing Center for 2013 in an amount not to exceed \$425,000.**

Resolution or Ordinance No. \_\_\_\_\_

Date of Board Action: December 10, 2012

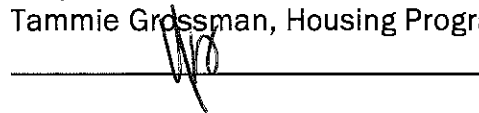
Staff Review:

Department Director Name:



Tammie Grossman, Housing Programs Manager

Village Manager's Office:



Item History (Previous Board Review, Related Action, History):

The Village supports the Oak Park Regional Housing Center utilizing General Revenue Funds and Community Development Block Grant (CDBG) funds to fund specific projects of the Center relating to the Multi-family Housing Incentives Program and also its general administration. Because the Housing Center provides services for CDBG and non-CDBG funded activities, it is necessary for the Village and Housing Center to have separate agreements for the use of CDBG and General funds. This agreement is for the non-CDBG funded programs. However, the attached Scope of Services delineates duties and responsibilities for all funded programs, both CDBG and non-CDBG alike. The CDBG projects will be presented to you in a separate agreement after it is finalized by HUD.

Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation):

The Village has funded the Housing Center since its creation in the 1970's. The contract presented in 2012 has been revised to clarify performance measures by defining an affirmative move and setting numerical goals for the number of individuals registered with the Center, the number of moves in the Village and the number of affirmative moves. The chart attached as Exhibit A indicates the goals and achievements attained through the third quarter of 2011. The agreement has also been amended to remove the Housing Center from participation in the Village's Health Insurance program as required by ERISA laws. The total amount of General Revenue funding requested was \$425,000.

Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies, or regional municipalities):

The Oak Park Regional Housing Center has been a housing partner agency of the Village of Oak Park since its creation.

Item Budget Commentary: (Account #; Balance; Cost of contract) The 2013 budget assumes expenditures of General Revenue Funds and CDBG Funds totaling \$625,000. The contract on this agenda covers the monthly General Revenue Fund dollars annually totaling \$425,000.

The funding for the CDBG contracts which will be brought to the Board separately is approximately \$200,000 which is an increase from 2012 CDBG funding in the amount of \$187,311.

<b>Expenditure Category</b>	<b>CDBG Fund</b>	<b><i>General Revenue Fund</i></b>
Administrative Support	\$103,736	\$425,000
Public Services	\$96,264	
<b><i>Total</i></b>	<b>\$200,000</b>	<b>\$425,000</b>

As in previous years, program requirements will dictate whether the Village provides funding on a monthly basis or will remit reimbursement based upon actual expenditures incurred for the particular program. The agreement clarifies that the administrative support will be paid based on invoices submitted showing actual costs incurred. However, historically, the Housing Center has experienced a delay in receiving CDBG funds due to timing related to federal approval to distribute the funds. The funding schedule has been revised to account for this delay by allowing the Housing Center to receive 1.5 times the monthly amount for the first six months of the contract and to receive ½ of the monthly amount for the last six months of the year. As we adjust the CDBG Program year, it may not be necessary to front load the contract starting in 2014.

Contract administration and oversight for the General Revenue Fund portion of funding will be the responsibility of the Housing Programs Manager. The CDBG contract oversight is the responsibility of the Grants Manager.

Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why):

The Oak Park Regional Housing Center is the only entity that does affirmative rental housing marketing in the Village of Oak Park. If the Housing Center was not funded by the Village it would not be able to carry out its mission.

Proposed Recommended Action: Approve the Resolution

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT BETWEEN THE VILLAGE OF OAK  
PARK AND THE OAK PARK REGIONAL HOUSING CENTER FOR 2013

BE IT RESOLVED by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois that the Village Manager is hereby authorized and directed to enter into a funding and service agreement with the Oak Park Regional Housing Center. The agreement shall conform substantially to the Agreement attached hereto as Exhibit C and made a part hereof.

THIS RESOLUTION shall be in full force from and after its adoption as provided by law.

ADOPTED this 10th day of December, 2012 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 10<sup>th</sup> day of December, 2012.

---

David G. Pope  
Village President

ATTEST:

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Teresa Powell  
Village Clerk

**AMENDED FUNDING SCHEDULE - 2013 BUDGET**

**Oak Park Regional Housing Center**

Monthly Bills are Paid in Arrears and Submitted and Paid the Following Month

Month	CDBG Fund		General Revenue Funds	TOTAL
	Public Services	Administrative Support/Cap Funds	Administrative Support	
January	(1)	(1)	\$ 53,125.01	\$ 53,125.01
February	(1)	(1)	\$ 53,125.01	\$ 106,250.01
March	(1)	(1)	\$ 53,125.01	\$ 159,375.02
April	(1)	(1)	\$ 53,125.01	\$ 212,500.02
May	(1)	(1)	\$ 53,125.01	\$ 265,625.03
June	(1)	(1)	\$ 53,125.01	\$ 318,750.03
July	(1)	(1)	\$ 17,708.34	\$ 336,458.37
August	(1)	(1)	\$ 17,708.34	\$ 354,166.70
September	(1)	(1)	\$ 17,708.34	\$ 371,875.04
October	(1)	(1)	\$ 17,708.34	\$ 389,583.37
November	(1)	(1)	\$ 17,708.34	\$ 407,291.71
December	(1)	(1)	\$ 17,708.30	\$ 425,000.00
<b>Total Monthly Payments</b>	\$ -	\$ -	\$ 425,000.00	
Reimbursed Program Costs (Subject to Actual Costs Incurred and Federal CDBG funding levels. Could be 11-13% less)	\$ 96,264.00	\$ 103,736.00		
<b>TOTALS</b>	\$ 96,264.00	\$ 103,736.00	\$ 425,000.00	\$ 625,000.00

All payments subject to Reimbursement Requests of Actual Costs Incurred by Agency

**CONTRACT FOR SERVICES BETWEEN  
THE VILLAGE OF OAK PARK AND  
OAK PARK REGIONAL HOUSING CENTER**

THIS AGREEMENT is entered into by the Village of Oak Park, a municipal corporation (hereinafter referred to as the "Village") and the Oak Park Regional Housing Center (hereinafter referred to as "Contractor").

**Whereas**, on November 4, 1984, the VILLAGE adopted Ordinance Number 1984-0-68 "Providing Incentives to Discourage Unlawful Steering Practices to Counteract the Effects of Discrimination, and to Provide Prospective Renters with Information Concerning Available Housing to Expand Their Housing Choices;" and

**Whereas**, the Ordinance, in part, provides for the VILLAGE to contract with an agent or agents of its choice to affirmatively market the rental units of those owners of multiple-family dwellings with four or more units within the VILLAGE who have contracted with the VILLAGE for this service; and

**Whereas**, the CONTRACTOR, a community service agency in existence since 1972, has the overall goal of achieving racially diverse housing patterns and encouraging the quality maintenance and management of rental housing within the VILLAGE and has the capability of providing the affirmative marketing services required by the VILLAGE at this time; and

**Whereas**, the parties desire to enter into this agreement to provide funding for the CONTRACTOR'S program to achieve racial diversity in Oak Park's housing market. The parties expect that by providing the services in this agreement, the Housing Center will make measurable strides toward the parties' mutual goal of stimulating the housing market and creating housing demand in the Village.

**Now Therefore**, the parties agree as follows:

**1. Length of Contract**

This contract shall commence January 1, 2013, and shall terminate December 31, 2013, and may be terminated by either party with ninety (90) days written notice.

## **2. Contract Amount and Payment Schedule**

In consideration of the Contractor undertaking to provide the services set forth in this agreement, and subject to approval of invoices and other required documentation including, but not limited to, all reports required herein, the Village agrees to pay the Contractor the amount listed as General Revenue Fund, Administrative Support on the Funding Schedule attached hereto as Exhibit 1 for the term of this contract. The CDBG payments listed in Exhibit I are excluded from this agreement, and shall be paid pursuant to a separate agreement as further detailed in Paragraph 4 below.

## **3. Scope of Services.**

The Contractor shall perform the services and make a good faith effort to achieve the goals set forth in the Scope of Services, Program Goals and Measurement, attached hereto as Exhibit 2.

## **4. C.D.B.G. Agreement**

The Contractor, as a CDBG sub-recipient, will enter into a separate agreement with the Village of Oak Park for Community Development Block Grant (C.D.B.G.) Funds received by the Village from the United States Department of Housing and Urban Development ("HUD"), as provided by the Housing and Community Development Act of 1974, as amended (P.L. 93-383) ("ACT"). Any existing C.D.B.G. agreement shall remain in full force and effect and shall not be changed, modified or amended in any way by this agreement. In the event the Village does not receive CDBG money from HUD for this purpose for the 2013 budget year, the Village will not be obligated to make the CDBG payments included in Exhibit 1.

## **5. Compliance With Laws**

The Contractor, in performing this agreement, shall:

a) Not discriminate against any worker, employee, or applicant, or any member of the public because of race, religion, disability, creed, color, sex, age, sexual orientation,

status as a disabled veteran or Vietnam era veteran, or national origin, nor otherwise commit an unfair employment practice; and

b) Take affirmative action to ensure that applicants are employed without regard to race, religion, handicap, creed, color, sex, age, sexual orientation, status as a disabled veteran or Vietnam era veteran, or national origin, with such affirmative action, including but not limited to the following: employment, upgrading, demotion or transfer, termination, rates of pay, other forms of compensation, or selection for training, including apprenticeship.

c) Agree and authorize the Village to conduct reviews and conduct other procedures or practices to assure compliance with these provisions. The Contractor agrees to post, in conspicuous places available to employees and applicants for employment or distribute to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

d) Agree not to violate any laws, State or Federal rules or regulations regarding a direct or indirect illegal interest on the part of any employee or elected official of the Contractor in the agreement or payments made pursuant to this agreement.

## **6. Adherence to Village Policies**

The Contractor hereby agrees that for the term of this agreement, the Contractor will adhere to the policies set forth in the Addendum to the Agreement, attached hereto as Exhibit 3, or, in the alternative, that it will have adopted policies of its own which are in substantial compliance with the policies set forth in the Addendum, attached hereto as Exhibit 3.

All such Contractor policies require prior review and approval by the Village before the Contractor can substitute adherence to its own policies for adherence to the Village policies set forth in Exhibit 3. Such policies may be submitted to the Village for review and approval prior to the execution of this agreement or at any time during the term of this agreement.

The Village shall provide the Contractor with timely written approval or disapproval of all such policies submitted by the Contractor. Disapproval shall be accompanied by the

specific reasons why the submitted policy is not in substantial compliance with the Village policy set forth in Exhibit 3. The Contractor may revise and resubmit policies to the Village for review and approval. Approval shall not be unreasonably withheld by the Village.

The Contractor shall be obligated to adhere to the policies set forth in Exhibit 3 until such time as its own written equivalent policy or policies have been filed with and approved by the Village.

The Contractor shall be obligated to submit any change in, or amendment to, such approved policy during the term of this agreement to the Village for its approval in the same manner as if it were submitting an entire new policy to the Village for its review and approval.

## **7. Personnel**

The Contractor represents that it has or will secure all personnel and consultants necessary to perform the services required of it under this agreement. All of the services required hereunder will be performed by the Contractor, or under its supervision, and all personnel engaged in the work shall be fully qualified to perform such services.

## **8. Approval of Budget**

The Contractor shall submit to the Village for review, at least one hundred twenty (120) days prior to the end of each calendar year, the Contractor's proposed budget for the following calendar year. Any request for funding from the Village must receive approval from the Village Board of Trustees. The budget submitted shall conform to the program budget format established by the Village. The annual budget request shall be accompanied by an updated organizational chart listing positions filled and vacant and reflecting the internal reporting structure of the organization.

## **9. Audits and Inspections**

a) Upon reasonable request, during normal business hours, the Village may examine, and the Contractor shall make available, all of its records used in the preparation of its progress and activity reports to the Village with regard to all programs which are



funded in total or in part by the Village or through the Village as funding agent. The Contractor shall permit the Village to audit, examine, and make excerpts or transcripts from such records, and to make audits of all payroll and other expenses of the Contractor with regard to such programs. The Contractor shall also provide, upon reasonable request, documentation of such program expenditures as the Village deems necessary.

b) The Contractor shall provide the Village with an annual audited financial statement. The report shall be prepared by an independent accounting firm and shall be conducted in accordance with generally accepted auditing standards.

The audited annual statement shall be due within six (6) months after the end of the Contractor's fiscal year.

The Contractor shall provide such additional information as the Finance Director may require after the Finance Director's review of the submitted audited annual statement.

Upon the timely request of the Contractor, the Director of Finance for the Village will provide the Contractor with any direction and guidance the Contractor may require with regard to the preparation of the annual audited financial statement.

## **10. Reports**

The Contractor will submit written reports as set forth in Exhibit 2 attached hereto and made a part hereof. Such reports shall be addressed to the Housing Programs Manager and the Village Manager and shall describe the activities it has undertaken to fulfill the Scope of Services and goals set forth in Exhibit 2

## **11. Performance Measures**

The Village has recently reinstated the performance management program. The Village's M.A.P. Program stands for Measure, Analyze and Perform and will be used to manage and improve Village services within the Village of Oak Park. During 2013, the Contractor agrees that the parties will be reviewing the Scope of Services and Goals set forth in Exhibit 2 and will work to develop performance measurements which are consistent with the Village's M.A.P. Program for inclusion in the calendar year 2014 operating agreement.

## **12. Indemnification**

a) The Village agrees to save and hold harmless, protect and defend the Contractor, its employees, Board Members and other agents, from any and all costs, losses, suits for damage or other relief, damages, rights, claims, demands or actions resulting from or in any way arising out of the actions or operations of the Contractor or its agents in approving or carrying out or fulfilling the terms of the agreement and to pay all costs, including attorneys' fees, of any involvement in any litigation or administrative proceedings or other legal actions based, in whole or in part, on the Incentives Ordinance or the Contractor's status as designated marketing agent under the terms of any Marketing Services Agreement between the Village and any owner.

b) The Contractor agrees that the Village shall have control over any litigation, administrative proceedings or other legal action, including any settlement of any claim, suit or legal action as the Village deems expedient, provided that the Village shall not be authorized to make any admissions of wrongdoing or illegal activity or liability on behalf of the Contractor, or enter any plea of or in the nature of "nolo contendere," without the prior approval of the Contractor. Provided further that nothing in this paragraph or agreement shall prevent the Village and the Contractor from agreeing to submit for defense and/or indemnification any matter which might otherwise be defended and/or indemnified by the Village under this paragraph, to any insurance carrier of the Contractor.

c) All provisions of the agreement requiring the Village to save and hold harmless, defend the Contractor, its employees, Board members and other agents, and to pay all costs of any involvement in legal actions shall survive any termination of the agreement and, if the Contractor, or its employees, Board members or other agents, is or becomes involved in any proceeding or litigation by reason of the Contractor having been the Village's agent through this agreement, such provisions shall apply as if this agreement were still in effect.

### **13. Termination of Agreement or Suspension of Payment**

a) The Contractor hereby acknowledges that the Village Board of Trustees will review the performance criteria of the various agencies receiving funds from the Village during the term of this agreement which may result in amendment to the agreement. This agreement may be terminated without cause by either party upon providing ninety (90) days written notice of its intention to terminate said agreement.

b) During the term of the agreement, the Village may terminate the agreement for cause or suspend payments of grant funds due to: 1) use of funds in a manner inconsistent with the scope of services, 2) Contractor's failure to submit required documentation, 3) Contractor's submission of incorrect or incomplete reports, or 4) Contractor's failure to perform in accordance with the agreement.

c) In the event the Village elects to terminate this agreement for cause or to suspend payments under this agreement for any reason stated in this Agreement, the Village shall provide written notice to Contractor of its intention to terminate the agreement for cause or suspend payments if the Contractor fails to cure the noted deficiency within thirty (30) days after receipt of the notice of deficiency. The written notice shall provide the Contractor with a description of the alleged deficiency, and shall state a time and place wherein Contractor shall be afforded the opportunity to refute the statement of deficiency set forth in the notice prior to the Village's termination of suspension of payments. The Village Manager or his designee shall be present at this meeting and shall make the determination as to whether or not the Village will terminate the agreement or will continue, suspend, or terminate payments. If Contractor fails to adequately refute the alleged deficiencies, or fails to correct the deficiency(ies) within thirty (30) days of receipt of the notice or within such other time frame agreed upon by the Village and Contractor, or if the same deficiency continues to reoccur, the Village may terminate or suspend the payment of funds.

### **14. Notices**

All notices required by this agreement shall be delivered either personally or by certified and regular mail to the Village by delivering or mailing same to the Village Manager at 123 Madison Street, Oak Park, Illinois 60302 and to the Contractor by delivering or mailing

same to the Contractor's Executive Director at 1041 South Boulevard, Oak Park, Illinois 60302. Notice by mail shall be deemed to be delivered three business days after the day of mailing.

**15. Return of Unused Funds to Village After Termination of Agreement or Dissolution of the Contractor's Corporation**

Upon the dissolution of the Contractor's corporation or termination of this agreement any unused funds of the Contractor originally provided by the Village shall be immediately returned to the Village. Funds which have already been obligated by the Contractor at the time of the dissolution of the Corporation or at the time of the Contractor's receipt of the Village's notice to terminate the agreement, shall not be considered as "unused funds" for purposes of this section. Upon dissolution, the Contractor will provide the Village with the name of the individual or entity responsible for winding up its affairs.

**16. Assignment**

The Contractor shall not assign this agreement or any part thereof and the Contractor shall not transfer or assign any Funds provided hereunder or claims due or to become due hereunder without the written approval of the Village having first been obtained.

**17. Conflict of Interest**

The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services required to be performed under this agreement. The Contractor further covenants that in the performance under this agreement, no person having such a conflicting interest shall be employed by the Contractor.

**18. Amendments**

This agreement constitutes the entire agreement between parties hereto. No modifications, additions, deletions, or the like, to this agreement shall be effective unless and until such changes are agreed to in writing by the parties.

**19. Headings**

The section headings of this agreement are for convenience and reference only and in no way define or describe the scope of intent of this agreement and should be ignored in construing or interpreting this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

**VILLAGE OF OAK PARK**

**Attest:**

\_\_\_\_\_  
Cara Pavlicek  
Village Manager

\_\_\_\_\_  
Teresa Powell  
Village Clerk

**OAK PARK REGIONAL HOUSING CENTER**

\_\_\_\_\_  
Rob Breymaier, Executive Director

Witness  
  
\_\_\_\_\_

REVIEWED AND APPROVED  
AS TO FORM

DEC 04 2012  
*[Signature]*  
LAW DEPARTMENT

**AMENDED FUNDING SCHEDULE - 2013 BUDGET**

**Oak Park Regional Housing Center**

Monthly Bills are Paid in Arrears and Submitted and Paid the Following Month

Month	CDBG Fund		General Revenue Funds	TOTAL
	Public Services	Administrative Support/Cap Funds	Administrative Support	
January	(1)	(1)	\$ 53,125.01	\$ 53,125.01
February	(1)	(1)	\$ 53,125.01	\$ 106,250.01
March	(1)	(1)	\$ 53,125.01	\$ 159,375.02
April	(1)	(1)	\$ 53,125.01	\$ 212,500.02
May	(1)	(1)	\$ 53,125.01	\$ 265,625.03
June	(1)	(1)	\$ 53,125.01	\$ 318,750.03
July	(1)	(1)	\$ 17,708.34	\$ 336,458.37
August	(1)	(1)	\$ 17,708.34	\$ 354,166.70
September	(1)	(1)	\$ 17,708.34	\$ 371,875.04
October	(1)	(1)	\$ 17,708.34	\$ 389,583.37
November	(1)	(1)	\$ 17,708.34	\$ 407,291.71
December	(1)	(1)	\$ 17,708.30	\$ 425,000.00
<b>Total Monthly Payments</b>	\$ -	\$ -	\$ 425,000.00	
Reimbursed Program Costs (Subject to Actual Costs Incurred and Federal CDBG funding levels. Could be 11-13% less)	\$ 96,264.00	\$ 65,348.00		
<b>TOTALS</b>	\$ 96,264.00	\$ 65,348.00	\$ 425,000.00	\$ 586,612.00

**All payments subject to Reimbursement Requests of Actual Costs Incurred by Agency**

**EXHIBIT 1**

EXHIBIT 2

**OAK PARK REGIONAL HOUSING CENTER**

**SCOPE OF SERVICES**

**PROGRAM GOALS AND MEASURES**

- A. Conduct a comprehensive marketing program to attract racially diverse clients to the Village of Oak Park by advertising in accordance with the Marketing Plan:
1. Conduct outreach efforts to attract/counsel clients from all racial groups through marketing to area employers/institutions;
  2. Provide counseling services to clients and listings of apartments to encourage affirmative moves to Oak Park;
  3. Escort clients to available apartments;
  4. Refer home seekers to area realtors;
  5. Provide an evaluation of potential buildings/building owners to participate in the Multi-family Housing Incentives Program for review by the Village's Housing Programs Advisory Committee; and
  6. Work with the Village to promote and attract building owners into the Multi-family Housing Incentives Program.
- B. Serve as a designated marketing agent for the Multi-Family Housing Incentives Program fostering racial diversity in the apartment buildings that are participants.
1. Each Marketing Services Agreement entered into between the VILLAGE and an owner participating in the Multi Family Incentive Program authorized by the Incentives Ordinance (Ordinance Number 1984-0-68) shall specify the CONTRACTOR as the VILLAGE'S designated marketing agent and the CONTRACTOR will be promptly provided with a copy of that Agreement by the VILLAGE.
  2. The Marketing Services Agreement shall specify the CONTRACTOR as the VILLAGE'S designated marketing agent, such that whenever the owner has a unit which the owner knows is or will become vacant in any of his/her buildings

included in the Marketing Services Agreement, the owner shall immediately notify the Village of Oak Park Housing Programs Division which shall in turn notify the CONTRACTOR immediately of such a vacancy. Both the VILLAGE and the CONTRACTOR shall then inspect the unit within five (5) working days of the owner's notification or within five (5) working days after a vacancy actually occurs, whichever is later, to determine if the unit is in proper condition to rent. Both the VILLAGE and the CONTRACTOR must concur that the unit is "available" in accordance with the Incentives Ordinance and the Marketing Services Agreement between the VILLAGE and the owner.

3. Upon concurrence that the unit is available for rental, the VILLAGE shall execute a written authorization for the CONTRACTOR to begin marketing the unit for rental. The authorization shall state the date of execution and shall be delivered by the VILLAGE to the CONTRACTOR with a copy to the owner. The CONTRACTOR shall date the authorization when it is received and shall maintain a dated copy of the authorization on file. The authorization shall clearly identify the unit and shall contain the date upon which the unit will be available, the rent for the unit, the maximum number of occupants, and any other restriction placed on the unit by the owner. The time period specified in the Incentives Ordinance shall begin to run either upon the execution of authorization by the VILLAGE or upon the date the unit becomes available, whichever is later.
4. The CONTRACTOR will implement its Marketing Plan to affirmatively promote all the units in the program, following at all times the provisions and purposes of the Incentives Ordinance in cooperation with the VILLAGE Housing Programs Manager.
5. In connection with its marketing of units in the program, the CONTRACTOR shall employ special outreach efforts for all buildings in the program, including inspecting and previewing units prior to showing them to prospective tenants, counseling clients, distributing the Village of Oak Park Model Lease Addendum to all clients, using escort services where appropriate, recording showings, and performing other services to aid the affirmative marketing of units in the program.



The CONTRACTOR shall advise clients as prospective tenants for units in the program as to the reasonable qualifications set forth by the owner in the VILLAGE'S written authorization to the CONTRACTOR.

6. The CONTRACTOR shall show units to counseled clients and shall refer all counseled clients who wish to apply to rent any unit in the program to the owner or owner's agent and shall keep records on inspections and showings, but shall have no duties or obligations with regard to the actual rental process.

C. The Contractor shall provide the same services as listed in section B above for the Village's Small Rental Rehab Program.

D. During the term of this Agreement between the VILLAGE and the CONTRACTOR, the CONTRACTOR shall cooperate with evaluation in regard to its services under the Agreement. The evaluation will be quantitative and descriptive and available to both parties. The VILLAGE will refer to the CONTRACTOR any inquiry from program participants concerning the Diversity Assurance Marketing Services provided by the CONTRACTOR. If the inquiry from a program participant is not resolved to his/her satisfaction, then the VILLAGE and the CONTRACTOR will address the matter jointly with the program participant.

E. During the term of this Agreement between the VILLAGE and CONTRACTOR, the CONTRACTOR will report on its progress toward achieving the following program goals on a semi-annual basis:

1. The CONTRACTOR will register 2500 individuals for its services and will provide the VILLAGE with information on those individuals based on race and community of origin.
2. The CONTRACTOR will effectuate 750 moves within the Village of Oak Park. For each move, the CONTRACTOR will report on the race of the individual, community of origin and if the move involved a unit enrolled in the Multi-family Housing Incentives Program.

3. The CONTRACTOR will effectuate 450 affirmative moves within the Village of Oak Park. An affirmative move will be defined as a move of any African-American household in any building west of Ridgeland Avenue or north of Garfield (counseling location #1) and any other move east of Ridgeland or south of Garfield (counseling location #2). By January 30<sup>th</sup> of each year, the Housing Programs Division shall prepare a map at the block level showing which blocks within each counseling location in which the Housing Center should focus its affirmative marketing efforts. The map shall be prepared using occupancy data obtained from multi-family owners as part of the owner's annual licensing requirements. For each affirmative move, the CONTRACTOR will report on the race of the individual, community of origin and if the move involved a unit enrolled in the Multi-family Housing Incentives Program.

F. The CONTRACTOR shall also provide the VILLAGE during the term of this Agreement with the Housing Center's customary monthly reports covering VILLAGE funded activities. These reports and any other service delivery program items pertinent to our mutual working relationship will be discussed in monthly coordination meetings between the VILLAGE and the CONTRACTOR. The requested C.D.B.G. Program quarterly reports are due within 30 days of the end of each quarter ending on March 31, June 30, September 30, and December 31, in accordance with HUD requirements.

Specific content and formats for these reports will be agreed upon by the CONTRACTOR and the VILLAGE and will be provided as indicated:

1. Monthly reporting forms for CDBG and Multi-family Housing Incentives Program.
2. Weekly activity reports that demonstrate the activity for each building in the Multi-Family Housing Incentives Program including the date of listing; date inspected and approved; and the number of showings.
3. Monthly draw requests that include actual expenditures, as well as applicable receipts and invoices of expenses for the draw-down of all Village funds.

4. On a semi-annual basis, the CONTRACTOR shall provide the VILLAGE with year-to-date financial statements including statement of income and expenses and a balance sheet. The CONTRACTOR shall also submit any amended budgets approved by its Board of Directors. The year-to-date financial statements shall breakdown expenses by administration, program and capital expenditures.
5. List of all funded positions of the agency with appropriate job descriptions.
6. On a semi-annual basis, the CONTRACTOR shall submit documentation of its operating hours.
7. On an annual basis, the CONTRACTOR shall submit its Marketing plan.
8. On an annual basis, the CONTRACTOR shall submit a statement setting forth the parameters and rates for escort fees and rental bonuses.

G. The CONTRACTOR shall not become involved in landlord-tenant disputes and shall refer any dispute to the VILLAGE'S Community Relations Department.

H. During the term of this Agreement between the VILLAGE and THE CONTRACTOR, CONTRACTOR and the VILLAGE shall cooperate with evaluation in regard to its services under the Agreement. Any evaluation may be quantitative and descriptive and available to both parties.

Revised November 12, 2012

### **Addendum to Agreement**

The Contractor agrees to comply with the terms and conditions set forth herein. Any violation of these terms or conditions shall subject the Contractor, at the Village's discretion, to possible contract termination or suspension of payments in accordance with Section 10 of the Agreement, entitled "Termination of Agreement or Suspension of Payment."

#### **A. Conflicts of Interest and Standards of Conduct.**

The Contractor shall adhere to the following provisions relating to Ethics and Conflicts of Interest or to such equivalent policies of the Contractor as has been reviewed and approved by the Village in accordance with the section of the Agreement entitled "Adherence to Village Policies." For purposes of this policy, the term Organization shall refer to the legal entity which is a party to the Contract with the Village.

#### **Conflicts of Interest and Standards of Conduct**

1. Compensation. Members of the Board of Directors shall serve without salary, but the Board of Directors may authorize payment of the reasonable expenses incurred by Directors in the performance of their duties.
2. Impartiality: Every Director and employee shall perform his or her duties with impartiality and without prejudice or bias in furtherance of the goals, objectives and contractual obligations of the Organization. No Director or employee shall, in the performance of his or her duties on behalf of the Organization, grant or make available to any person or entity, including other directors or employees of the Organization, any consideration, treatment or service beyond that which is available to every other similarly situated person or entity served by the Organization.
3. Conflict of Interest: No director or employee shall engage in any business transaction or shall have any financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of the Director's official duties in the interest of the Contractor or which may tend to impair his/her independence of judgment or action in the performance of his/her official duties.

4. Interest in contracts: No director or employee shall have any financial or personal interest, directly or indirectly, in any contract, work or business with the Organization except that a Director may provide materials, merchandise, property, services or labor under the following circumstances:
  - a. The contract is with a person, firm, partnership, association, or corporation in which the Director has less than a 7.5% share in the ownership, and the aggregate of any contracts awarded to the Director or the Director's firm, association, partnership or corporation under this subsection (b) during the same fiscal year does not exceed \$25,000; or
  - b. The contract does not exceed \$2,000, and the aggregate of any contracts awarded to the Director or the Director's firm, association, partnership or corporation under this subsection (a) during the same fiscal year does not exceed \$4,000; or
  - c. The contract is with a person, firm, partnership, association or corporation in which the Director has less than a 1% share in ownership; or
  - d. The Organization is not a party to the contract, and the contract is rather with a person or entity served by the Corporation as a part of its corporate purpose;

Any contract awarded under this Section 4 must comply with the Organizations policies concerning competitive bidding and outreach to women and minority business enterprises.<sup>1</sup>

5. In the event that the Board of Directors considers taking any action, including but not limited to entering into a contract in which any Director has any financial or personal interest, direct or indirect, which may reasonably tend to impair the Director's independence of judgment or action in the best interests of the Organization, the Director shall:
  - a. Before consideration of the proposed action, publicly disclose any such interest to the Board of Directors; and
  - b. Refrain from evaluating, recommending, approving, deliberating or otherwise participating in negotiation, approval or both of the contract or work; and
  - c. Abstain from voting on the proposed action; and
  - d. The contract must be approved by a majority of the Board of Directors.

For purposes of this Section, personal interest shall include the financial interest of the spouse and minor children of the Director, but shall not include any interest that

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<sup>1</sup> NOTE: The exceptions in Section 4 are drawn from 65 ILCS 5/3.1-55-10.

a Director may have in a proposed general policy of the Corporation solely by virtue of his business or profession.<sup>2</sup>

6. Disclosure and/or Use of Confidential Information: No Director or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Corporation or use such information to advance the financial or other private interest of the Director, or employee or others.
7. Corporate Property: No Director or employee shall request, permit or engage in the unauthorized use of Corporate-owned funds, vehicles, equipment, materials or property of personal convenience or profit.

#### **B. Procurement Policy.**

The Contractor agrees to adhere to the provisions set forth below relating to the procurement of goods and services which are funded, in whole or in part, by the Village or through the Village as funding agent, or such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with Section 5 of the Agreement, entitled "Adherence to Village Policies."

1. **All Contracts For Goods and Services Require the Approval of the Board of Directors; Exceptions.** No contract shall be made for goods or services when the total cost exceeds ten thousand dollars (\$10,000.00), unless such contract shall have been authorized by the Board of Directors. Whenever the total cost of such contract shall not exceed, in any one case, one thousand dollars (\$1,000.00), the Executive Director or his/her designee (hereinafter "Executive Director"), without such previous authorization, shall cause the same to be purchased upon his/her written order; and further provided that when the total cost thereof shall exceed one thousand dollars (\$1,000.00) but shall not exceed ten thousand dollars (\$10,000.00), the Executive Director may cause the same to be purchased without previous authorization in like manner, but the Executive Director shall first obtain in writing, whenever possible, at least three (3) informal quotes to furnish same, which quotes shall be attached in every case to the accounts payable vouchers authorizing payment for such goods or services and filed with the financial records of the Contractor. All contracts shall be let to the lowest responsible bidder, provided that any and all informal quotes for equipment, supplies or repair work may be rejected by the Executive Director if the character or quality of the goods or services does not conform to requirements. In determining the lowest responsible bid or quote, other factors, in addition to cost, such as experience, availability, expertise,

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<sup>2</sup> NOTE: The final sentence in Section 5 is intended to ensure that board members who may be landlords, realtors, bankers, etc. are not prevented from voting on general corporate policies that may have some impact, direct or indirect, on all members of that profession.

resources, work history with the Corporation, work history with others, quality of work and ability to meet all specifications and/or requirements of the Corporation may be taken into consideration and may form the basis for an award of contract. Many of these factors will have increased significance when considering the award of contracts for professional services.

2. **Contracts Which Require the Use of the Formal Bidding Process.** Except as set forth in Paragraph 3 below, when the total cost of a contract for goods, materials, equipment, supplies or construction work is expected to exceed ten thousand dollars (\$10,000.00), the Executive Director or his/her agent shall issue a call for bids which shall be formally advertised. All such bids for construction work shall require a bond for the faithful performance of the work.

All contracts for which bids are required shall be let to the lowest responsible bidder within the judgment of the Board of Directors, provided that any and all bids received in response to an advertised call for bids may be rejected by the Board of Directors if the character or quality of goods, materials, equipment, supplies or construction work does not conform to the specifications and/or requirements set forth in the call for bids.

3. **Exception to Bid Requirements for Urgent Materials or Repairs; Lack of Competition and Inability to Draft Adequate Specifications; Bid Waiver.** In cases of urgently needed materials or urgently needed repairs which are expected to exceed ten thousand dollars (\$10,000.00), the Executive Director is authorized to obtain such materials and/or services through a negotiated contract without formal advertising when it is in the best interest of the Corporation and it is impractical to convene a meeting of the Board of Directors. If it is practical to convene a meeting, the Board of Directors shall be required to waive the bidding requirement and approve such a negotiated agreement.

Such negotiated contracts may also be approved by the Board of Directors when (1) the contract is for professional services, (2) it is impractical to secure competition, or (3) it is impossible to draft adequate bid specifications. The Executive Director or his/her designee shall, however, whenever possible, obtain in writing at least three (3) informal quotes to furnish same.

Bidding in all instances may be waived by a two thirds (2/3) vote of the Board of Directors.

4. **Procedure for Advertising for Bids.** Whenever any formal bids are required, as stated above, the Executive Director or his/her authorized agent shall advertise in some newspaper published in the Village and/or in such other newspaper of general circulation as, in his/her judgment, may be desirable. A plan or profile of the work to be done, accompanied by specifications for doing the same and specifications for material, supplies or equipment to be furnished, shall be first placed on file in the office of the Executive Director or his/her authorized agent before any such

advertisement shall be made, which plan, profile and specifications for goods, material, supplies, equipment or construction work shall at all times be open for public inspection. Such advertisement shall be published not less than ten (10) days before the day fixed for opening such bid, and shall state the work to be done, or material, supplies or equipment to be furnished, and the time and place for the filing and the opening of the sealed bids.

**5. Filing of Bids; Deposit Accompanying Bids, Preservation and Opening of Bids.**

In all cases, the formal bids under the preceding section shall be sealed bids and directed to the Executive Director. A bid deposit may be required, the amount of which shall be fixed by the Executive Director but which shall not exceed five percent (5%) of the estimated cost of the work or material to be furnished, not less than the sum of twenty-five dollars (\$25.00). Such bid deposit shall be in the form of a cashier's check, a certified check, or at the discretion of the Executive Director, a bid bond. Checks shall be drawn upon a bank in good standing, payable to the order of the Corporation and shall be forfeited to the Corporation in the event the bidder shall neglect or refuse to enter into a contract and bond when required, with approved sureties, to execute the work or furnish the material for the price mentioned in his/her bid and according to the plans and specifications in case the contract shall be awarded to him/her. Bids shall be opened at the hour and place mentioned in the notice.

**6. Contracts to be Executed in Writing.** All contracts, whether for work or materials, shall be executed in writing and in duplicate by the President of the Board of Directors or the Executive Director and shall be signed by the contractor. One original so executed shall be kept and filed in the Corporate offices and the other shall be given to the contractor. All contracts and bonds so taken shall be in the name of, and run to, the Corporation.

**7. Contractors' Bonds.** Whenever any construction work, expected to be in excess of ten thousand dollars (\$10,000.00), is let by contract to any person or entity, the Corporation shall, in all cases, take a bond from such person or entity with good and sufficient sureties, licensed in the State of Illinois to be approved by the Board of Directors, in such amount as shall not only be adequate to insure the performance of the work in the time and manner required in such contract, but also to save and indemnify and keep harmless the Corporation against all liabilities, judgments, costs and expenses which may in any manner accrue against the Corporation in consequence of granting such contract or which may in any manner result from the carelessness or neglect of such person, or entity or its agents, employees or workers in any respect whatever.

**8. Bid Tabulation.** The Contractor shall prepare a spreadsheet for each separate contract over ten thousand dollars (\$10,000.00) for goods and services awarded by it. Each spreadsheet shall name and identify all entities submitting bids or proposals on specific contracts by name and address, describe the goods provided or the work performed, set forth the cost, fee or amount proposed by each such entity



in response to the call for bids or request for proposals or quotes, the name and address of the entity who was awarded the contract, and the reasons therefore. The Contractor shall submit copies of all such spreadsheets to the Village on a quarterly basis as a part of the general quarterly reporting process required under this agreement.

### **C. Diversity Statement**

In 1997, the Village of Oak Park first adopted what is now known as the Village's "Diversity Statement." Every new Village Board elected since that time has readopted this Diversity Statement incorporating amendments over time which have added to the Statement's scope and strength.

Attached hereto as Exhibit "A," and made a part hereof, is the Diversity Statement adopted by the President and Board of Trustees of the Village of Oak Park in 1997 and amended in 2011.

The Contractor, as a Partner Agency of the Village of Oak Park, agrees to adhere to the Diversity Statement, attached hereto as Exhibit "A" with regard to diversity, or such equivalent policy of the Contractor as is reviewed and approved by the Village in accordance with that section of the Agreement entitled "Adherence to Village Policies." In carrying out its commitment to diversity, as set forth in the Diversity Statement, the Contractor agrees to use its best efforts to affirmatively recruit qualified women and minority candidates to fill vacant positions within its organization and to use its best efforts to affirmatively recruit qualified MBE and WBE businesses to participate in the Contractor's process of contracting for goods and services.

The Village shall, upon request, provide the Contractor with the names of known minority and women-owned businesses and business referral agencies.

The Contractor shall annually submit to the Village an E.E.O. Report, the format of which is attached as Exhibit "B," showing the breakdown of its employees by race, sex and job classification. In addition, the Contractor will report the race, sex and job classification for any new employees hired during the preceding year and indicate the general efforts which were made by the Contractor during the course of the previous year to recruit qualified women and minority candidates for such position(s).

The Contractor shall also provide a report to the Village, on an annual basis, which indicates the number of contracts and the dollar value of contracts for goods and services which it let during the preceding year and the number of contracts, the dollar value of contracts and the percentage of the total dollar value of contracts for goods and services which have been let to women and minority contractors.

This report shall also contain a section setting forth the general efforts made by the Contractor/ Partner Agency during the course of the previous year to affirmatively recruit women and minority businesses to participate in the contracting process.

The Contractor's E.E.O. employment and contracting reports for the entire preceding year shall be submitted as a part of the regular quarterly report submitted for the fourth quarter of the year.

**D. Drug Free Workplace.**

The Contractor agrees to adhere to the following policy related to a drug free workplace or such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with Section 5 of the agreement, entitled "Adherence to Village Policies."

The content of the notice set forth below sets forth the policy of the Village with regard to the Village as a drug free workplace. The Contractor shall post the following notice or its own equivalent policy in a conspicuous location on the Contractor's premises where it will be visible to all employees, or provide a copy of the following notice or its own equivalent policy to each employee. Any such notice or policy posted or provided to employees shall name the Contractor and the individual or position which fulfills the "Human Resources Director" position, where indicated.

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**NOTICE OF A DRUG-FREE WORKPLACE**

All employees should be aware pursuant to Illinois and United States law and the personnel manual that the (Name of Contractor) is a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance as defined in Illinois law at 720 ILCS 570/201 et. seq. and United States law at 41 U.S.C.A. 701-707 is prohibited at the workplace and by any employee of (Name of Contractor). Any violation will subject the employee to dismissal from employment. As a condition of employment, an employee convicted of any drug statute occurring at the workplace, must notify the (Human Resources Director) within five (5) days of the conviction. Failure to so notify the (Human Resources Director) is grounds for dismissal from employment.

**E. Sexual Harassment Policy.**

The Contractor agrees to adhere to the sexual harassment policy set forth below or to such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with that Section of the agreement entitled "Adherence to Village Policies."

**SEXUAL HARASSMENT POLICY**

Sexual harassment is illegal and against the employment policy of the (Name of Contractor).

Any employee found by the (Name of Contractor) to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action, up to and including termination.

"Sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment may include, but are not limited to:

- Verbal: Sexual innuendo, suggestive comments, insults, threats, jokes about gender specific traits, or sexual propositions;

- Non-Verbal: Making suggestive or insulting noises, gestures, leering, whistling or obscene gestures; and
- Physical: Touching, pinching, brushing the body, coercing sexual intercourse or assault.

An employee who believes he or she had been the subject of sexual harassment shall report the alleged conduct immediately to the Contractor's Human Resources Director, Executive Director or such other employee, other than the alleged harasser, as may be designated by the Contractor. The information will then be forwarded to the CEO/ Manager/ Director. A confidential investigation of any complaint will be undertaken by the Human Resources Director or such other officer or employee designated by the Executive Director.

Retaliating or discriminating against an employee for complaining about sexual harassment is prohibited. Any employee found by the (Name of Contractor) to have retaliated or discriminated against an employee for complaining about sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

The (Name of Contractor) recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all the evidence received. The (Name of Contractor) also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. We trust that all employees will continue to act in a responsible and professional manner to establish a working environment free of sexual harassment.

**F. Domestic Partnership Program.**

The Contractor/Partner Agency agrees to adhere to the Domestic Partnership Program attached hereto as Exhibit "C" and made a part hereof as a program for the benefit of employees of the Contractor or to such equivalent Contractor policy as has been reviewed and approved by the Village in accordance with that section of the agreement entitled "Adherence to Village Policies."

The Village will assist the Contractor with the implementation of the Program at the Contractor's request.

The Village agrees to save and hold harmless, protect and defend the Contractor, its employees, Board Members and other agents, from any and all costs, losses, suits for damage or other relief, damages, rights, claims, demands or actions resulting from or in any way arising out of the actions or operations of the Contractor or its agents in approving or carrying out or fulfilling the terms of the Domestic Partnership Program required herein and to pay all costs, including attorneys' fees, of any involvement in any litigation or administrative proceedings or other legal actions based thereon. The obligations of the Village, set forth hereinabove, shall survive any termination of the agreement between the Contractor and the Village.

**G. Compliance with Employment Laws.**

The Contractor hereby certifies that it will perform the services in compliance with all applicable federal and state employment laws, including but not limited to all laws prohibiting discrimination in employment.

**H. Compliance with H.U.D. Guidelines.**

In the event that the Contractor is a recipient of Community Development Block Grant (C.D.B.G.) money under the terms of this agreement, the Contractor hereby confirms its adherence to and compliance with all Department of Housing and Urban Development rules, regulations, and guidelines adopted in relation to the administration of such C.D.B.G. funds.



## Diversity Statement

The people of Oak Park choose this community, not just as a place to live, but as a way of life. Oak Park has committed itself to equality not only because it is legal, but because it is right; not only because equality is ethical, but because it is desirable for us and our children. Ours is a dynamic community that encourages the contributions of all citizens, regardless of race, color, ethnicity, ancestry, national origin, religion, age, sex, sexual orientation, gender identity or expression, marital and/or familial status, mental and/or physical impairment and/or disability, military status, economic class, political affiliation, or any of the other distinguishing characteristics that all too often divide people in society.

Oak Park's proud tradition of citizen involvement and accessible local government challenge us to show others how such a community can embrace change while still respecting and preserving the best of the past. Creating a mutually respectful, multicultural environment does not happen on its own; it must be intentional. Our goal is for people of widely differing backgrounds to do more than live next to one another. Through interaction, we believe we can reconcile the apparent paradox of appreciating and even celebrating our differences while at the same time developing consensus on a shared vision for the future. Oak Park recognizes that a free, open, and inclusive community is achieved through full and broad participation of all its citizenry. We believe the best decisions are made when everyone is represented in decision-making and power is shared collectively.

Oak Park is uniquely equipped to accomplish these objectives, because we affirm all people as members of the human family. We reject the notion of race as a barrier dividing us and we reject prejudicial behavior towards any group of people.

We believe residence in this Village should be open to anyone interested in sharing our benefits and responsibilities.

To achieve our goals, the Village of Oak Park must continue to support the Board's fair housing philosophy that has allowed us to live side-by-side and actively seek to foster unity in our community. We believe that mutual understanding among individuals of diverse backgrounds can be attained with an attitude of reciprocal good will and increased association.

The Village of Oak Park commits itself to a future ensuring equal access, full participation in all of the Village's institutions and programs, and equality of opportunity in all Village operating policies. The success of this endeavor prepares us to live and work in the twenty-first association.

It is our intention that such principles will be a basis for policy and decision making in Oak Park. The President and Board of Trustees of the Village of Oak Park reaffirm their dedication and commitment to these precepts.



**DOMESTIC PARTNERSHIPS  
FOR EMPLOYEES OF THE VILLAGE OF OAK PARK**

A. **DEFINITIONS.** When used in the Ordinance, the following terms have the following meanings:

**AFFIDAVIT OF DOMESTIC PARTNERSHIP:** A form, provided by the Director of Human Resources, in which two people agree to be jointly responsible for the necessities of life incurred during the domestic partnership and state under oath that all qualifications for domestic partnership as set forth in this Article are met when the Affidavit is signed.

The form shall set forth all the requirements for a domestic partnership as defined herein. The form shall indicate that the fraudulent misrepresentation of information set forth therein by the Village employee executing same shall be considered cause for the termination of the employee's employment with the Village. The affidavit shall further state that the persons executing such affidavit may be held civilly liable for the misstatement of any information set forth therein and that such affidavit may further be construed by a court of law as creating enforceable, legal obligations between the persons executing the affidavit.

**DEPENDENT:** One who lives with a domestic partner and is a biological, adopted or step child of a domestic partner, a dependent of a domestic partner as defined by Internal Revenue Service regulations, or a ward of a domestic partner as determined under the laws of guardianship or agency.

**DOMESTIC PARTNER:** Each adult in a domestic partnership.

**DOMESTIC PARTNERSHIP:** Two unrelated adults of the same sex, one of whom is an employee of the Village of Oak Park who is otherwise eligible for employee benefits, who have chosen to share one another's lives in an intimate and committed relationship of mutual caring, who also:

1. share the same primary, regular and permanent residence and have lived together for the previous six (6) months;
2. agree to be jointly obligated and responsible for the necessities of life for each other;
3. are not married to anyone;
4. are each eighteen (18) years of age or older;
5. are competent to enter into a contract;
6. are and have been each other's sole domestic partner for at least six (6) months prior to execution of the Affidavit of Domestic Partnership required under this Article;
7. agree to file a Termination of Domestic Partnership within 30 days if any of the above facts change;
8. have filed the required notice of Termination of any prior domestic partnership acknowledged under the provision of this Article in the manner required herein and no less than six (6) months prior to the execution of the current Affidavit of Domestic Partnership; and
9. execute an Affidavit of Domestic Partnership, indicating compliance of the persons executing such affidavit with all the requirements for a domestic partnership set forth in this Article.

**LIVE TOGETHER:** Two people claiming domestic partnership status share the same primary, regular and permanent residence. It is not necessary that both domestic partners have the legal right to possess the residence. Domestic partners do not cease to live together if one leaves the shared residence for a period not to exceed one (1) year, but intends to return.

NECESSITIES OF LIFE: Basic food, shelter, clothing, medical care and the costs associated therewith. The domestic partners need not contribute equally or jointly to the cost of these expenses as long as they agree that both are responsible and obligated for the cost.

TERMINATION OF DOMESTIC PARTNERSHIP: Any change in the domestic partnership which causes the partnership not to satisfy any one of the requirements for a domestic partnership, set forth herein.

B. AFFIDAVIT OF DOMESTIC PARTNERSHIP; EXECUTION AND ACCOMPANYING DOCUMENTATION. An Affidavit of Domestic Partnership must be signed, under oath, by both parties seeking recognition by the Village as a domestic partnership. The Director of Human Resources shall, within thirty (30) days of the effective date of this ordinance, make such forms available.

The signatures of both persons must be witnessed and notarized. The affiants will also be required to indicate that they have thoroughly read the affidavit and that they understand the content thereof at the time of execution. The Director of Human Resources, or the Director's designee, shall receive executed affidavits of domestic partnership and may require reasonable documentation verifying the truth and accuracy of any statements contained in the affidavit, including verification of the primary, regular and permanent residence address of the persons seeking recognition as a domestic partnership.

Once the affidavit has been properly executed by both individuals seeking recognition as a domestic partnership by the Village and presented to the Director of Human Resources, or the Director's designee, along with all supporting documentation requested by the Director, or the Director's designee, and the Director is satisfied that the individuals seeking recognition as a domestic partnership have satisfied the requirements for same, the Director, or the Director's designee, shall provide those individuals with a letter under the Director's signature, recognizing the domestic partnership, identifying the parties to same and identifying the benefits to which the domestic partners are then entitled. The letter shall further indicate that the domestic partners must comply with the provisions of Section Four herein and notify the Director, or the Director's designee, of the termination of the domestic partnership within thirty (30) days of the termination and the possible consequences for the failure to do so.

C, EMPLOYMENT BENEFITS. The Village of Oak Park shall provide the same family sick leave, funeral leave benefits and H.M.O. health and dental benefits available to any Village employee, and the spouse and dependents of any Village employee, to any Village employee and any other person with whom the employee has formed a domestic partnership and the dependents of such domestic partnership as defined herein. The Village shall, however, not extend health insurance benefits to a domestic partner, or the domestic partner's dependents, if the domestic partner who is not a Village employee is otherwise eligible for health insurance benefits through his or her employer.

D. TERMINATION OF DOMESTIC PARTNERSHIP: NOTICE REQUIRED. Any employee of the Village who is receiving employment benefits as a member of a domestic partnership and whose domestic partnership terminates as defined herein, shall notify the Director of Human Resources of the termination of the employee's domestic partnership within thirty (30) days of such termination.

E. FRAUDULENT MISREPRESENTATION: REIMBURSEMENT TO VILLAGE AND CAUSE FOR TERMINATION. Any employee who fraudulently misrepresents information in the Affidavit of Domestic Partnership executed by such employee, or fails to inform the Village of the termination of his or her domestic partnership, shall reimburse the Village for any expenditures made by the Village in reliance on such misrepresentations or for expenditures made due to the employee's failure to notify the Village of the termination of a domestic partnership. Such fraudulent misrepresentations shall also constitute cause for the termination of the employee's employment with the Village.

SECTION THREE: If any provisions or sections of this ordinance or any application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions, sections or applications of this ordinance which can be given effect without the invalid provisions, sections or applications, and are to this end declared to be severable.

SECTION FOUR: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION FIVE: THIS ORDINANCE shall be in full force and effect from and after its adoption and publication in accordance with law.

VILLAGE OF OAK PARK  
AGENDA ITEM COMMENTARY

J(2)

Item Title: : Resolution Authorizing the Execution of Agreement between the Village of Oak Park and the Oak Park Residence Corporation for 2013 in an amount not to exceed \$25,000 to Administer a Condominium Management Program.

Resolution or Ordinance No. \_\_\_\_\_

Date of Board Action: December 10, 2012

Staff Review:

Department Director Name:



Tammie Grossman, Housing Programs Manager

Village Manager's Office:



Item History (Previous Board Review, Related Action, History): ,

The contract between the Village of Oak Park and the Oak Park Residence Corporation utilizes general revenue funds in the amount of \$25,000 to continue to fund the small condominium management program started a couple of years ago.

Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation):

The Village has contributed funding to Residence Corporation since the 1970's. The contract presented in 2013 is consistent with previous contracts except that since 2010 the Village no longer provides general operating support to the Residence Corporation. As in 2012, the Residence Corporation will receive \$25,000 to administer the small condominium management program started several years ago. The agreement has been clarified so that payment is on a fee for service basis, payable in two semi-annual installments.

Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies, or regional municipalities):

The Oak Park Residence Corporation is a housing partner agency of the Village of Oak Park.

Item Budget Commentary: (Account #; Balance; Cost of contract):

The 2012 budget allocation request assumes general revenue funds totaling \$25,000. The contract shall not exceed \$25,000 in costs for the condominium management program, which are paid as a fee for service based on invoices submitted.

Budgeted funds and the program areas are for the following programs:

<b>Expenditure Type</b>	<b>General</b>
Condo Management Program	\$25,000
Administration	\$0

Contract administration and oversight will be within the responsibilities of the Housing Programs Manager.

Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why):

The alternative would be to not fund the Oak Park Residence Corporation to work with smaller condominium associations. However, the Village of Oak Park has 178 out of 289 condominium associations with 12 or fewer units. Those condominium associations often have limited resources to hire outside management companies to help the association set up proper policies and protocols to effectively manage their building. The Small Condo Project gives associations the resources to learn effective self-management skills. Not funding this program would leave those associations without this important resource.

Proposed Recommended Action: Approve the Resolution

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT BETWEEN THE VILLAGE OF OAK  
PARK AND THE OAK PARK RESIDENCE CORPORATION FOR 2013

BE IT RESOLVED by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois that the Village Manager is hereby authorized and directed to enter into a funding and service agreement with the Oak Park Residence Corporation. The agreement shall conform substantially to the Agreement attached hereto as Exhibit A and made a part hereof.

THIS RESOLUTION shall be in full force from and after its adoption as provided by law.

ADOPTED this 10<sup>th</sup> day of December, 2012 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 10<sup>th</sup> day of December, 2012.

---

David G. Pope  
Village President

ATTEST:

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Teresa Powell  
Village Clerk

# **CONTRACT FOR SERVICES BETWEEN THE VILLAGE OF OAK PARK AND OAK PARK RESIDENCE CORPORATION**

**THIS AGREEMENT** is entered into by the Village of Oak Park, a municipal corporation (hereinafter referred to as the "Village") and the Oak Park Residence Corporation (hereinafter referred to as "Contractor").

## **1. LENGTH OF CONTRACT**

This contract shall commence January 1, 2013, and shall terminate December 31, 2013, and may be terminated by either party with ninety (90) days written notice.

## **2. CONTRACT AMOUNT AND PAYMENT SCHEDULE**

In consideration of the Contractor undertaking to provide the services set forth in this agreement, the Village agrees to pay the Contractor a flat fee of \$25,000, payable in two semi-annual installments. The Contractor will submit an invoice together with a progress report on the program goals, which invoice will be paid upon approval.

## **3. SCOPE OF SERVICES**

The Contractor shall perform the services and make a good faith effort to achieve the goals set forth in the description of services attached hereto as Exhibit 2 and made a part hereof.

## **4. COMPLIANCE WITH LAW**

The Contractor, in performing this agreement shall:

- a) Not discriminate against any worker, employee, or applicant, or any member of the public because of race, religion, disability, creed, color, sex, age sexual orientation, status as a disabled veteran or Vietnam era veteran, or national origin, nor otherwise commit an unfair employment practice; and
- b) Take affirmative action to ensure that applicants are employed without regard to race, religion, handicap, creed, color, sex, age, sexual orientation, status as a disabled veteran or Vietnam era veteran, or national origin, with such affirmative action, including but not limited to the following: employment, upgrading, demotion or transfer, termination, rates of pay, other forms of compensation, or selection for training, including apprenticeship.

c) Agree and authorize the Village to conduct reviews and conduct other procedures or practices to assure compliance with these provisions. The Contractor agrees to post, in conspicuous places available to employees and applicants for employment or distribute to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

d) Agree not to violate any laws, State or Federal rules or regulations regarding a direct or indirect illegal interest on the part of any employee or elected official of the Contractor in the agreement or payments made pursuant to this agreement.

#### **5. ADHERENCE TO VILLAGE POLICIES**

The Contractor hereby agrees that for the term of this agreement, the Contractor will adhere to the policies set forth in the Addendum to the Agreement, attached hereto as Exhibit 3, or, in the alternative, that it will have adopted policies of its own which are in substantial compliance with the policies set forth in the Addendum, attached hereto as Exhibit 3.

All such Contractor policies require prior review and approval by the Village before the Contractor can substitute adherence to its own policies for adherence to the Village policies set forth in Exhibit 3. Such policies may be submitted to the Village for review and approval prior to the execution of this agreement or at any time during the term of this agreement.

The Village shall provide the Contractor with timely written approval or disapproval of all such policies submitted by the Contractor. Disapproval shall be accompanied by the specific reasons why the submitted policy is not in substantial compliance with the Village policy set forth in Exhibit 3. The Contractor may revise and resubmit policies to the Village for review and approval. Approval shall not be unreasonably withheld by the Village.

The Contractor shall be obligated to adhere to the policies set forth in Exhibit 3 until such time as its own written equivalent policy or policies have been filed with and approved by the Village.

The Contractor shall be obligated to submit any change in, or amendment to, such approved policy during the term of this agreement to the Village for its approval in the same manner as if it were submitting an entire new policy to the Village for its review and approval.



**6. PERSONNEL**

The Contractor represents that it has or will secure all personnel and consultants necessary to perform the services required of it under this agreement. All of the services required hereunder will be performed by the Contractor, or under its supervision, and all personnel engaged in the work shall be fully qualified to perform such services.

**7. APPROVAL OF PROGRAM BUDGET**

The Contractor shall submit to the Village for review, at least one hundred twenty (120) days prior to the end of each calendar year, the Contractor's proposed program budget for the following calendar year. Any request for funding from the Village must receive approval from the Village Board of Trustees. The program budget submitted shall conform to the program budget format established by the Village. The annual program budget request shall be accompanied by an updated organizational chart listing positions responsible for the program filled and vacant and reflecting the internal reporting structure of the organization.

**8. AUDITS AND INSPECTIONS**

a) Upon reasonable request, during normal business hours, the Village may examine, and the Contractor shall make available, all of its records used in the preparation of its progress and activity reports to the Village with regard to all programs which are funded in total or in part by the Village or through the Village as funding agent. The Contractor shall permit the Village to audit, examine, and make excerpts or transcripts from such records, and to make audits of all payroll and other expenses of the Contractor with regard to such programs. The Contractor shall also provide, upon reasonable request, documentation of such program expenditures as the Village deems necessary.

b) The Contractor shall provide the Village with an annual audited financial statement. The report shall be prepared by an independent accounting firm and shall be conducted in accordance with generally accepted auditing standards.

The audited annual statement shall be due within six (6) months after the end of the Contractor's fiscal year.

The Contractor shall provide such additional information as the Finance Director may require after the Finance Director's review of the submitted audited annual statement.

Upon the timely request of the Contractor, the Director of Finance for the Village will provide the Contractor with any direction and guidance the Contractor may require with regard to the preparation of the annual audited financial statement.

## **9. REPORTS**

The Contractor will submit written reports at the times set forth and in the format set forth in Exhibit 2 attached hereto and made a part hereof. Such reports shall be addressed to the Housing Programs Manager and the Village Manager and shall describe the activities it has undertaken to fulfill the Scope of Services and goals set forth in Exhibit 2.

## **10. Performance Measures**

The Village has recently reinstated the performance management program. The Village's M.A.P. Program stands for Measure, Analyze and Perform and will be used to manage and improve Village services within the Village of Oak Park. During 2013, the Contractor agrees that the parties will be reviewing the Scope of Services and Goals set forth in Exhibit 2 and will work to develop performance measurements which are consistent with the Village's M.A.P. Program for inclusion in the calendar year 2014 operating agreement.

## **11. TERMINATION OF AGREEMENT OR SUSPENSION OF PAYMENT**

- a) The Contractor hereby acknowledges that the Village Board of Trustees will review the performance criteria of the various agencies receiving funds from the Village during the term of this agreement which may result in amendment to the agreement. This agreement may be terminated without cause by either party upon providing ninety (90) days written notice of its intention to terminate said agreement.
- b) During the term of the agreement, the Village may terminate the agreement for cause or suspend payments of grant funds due to: 1) use of funds in a manner inconsistent with the Scope of Services, 2) Contractor's failure to submit required documentation, 3) Contractor's submission of incorrect or incomplete reports, or 4) Contractor's failure to perform in accordance with the agreement.
- c) In the event the Village elects to terminate this agreement for cause or to suspend payments under this agreement for any reason stated in this Agreement, the Village shall provide written notice to Contractor of its intention to terminate the agreement for cause or

suspend payments if the Contractor fails to cure the noted deficiency within thirty (30) days after receipt of the notice. The written notice shall provide the Contractor with a description of the alleged deficiency, and shall state a time and place where Contractor shall be afforded the opportunity to refute the statement of deficiency set forth in the notice prior to the Village's termination or suspension of payments. The Village Manager or his designee shall be present at this meeting and shall make the determination as to whether or not the Village will terminate the agreement or will continue, suspend, or terminate payments. If Contractor fails to adequately refute the alleged deficiencies, or fails to correct the deficiency(ies) within thirty (30) days of receipt of the notice or within such other time frame agreed upon by the Village and Contractor, or if the same deficiency continues to reoccur, the Village may terminate or suspend payment of funds.

## **12. NOTICES**

All notices required by this agreement shall be delivered either personally or by certified and regular mail to the Village by delivering or mailing same to the Village Manager at 123 Madison Street, Oak Park, Illinois 60302 and to the Contractor by delivering or mailing same to the Contractor's Executive Director at 21 South Boulevard, Oak Park, Illinois 60302. Notice by mail shall be deemed to be delivered three business days after the day of mailing.

## **13. RETURN OF UNUSED FUNDS TO VILLAGE AFTER TERMINATION OF AGREEMENT OR DISSOLUTION OF THE CONTRACTOR'S CORPORATION**

Upon dissolution of the Contractor's corporation or termination of this agreement any unused funds of the Contractor originally provided by the Village shall be immediately returned to the Village. Funds which have already been obligated by the Contractor at the time of the dissolution of the corporation or at the time of the Contractor's receipt of the Village's notice to terminate the agreement, shall not be considered as "unused funds" for purposes of this section. Upon dissolution, the Contractor shall notify the Village of the name of the individual or entity responsible for winding up its affairs.

## **14. ASSIGNMENT**

The Contractor shall not assign this agreement or any part thereof and the Contractor shall not transfer or assign any funds provided hereunder or claims due or to become due hereunder without the written approval of the Village having first been obtained.

**15. CONFLICT OF INTEREST**

The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services required to be performed under this agreement. The Contractor further covenants that in the performance under this agreement, no person having such a conflicting interest shall be employed by the Contractor.

**16. AMENDMENTS**

This agreement constitutes the entire agreement between parties hereto. No modifications, additions, deletions, or the like, to this agreement shall be effective unless and until such changes are agreed to in writing by the parties.

**17. HEADINGS**

The section headings of this agreement are for convenience and reference only and in no way define or describe the scope of intent of this agreement and should be ignored in construing or interpreting this agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date first written above.

**VILLAGE OF OAK PARK**

**Attest:**

\_\_\_\_\_  
Cara Pavlicek  
Interim Village Manager

\_\_\_\_\_  
Teresa Powell  
Village Clerk

**OAK PARK RESIDENCE CORPORATION**

\_\_\_\_\_  
Edward Solan, Executive Director

Witness  
\_\_\_\_\_

REVIEWED AND APPROVED  
AS TO FORM

DEC 04 2012

*[Signature]*  
LAW DEPARTMENT

**FUNDING SCHEDULE - 2013 BUDGET**

**Oak Park Residence Corporation**

Monthly Bills are Paid in Arrears and Submitted and Paid the Following Month

Month	Housing Funds		TOTAL
	Small Condo Mngmnt Program	Administrative Support	
January	(1)		\$ -
February	(1)		\$ -
March	(1)		\$ -
April	(1)		\$ -
May	(1)		\$ -
June	(1)		\$ -
July	(1)		\$ -
August	(1)		\$ -
September	(1)		\$ -
October	(1)		\$ -
November	(1)		\$ -
December	(1)		\$ -
<b>Total Monthly Payments</b>	\$ -	\$ -	\$ -
Reimbursed Condo Program Costs (Subject to Actual Costs Incurred)	\$ 25,000.00	\$ -	\$ 25,000.00
<b>TOTALS</b>	\$ 25,000.00	\$ -	\$ 25,000.00

(1) Payment subject to Reimbursement Requests of Actual Costs Incurred by Agency

EXHIBIT 1

**EXHIBIT 2**  
**OAK PARK RESIDENCE CORPORATION**  
**2013 SCOPE OF SERVICES**  
**AND**  
**PROGRAM GOALS AND MEASURES**

**Scope of Services**

In 2013, the CORPORATION will continue an advisory and training Condominium Management Program for owners of small (12 units or less) multi-family residential unit buildings within the Village.

In 2013, the CORPORATION will work with 4 small condominium boards. The CORPORATION agrees to provide a report on a semi-annual basis, summarizing program activities and services for the previous six-month period. The report will include the location of the property, a description of the type of services to be provided to the condo board, the start date and length of time the CORPORATION plans to work with the condo board, and the goals established for each board. At the conclusion, the CORPORATION will ask the condo board to complete a written evaluation tool and will forward a copy of the evaluation to the Village.

### **Addendum to Agreement**

The Contractor agrees to comply with the terms and conditions set forth herein. Any violation of these terms or conditions shall subject the Contractor, at the Village's discretion, to possible contract termination or suspension of payments in accordance with Section 10 of the Agreement, entitled "Termination of Agreement or Suspension of Payment."

#### **A. Conflicts of Interest and Standards of Conduct.**

The Contractor shall adhere to the following provisions relating to Ethics and Conflicts of Interest or to such equivalent policies of the Contractor as has been reviewed and approved by the Village in accordance with the section of the Agreement entitled "Adherence to Village Policies." For purposes of this policy, the term Organization shall refer to the legal entity which is a party to the Contract with the Village.

#### **Conflicts of Interest and Standards of Conduct**

1. Compensation. Members of the Board of Directors shall serve without salary, but the Board of Directors may authorize payment of the reasonable expenses incurred by Directors in the performance of their duties.
2. Impartiality: Every Director and employee shall perform his or her duties with impartiality and without prejudice or bias in furtherance of the goals, objectives and contractual obligations of the Organization. No Director or employee shall, in the performance of his or her duties on behalf of the Organization, grant or make available to any person or entity, including other directors or employees of the Organization, any consideration, treatment or service beyond that which is available to every other similarly situated person or entity served by the Organization.
3. Conflict of Interest: No director or employee shall engage in any business transaction or shall have any financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of the Director's official duties in the interest of the Contractor or which may tend to impair his/her independence of judgment or action in the performance of his/her official duties.

Exhibit 3

4. Interest in contracts: No director or employee shall have any financial or personal interest, directly or indirectly, in any contract, work or business with the Organization except that a Director may provide materials, merchandise, property, services or labor under the following circumstances:
  - a. The contract is with a person, firm, partnership, association, or corporation in which the Director has less than a 7.5% share in the ownership, and the aggregate of any contracts awarded to the Director or the Director's firm, association, partnership or corporation under this subsection (b) during the same fiscal year does not exceed \$25,000; or
  - b. The contract does not exceed \$2,000, and the aggregate of any contracts awarded to the Director or the Director's firm, association, partnership or corporation under this subsection (a) during the same fiscal year does not exceed \$4,000; or
  - c. The contract is with a person, firm, partnership, association or corporation in which the Director has less than a 1% share in ownership; or
  - d. The Organization is not a party to the contract, and the contract is rather with a person or entity served by the Corporation as a part of its corporate purpose;

Any contract awarded under this Section 4 must comply with the Organizations policies concerning competitive bidding and outreach to women and minority business enterprises.<sup>1</sup>

5. In the event that the Board of Directors considers taking any action, including but not limited to entering into a contract in which any Director has any financial or personal interest, direct or indirect, which may reasonably tend to impair the Director's independence of judgment or action in the best interests of the Organization, the Director shall:
  - a. Before consideration of the proposed action, publicly disclose any such interest to the Board of Directors; and
  - b. Refrain from evaluating, recommending, approving, deliberating or otherwise participating in negotiation, approval or both of the contract or work; and
  - c. Abstain from voting on the proposed action; and
  - d. The contract must be approved by a majority of the Board of Directors.

For purposes of this Section, personal interest shall include the financial interest of the spouse and minor children of the Director, but shall not include any interest that

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<sup>1</sup> NOTE: The exceptions in Section 4 are drawn from 65 ILCS 5/3.1-55-10.



a Director may have in a proposed general policy of the Corporation solely by virtue of his business or profession.<sup>2</sup>

6. Disclosure and/or Use of Confidential Information: No Director or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Corporation or use such information to advance the financial or other private interest of the Director, or employee or others.
7. Corporate Property: No Director or employee shall request, permit or engage in the unauthorized use of Corporate-owned funds, vehicles, equipment, materials or property of personal convenience or profit.

## **B. Procurement Policy.**

The Contractor agrees to adhere to the provisions set forth below relating to the procurement of goods and services which are funded, in whole or in part, by the Village or through the Village as funding agent, or such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with Section 5 of the Agreement, entitled "Adherence to Village Policies."

1. **All Contracts For Goods and Services Require the Approval of the Board of Directors; Exceptions.** No contract shall be made for goods or services when the total cost exceeds ten thousand dollars (\$10,000.00), unless such contract shall have been authorized by the Board of Directors. Whenever the total cost of such contract shall not exceed, in any one case, one thousand dollars (\$1,000.00), the Executive Director or his/her designee (hereinafter "Executive Director"), without such previous authorization, shall cause the same to be purchased upon his/her written order; and further provided that when the total cost thereof shall exceed one thousand dollars (\$1,000.00) but shall not exceed ten thousand dollars (\$10,000.00), the Executive Director may cause the same to be purchased without previous authorization in like manner, but the Executive Director shall first obtain in writing, whenever possible, at least three (3) informal quotes to furnish same, which quotes shall be attached in every case to the accounts payable vouchers authorizing payment for such goods or services and filed with the financial records of the Contractor. All contracts shall be let to the lowest responsible bidder, provided that any and all informal quotes for equipment, supplies or repair work may be rejected by the Executive Director if the character or quality of the goods or services does not conform to requirements. In determining the lowest responsible bid or quote, other factors, in addition to cost, such as experience, availability, expertise,

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<sup>2</sup> NOTE: The final sentence in Section 5 is intended to ensure that board members who may be landlords, realtors, bankers, etc. are not prevented from voting on general corporate policies that may have some impact, direct or indirect, on all members of that profession.

resources, work history with the Corporation, work history with others, quality of work and ability to meet all specifications and/or requirements of the Corporation may be taken into consideration and may form the basis for an award of contract. Many of these factors will have increased significance when considering the award of contracts for professional services.

2. **Contracts Which Require the Use of the Formal Bidding Process.** Except as set forth in Paragraph 3 below, when the total cost of a contract for goods, materials, equipment, supplies or construction work is expected to exceed ten thousand dollars (\$10,000.00), the Executive Director or his/her agent shall issue a call for bids which shall be formally advertised. All such bids for construction work shall require a bond for the faithful performance of the work.

All contracts for which bids are required shall be let to the lowest responsible bidder within the judgment of the Board of Directors, provided that any and all bids received in response to an advertised call for bids may be rejected by the Board of Directors if the character or quality of goods, materials, equipment, supplies or construction work does not conform to the specifications and/or requirements set forth in the call for bids.

3. **Exception to Bid Requirements for Urgent Materials or Repairs; Lack of Competition and Inability to Draft Adequate Specifications; Bid Waiver.** In cases of urgently needed materials or urgently needed repairs which are expected to exceed ten thousand dollars (\$10,000.00), the Executive Director is authorized to obtain such materials and/or services through a negotiated contract without formal advertising when it is in the best interest of the Corporation and it is impractical to convene a meeting of the Board of Directors. If it is practical to convene a meeting, the Board of Directors shall be required to waive the bidding requirement and approve such a negotiated agreement.

Such negotiated contracts may also be approved by the Board of Directors when (1) the contract is for professional services, (2) it is impractical to secure competition, or (3) it is impossible to draft adequate bid specifications. The Executive Director or his/her designee shall, however, whenever possible, obtain in writing at least three (3) informal quotes to furnish same.

Bidding in all instances may be waived by a two thirds (2/3) vote of the Board of Directors.

4. **Procedure for Advertising for Bids.** Whenever any formal bids are required, as stated above, the Executive Director or his/her authorized agent shall advertise in some newspaper published in the Village and/or in such other newspaper of general circulation as, in his/her judgment, may be desirable. A plan or profile of the work to be done, accompanied by specifications for doing the same and specifications for material, supplies or equipment to be furnished, shall be first placed on file in the office of the Executive Director or his/her authorized agent before any such

advertisement shall be made, which plan, profile and specifications for goods, material, supplies, equipment or construction work shall at all times be open for public inspection. Such advertisement shall be published not less than ten (10) days before the day fixed for opening such bid, and shall state the work to be done, or material, supplies or equipment to be furnished, and the time and place for the filing and the opening of the sealed bids.

**5. Filing of Bids; Deposit Accompanying Bids, Preservation and Opening of Bids.**

In all cases, the formal bids under the preceding section shall be sealed bids and directed to the Executive Director. A bid deposit may be required, the amount of which shall be fixed by the Executive Director but which shall not exceed five percent (5%) of the estimated cost of the work or material to be furnished, not less than the sum of twenty-five dollars (\$25.00). Such bid deposit shall be in the form of a cashier's check, a certified check, or at the discretion of the Executive Director, a bid bond. Checks shall be drawn upon a bank in good standing, payable to the order of the Corporation and shall be forfeited to the Corporation in the event the bidder shall neglect or refuse to enter into a contract and bond when required, with approved sureties, to execute the work or furnish the material for the price mentioned in his/her bid and according to the plans and specifications in case the contract shall be awarded to him/her. Bids shall be opened at the hour and place mentioned in the notice.

**6. Contracts to be Executed in Writing.** All contracts, whether for work or materials, shall be executed in writing and in duplicate by the President of the Board of Directors or the Executive Director and shall be signed by the contractor. One original so executed shall be kept and filed in the Corporate offices and the other shall be given to the contractor. All contracts and bonds so taken shall be in the name of, and run to, the Corporation.

**7. Contractors' Bonds.** Whenever any construction work, expected to be in excess of ten thousand dollars (\$10,000.00), is let by contract to any person or entity, the Corporation shall, in all cases, take a bond from such person or entity with good and sufficient sureties, licensed in the State of Illinois to be approved by the Board of Directors, in such amount as shall not only be adequate to insure the performance of the work in the time and manner required in such contract, but also to save and indemnify and keep harmless the Corporation against all liabilities, judgments, costs and expenses which may in any manner accrue against the Corporation in consequence of granting such contract or which may in any manner result from the carelessness or neglect of such person, or entity or its agents, employees or workers in any respect whatever.

**8. Bid Tabulation.** The Contractor shall prepare a spreadsheet for each separate contract over ten thousand dollars (\$10,000.00) for goods and services awarded by it. Each spreadsheet shall name and identify all entities submitting bids or proposals on specific contracts by name and address, describe the goods provided or the work performed, set forth the cost, fee or amount proposed by each such entity

in response to the call for bids or request for proposals or quotes, the name and address of the entity who was awarded the contract, and the reasons therefore. The Contractor shall submit copies of all such spreadsheets to the Village on a quarterly basis as a part of the general quarterly reporting process required under this agreement.

### **C. Diversity Statement**

In 1997, the Village of Oak Park first adopted what is now known as the Village's "Diversity Statement." Every new Village Board elected since that time has readopted this Diversity Statement incorporating amendments over time which have added to the Statement's scope and strength.

Attached hereto as Exhibit "A," and made a part hereof, is the Diversity Statement adopted by the President and Board of Trustees of the Village of Oak Park in 1997 and amended in 2011.

The Contractor, as a Partner Agency of the Village of Oak Park, agrees to adhere to the Diversity Statement, attached hereto as Exhibit "A" with regard to diversity, or such equivalent policy of the Contractor as is reviewed and approved by the Village in accordance with that section of the Agreement entitled "Adherence to Village Policies." In carrying out its commitment to diversity, as set forth in the Diversity Statement, the Contractor agrees to use its best efforts to affirmatively recruit qualified women and minority candidates to fill vacant positions within its organization and to use its best efforts to affirmatively recruit qualified MBE and WBE businesses to participate in the Contractor's process of contracting for goods and services.

The Village shall, upon request, provide the Contractor with the names of known minority and women-owned businesses and business referral agencies.

The Contractor shall annually submit to the Village an E.E.O. Report, the format of which is attached as Exhibit "B," showing the breakdown of its employees by race, sex and job classification. In addition, the Contractor will report the race, sex and job classification for any new employees hired during the preceding year and indicate the general efforts which were made by the Contractor during the course of the previous year to recruit qualified women and minority candidates for such position(s).

The Contractor shall also provide a report to the Village, on an annual basis, which indicates the number of contracts and the dollar value of contracts for goods and services which it let during the preceding year and the number of contracts, the dollar value of contracts and the percentage of the total dollar value of contracts for goods and services which have been let to women and minority contractors.

This report shall also contain a section setting forth the general efforts made by the Contractor/ Partner Agency during the course of the previous year to affirmatively recruit women and minority businesses to participate in the contracting process.

The Contractor's E.E.O. employment and contracting reports for the entire preceding year shall be submitted as a part of the regular quarterly report submitted for the fourth quarter of the year.

**D. Drug Free Workplace.**

The Contractor agrees to adhere to the following policy related to a drug free workplace or such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with Section 5 of the agreement, entitled "Adherence to Village Policies."

The content of the notice set forth below sets forth the policy of the Village with regard to the Village as a drug free workplace. The Contractor shall post the following notice or its own equivalent policy in a conspicuous location on the Contractor's premises where it will be visible to all employees, or provide a copy of the following notice or its own equivalent policy to each employee. Any such notice or policy posted or provided to employees shall name the Contractor and the individual or position which fulfills the "Human Resources Director" position, where indicated.

---

**NOTICE OF A DRUG-FREE WORKPLACE**

All employees should be aware pursuant to Illinois and United States law and the personnel manual that the (Name of Contractor) is a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance as defined in Illinois law at 720 ILCS 570/201 et. seq. and United States law at 41 U.S.C.A. 701-707 is prohibited at the workplace and by any employee of (Name of Contractor). Any violation will subject the employee to dismissal from employment. As a condition of employment, an employee convicted of any drug statute occurring at the workplace, must notify the (Human Resources Director) within five (5) days of the conviction. Failure to so notify the (Human Resources Director) is grounds for dismissal from employment.

**E. Sexual Harassment Policy.**

The Contractor agrees to adhere to the sexual harassment policy set forth below or to such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with that Section of the agreement entitled "Adherence to Village Policies."

**SEXUAL HARASSMENT POLICY**

Sexual harassment is illegal and against the employment policy of the (Name of Contractor).

Any employee found by the (Name of Contractor) to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action, up to and including termination.

"Sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment may include, but are not limited to:

- Verbal: Sexual innuendo, suggestive comments, insults, threats, jokes about gender specific traits, or sexual propositions;

- Non-Verbal: Making suggestive or insulting noises, gestures, leering, whistling or obscene gestures; and
- Physical: Touching, pinching, brushing the body, coercing sexual intercourse or assault.

An employee who believes he or she had been the subject of sexual harassment shall report the alleged conduct immediately to the Contractor's Human Resources Director, Executive Director or such other employee, other than the alleged harasser, as may be designated by the Contractor. The information will then be forwarded to the CEO/ Manager/ Director. A confidential investigation of any complaint will be undertaken by the Human Resources Director or such other officer or employee designated by the Executive Director.

Retaliating or discriminating against an employee for complaining about sexual harassment is prohibited. Any employee found by the (Name of Contractor) to have retaliated or discriminated against an employee for complaining about sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

The (Name of Contractor) recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all the evidence received. The (Name of Contractor) also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. We trust that all employees will continue to act in a responsible and professional manner to establish a working environment free of sexual harassment.



**F. Domestic Partnership Program.**

The Contractor/Partner Agency agrees to adhere to the Domestic Partnership Program attached hereto as Exhibit "C" and made a part hereof as a program for the benefit of employees of the Contractor or to such equivalent Contractor policy as has been reviewed and approved by the Village in accordance with that section of the agreement entitled "Adherence to Village Policies."

The Village will assist the Contractor with the implementation of the Program at the Contractor's request.

The Village agrees to save and hold harmless, protect and defend the Contractor, its employees, Board Members and other agents, from any and all costs, losses, suits for damage or other relief, damages, rights, claims, demands or actions resulting from or in any way arising out of the actions or operations of the Contractor or its agents in approving or carrying out or fulfilling the terms of the Domestic Partnership Program required herein and to pay all costs, including attorneys' fees, of any involvement in any litigation or administrative proceedings or other legal actions based thereon. The obligations of the Village, set forth hereinabove, shall survive any termination of the agreement between the Contractor and the Village.

**G. Compliance with Employment Laws.**

The Contractor hereby certifies that it will perform the services in compliance with all applicable federal and state employment laws, including but not limited to all laws prohibiting discrimination in employment.

**H. Compliance with H.U.D. Guidelines.**

In the event that the Contractor is a recipient of Community Development Block Grant (C.D.B.G.) money under the terms of this agreement, the Contractor hereby confirms its adherence to and compliance with all Department of Housing and Urban Development rules, regulations, and guidelines adopted in relation to the administration of such C.D.B.G. funds.



## Diversity Statement

The people of Oak Park choose this community, not just as a place to live, but as a way of life. Oak Park has committed itself to equality not only because it is legal, but because it is right; not only because equality is ethical, but because it is desirable for us and our children. Ours is a dynamic community that encourages the contributions of all citizens, regardless of race, color, ethnicity, ancestry, national origin, religion, age, sex, sexual orientation, gender identity or expression, marital and/or familial status, mental and/or physical impairment and/or disability, military status, economic class, political affiliation, or any of the other distinguishing characteristics that all too often divide people in society.

Oak Park's proud tradition of citizen involvement and accessible local government challenge us to show others how such a community can embrace change while still respecting and preserving the best of the past. Creating a mutually respectful, multicultural environment does not happen on its own; it must be intentional. Our goal is for people of widely differing backgrounds to do more than live next to one another. Through interaction, we believe we can reconcile the apparent paradox of appreciating and even celebrating our differences while at the same time developing consensus on a shared vision for the future. Oak Park recognizes that a free, open, and inclusive community is achieved through full and broad participation of all its citizenry. We believe the best decisions are made when everyone is represented in decision-making and power is shared collectively.

Oak Park is uniquely equipped to accomplish these objectives, because we affirm all people as members of the human family. We reject the notion of race as a barrier dividing us and we reject prejudicial behavior towards any group of people.

We believe residence in this Village should be open to anyone interested in sharing our benefits and responsibilities.

To achieve our goals, the Village of Oak Park must continue to support the Board's fair housing philosophy that has allowed us to live side-by-side and actively seek to foster unity in our community. We believe that mutual understanding among individuals of diverse backgrounds can be attained with an attitude of reciprocal good will and increased association.

The Village of Oak Park commits itself to a future ensuring equal access, full participation in all of the Village's institutions and programs, and equality of opportunity in all Village operating policies. The success of this endeavor prepares us to live and work in the twenty-first association.

It is our intention that such principles will be a basis for policy and decision making in Oak Park. The President and Board of Trustees of the Village of Oak Park reaffirm their dedication and commitment to these precepts.

DOMESTIC PARTNERSHIPS  
FOR EMPLOYEES OF THE VILLAGE OF OAK PARK

A. DEFINITIONS. When used in the Ordinance, the following terms have the following meanings:

AFFIDAVIT OF DOMESTIC PARTNERSHIP: A form, provided by the Director of Human Resources, in which two people agree to be jointly responsible for the necessities of life incurred during the domestic partnership and state under oath that all qualifications for domestic partnership as set forth in this Article are met when the Affidavit is signed.

The form shall set forth all the requirements for a domestic partnership as defined herein. The form shall indicate that the fraudulent misrepresentation of information set forth therein by the Village employee executing same shall be considered cause for the termination of the employee's employment with the Village. The affidavit shall further state that the persons executing such affidavit may be held civilly liable for the misstatement of any information set forth therein and that such affidavit may further be construed by a court of law as creating enforceable, legal obligations between the persons executing the affidavit.

DEPENDENT: One who lives with a domestic partner and is a biological, adopted or step child of a domestic partner, a dependent of a domestic partner as defined by Internal Revenue Service regulations, or a ward of a domestic partner as determined under the laws of guardianship or agency.

DOMESTIC PARTNER: Each adult in a domestic partnership.

DOMESTIC PARTNERSHIP: Two unrelated adults of the same sex, one of whom is an employee of the Village of Oak Park who is otherwise eligible for employee benefits, who have chosen to share one another's lives in an intimate and committed relationship of mutual caring, who also:

1. share the same primary, regular and permanent residence and have lived together for the previous six (6) months;
2. agree to be jointly obligated and responsible for the necessities of life for each other;
3. are not married to anyone;
4. are each eighteen (18) years of age or older;
5. are competent to enter into a contract;
6. are and have been each other's sole domestic partner for at least six (6) months prior to execution of the Affidavit of Domestic Partnership required under this Article;
7. agree to file a Termination of Domestic Partnership within 30 days if any of the above facts change;
8. have filed the required notice of Termination of any prior domestic partnership acknowledged under the provision of this Article in the manner required herein and no less than six (6) months prior to the execution of the current Affidavit of Domestic Partnership; and
9. execute an Affidavit of Domestic Partnership, indicating compliance of the persons executing such affidavit with all the requirements for a domestic partnership set forth in this Article.

LIVE TOGETHER: Two people claiming domestic partnership status share the same primary, regular and permanent residence. It is not necessary that both domestic partners have the legal right to possess the residence. Domestic partners do not cease to live together if one leaves the shared residence for a period not to exceed one (1) year, but intends to return.

**NECESSITIES OF LIFE:** Basic food, shelter, clothing, medical care and the costs associated therewith. The domestic partners need not contribute equally or jointly to the cost of these expenses as long as they agree that both are responsible and obligated for the cost.

**TERMINATION OF DOMESTIC PARTNERSHIP:** Any change in the domestic partnership which causes the partnership not to satisfy any one of the requirements for a domestic partnership, set forth herein.

**B. AFFIDAVIT OF DOMESTIC PARTNERSHIP; EXECUTION AND ACCOMPANYING DOCUMENTATION.** An Affidavit of Domestic Partnership must be signed, under oath, by both parties seeking recognition by the Village as a domestic partnership. The Director of Human Resources shall, within thirty (30) days of the effective date of this ordinance, make such forms available.

The signatures of both persons must be witnessed and notarized. The affiants will also be required to indicate that they have thoroughly read the affidavit and that they understand the content thereof at the time of execution. The Director of Human Resources, or the Director's designee, shall receive executed affidavits of domestic partnership and may require reasonable documentation verifying the truth and accuracy of any statements contained in the affidavit, including verification of the primary, regular and permanent residence address of the persons seeking recognition as a domestic partnership.

Once the affidavit has been properly executed by both individuals seeking recognition as a domestic partnership by the Village and presented to the Director of Human Resources, or the Director's designee, along with all supporting documentation requested by the Director, or the Director's designee, and the Director is satisfied that the individuals seeking recognition as a domestic partnership have satisfied the requirements for same, the Director, or the Director's designee, shall provide those individuals with a letter under the Director's signature, recognizing the domestic partnership, identifying the parties to same and identifying the benefits to which the domestic partners are then entitled. The letter shall further indicate that the domestic partners must comply with the provisions of Section Four herein and notify the Director, or the Director's designee, of the termination of the domestic partnership within thirty (30) days of the termination and the possible consequences for the failure to do so.

**C, EMPLOYMENT BENEFITS.** The Village of Oak Park shall provide the same family sick leave, funeral leave benefits and H.M.O. health and dental benefits available to any Village employee, and the spouse and dependents of any Village employee, to any Village employee and any other person with whom the employee has formed a domestic partnership and the dependents of such domestic partnership as defined herein. The Village shall, however, not extend health insurance benefits to a domestic partner, or the domestic partner's dependents, if the domestic partner who is not a Village employee is otherwise eligible for health insurance benefits through his or her employer.

**D. TERMINATION OF DOMESTIC PARTNERSHIP: NOTICE REQUIRED.** Any employee of the Village who is receiving employment benefits as a member of a domestic partnership and whose domestic partnership terminates as defined herein, shall notify the Director of Human Resources of the termination of the employee's domestic partnership within thirty (30) days of such termination.

**E. FRAUDULENT MISREPRESENTATION: REIMBURSEMENT TO VILLAGE AND CAUSE FOR TERMINATION.** Any employee who fraudulently misrepresents information in the Affidavit of Domestic Partnership executed by such employee, or fails to inform the Village of the termination of his or her domestic partnership, shall reimburse the Village for any expenditures made by the Village in reliance on such misrepresentations or for expenditures made due to the employee's failure to notify the Village of the termination of a domestic partnership. Such fraudulent misrepresentations shall also constitute cause for the termination of the employee's employment with the Village.

**SECTION THREE:** If any provisions or sections of this ordinance or any application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions, sections or applications of this ordinance which can be given effect without the invalid provisions, sections or applications, and are to this end declared to be severable.

SECTION FOUR: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION FIVE: THIS ORDINANCE shall be in full force and effect from and after its adoption and publication in accordance with law.



AUG 26 2008

The Village of Oak Park  
Village Hall  
123 Madison Street  
Oak Park, Illinois 60302-4272

708.383.6400  
Fax 708.383.6692  
TTY 708.383.0048  
village@vil.oak-park.il.us

August 21, 2008

Edward Solan, Executive Director  
Oak Park Housing Authority  
21 South Boulevard  
Oak Park, IL 60302

Dear Ed:

We have reviewed your requested adjustment to the Village's language for the Procurement Policies to be adopted by the Housing Authority and Residence Corporation

In order to clarify that the role of the Village in overseeing the procurement actions of the Housing Authority and Residence Corporation include when the Village acts as grantor of not only local, but state and federal funds as well, the following adjustments to the amendments will be requested:

Oak Park Housing Authority procurement policies:

.....and assure that PHA purchasing actions are in full compliance with Federal, State and local laws and regulations, as defined or interpreted by the applicable Federal, State or local granting authority. (Exclude/remove "or by the local grantor when locally provided grant funds are being used".)

Village of Oak Park Residence Corporation procurement policy:

.....and assure that the Residence Corporation's purchasing actions are in full compliance with Federal, State and local laws and regulations, as defined or interpreted by the applicable Federal, State or local granting authority. (Exclude/remove "or by the local grantor when locally provided grant funds are being used".)

Please incorporate these changes and provide the Village with a final version of the OPHA and Residence Corporation procurement procedures. Both sets of procedures can be considered approved upon Village receipt of the final versions which incorporate the new language.

Sincerely,

  
Tom Baruch, Village Manager  
Village of Oak Park

Cc: C. Lesner  
J. Akérstrom  
T. Grossman

## PROCUREMENT POLICY -- VILLAGE OF OAK PARK RESIDENCE CORPORATION

### PREAMBLE

The purpose of this Policy is to: provide for the fair and equitable treatment of all persons and firms involved in purchasing by the Residence Corporation; assure that supplies, services, and construction are procured efficiently, effectively, and at most favorable prices available to the Residence Corporation; promote competition in contracting; provide safeguards for maintaining a procurement system of quality and integrity; and assure that Residence Corporation purchasing actions are in full compliance with Federal, State and local laws and regulations, as defined or interpreted by the applicable Federal, State or local granting authority.

Nothing in this procurement policy shall supplant any existing Federal or State required actions as it relates to grant compliance. If there is a conflict of processes when utilizing grant funds, the more restrictive procurement process shall be utilized.

### PROCEDURES

1. Purchases and contracts, except as provided in Section 2, shall be made in the following manner:
  - A) For purchases less than \$5,000, the Residence Corporation staff may purchase goods or services in the open market after such inquiry as they deem necessary to insure that the price is the most advantageous. Expenditures under \$100 may be made from the Petty Cash Fund and shall be supported by receipts. Expenditures from \$100 to \$1,000 shall be by contract or purchase order. The Executive Director or appropriate program director shall approve the contract or purchase order.
  - B) For purchases from \$5,000 to \$20,000, the Residence Corporation shall solicit proposals from at least three suppliers, if possible. Staff shall maintain a record of the proposals received. The Executive Director and appropriate program director shall approve the contract or purchase order.
  - C) For purchases over \$20,000, the Residence Corporation shall invite sealed bids by advertisement as outlined in the procedure for advertising for bids as stated in Section 3 below. The Residence Corporation shall retain the bids for one year. Contracts in excess of \$20,000 shall be authorized and approved by the President and Board of Directors provided that bidding in all instances may be waived by a 2/3 vote of the President and Board of Directors.



- D) Any purchase which is reasonably expected to tie the Residence Corporation to recurring purchases from the same supplier shall be subject to the approval procedure applicable to the cumulative purchase price.
- E) There shall be inserted in all contracts, and contractors shall be required to insert in all subcontracts, the following provision: "No member, officer, or employee of the Residence Corporation during his tenure or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof."
- F) The Executive Director or President and Board of Directors, as the case may be, shall make the applicable purchase from or award the contract to the lowest responsible bidder on the basis of the bid or proposal that is in the best interest of the Residence Corporation to accept. In awarding the contract or making the purchase, in addition to price, the President and Board of Directors and/or the Executive Director shall consider:
  - a) the ability, capacity and skill of the bidder to perform the contract to provide the service required;
  - b) whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
  - c) the character, integrity, reputation, judgement, experience and efficiency of the bidder;
  - d) the quality and timeliness of the performance of previous contracts or services rendered to the Residence Corporation or third parties;
  - e) the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
  - f) the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
  - g) the quality, availability and adaptability of the supplies or contractual services to the particular use required;
  - h) the ability of the bidder to provide the future maintenance and service for use of the subject of the contract; and
  - i) the number and scope of conditions attached to the bid.

The Executive Director shall report to the President and Board of Directors any conditions, variance from specifications or other non-conforming aspects of any particular bid.

2. Exceptions to Normal Purchasing Procedures:

A. Professional Services. All contracts for professional services which exceed \$20,000 or which are not a fixed dollar amount, including, but not limited to, attorneys, engineers, real estate appraisers and architects and any other profession whose ethical code prohibits or discourages involvement in normal bidding procedures may be entered into by the Residence Corporation without observing the bidding procedures for the award of formal contracts, provided that the President and Board of Directors approve the contract.

B. Emergency Purchases. In case of an apparent emergency which requires immediate purchase of supplies, materials, or services, the Executive Director is empowered to secure without bids at the lowest obtainable price the necessary supplies, materials or services regardless of the amount of the expenditure.

If a contract of \$20,000 or more is awarded on an emergency basis, the Executive Director shall make a report of the award to the President and Board of Directors.

C. Impracticality. Negotiated purchases without bidding may also be approved when it is impractical to secure competition, when it is impossible to draft adequate specifications or any other adequately detailed description of the required property or services, or when the contemplated contract involves maintenance, repair, alteration, or inspection and the exact nature of the amount of work to be done is not known. Before the Executive Director awards a contract in excess of \$5,000 without competition pursuant to this subsection, he shall at a minimum give telephonic notice to the President, or in the event of the unavailability of the President, to the Vice-President.

3. Contracting with Minority Firms and/or Women's Business Enterprises:

(1) The Residence Corporation will take all necessary affirmative steps to assure that minority firms and women's business enterprises are used when possible.

(2) Affirmative steps shall include:

(i) Placing qualified minority business and women's business enterprises on solicitation lists;

(ii) Assuring that minority businesses and women's business enterprises are solicited whenever they are potential sources;

- (iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by minority business, and women's business enterprises;
- (iv) Establishing delivery schedules, where the requirement permits, which encourage participation by minority business, and women's business enterprises.

4. Bidding Procedure, Fees and Bonds:

- A. Advertisement. Whenever any bids are required to be advertised for, the Residence Corporation will advertise in some newspaper published in the Village or in such other newspaper of general circulation as in its judgement may be desirable. A plan or profile of the work to be done, accompanied with specifications for doing same and specifications for material, supplies and equipment to be furnished will be first placed on file in the offices of the Residence Corporation before any such advertisement is made.

The plan, profile and specifications for material, supplies or equipment shall at all times be open for public inspection. Such advertisement shall be published not less than ten days before the day fixed for opening such proposal, and shall state the work to be done, or material, supplies or equipment to be furnished and the time and place for opening bids.

- B. Bids. Bids shall be sealed bids, directed to the Residence Corporation, and shall be identified as a bid on the envelope. Bids shall be opened at the hour and place stated in the Notice.
- C. Bid Deposit. A bid deposit may be required when deemed desirable, the amount of which will be fixed by the Executive Director and which shall not exceed five percent (5%) of the estimated cost of the work or material to be furnished nor less than the sum of \$25. Such deposit shall be a check upon a bank in good standing payable to the Village of Oak Park Residence Corporation and shall be forfeited to the Residence Corporation in the event the bidder shall fail to enter into a contract (and provide a bond, with approved sureties, if applicable) to execute the work or furnish the material for the price stated in his bid according to the plans and specifications, within ten days after the award.
- D. Fees. The Executive Director may charge each prospective bidder a fee of not more than \$150.00 which is returnable when the bid package is returned to the Residence Corporation.

- E. Performance Bonds. The Residence Corporation shall require performance bonds for all contracts involving public work. In all other cases, the President and Board of Directors may require performance bonds or other security in such amounts, as they shall find reasonably necessary to protect the best interests of the Residence Corporation.
  - F. Waiver of Irregularities. The President and Board of Directors reserve the right to waive or not to waive any irregularities in formality or technical errors in the bids or bidding process.
  - G. Rejection of Bids. The Residence Corporation may reject all bids or parts of all bids when the interests of the Residence Corporation will be served thereby.
5. Compliance with Procurement Policy. The Executive Director shall be responsible for monitoring staff compliance with these procurement procedures.
6. Effective Date. The above purchasing and procurement policies shall be effective immediately and shall supersede all prior policies and procedures.

Revised  
9/08

VILLAGE OF OAK PARK  
AGENDA ITEM COMMENTARY

J(3)

**Item Title: Resolution Authorizing the Execution of Agreement between the Village of Oak Park and the Oak Park Housing Authority in an amount not to exceed \$25,000 for 2013**

Resolution or Ordinance No. \_\_\_\_\_

Date of Board Action: *December 10, 2012*

Staff Review:

Department Director Name: \_\_\_\_\_



Tammie Grossman, Housing Programs Manager

Village Manager's Office: \_\_\_\_\_

Item History (Previous Board Review, Related Action, History):

In 2005, the Housing Authority experienced a decrease in funding from the U.S. Department of Housing and Urban Development (HUD) for the administration and operation of the Housing Choice Voucher program. Many Housing Authorities across the country and in Illinois also experienced similar cuts in funding. In 2005, the Village agreed to give the Housing Authority a stand-by funding commitment of \$150,000 from the Housing Bonds Fund to cover the federal shortfall. The Housing Authority only requested actual funding in the amount of \$21,388. In 2006, the Village made an additional funding commitment of \$100,000 and the Housing Authority actually invoiced \$29,000. In 2007, the Housing Authority actually invoiced \$42,043. In 2008, Housing Authority requested \$100,000 in funding authorization to fund the expected shortfall in federal funding for administrative costs of the Housing Choice Voucher program and actually invoiced \$34,720. In 2009, the Housing Authority received a direct allocation of \$25,000 to cover the shortfall. In 2010-12, the Village did not fund the administrative shortfall. In 2013, the Housing Authority requested \$25,000 to cover the administrative shortfall. The Housing Authority has nearly reached the point that without additional local assistance, it may be forced to turn over the administration of the voucher program to the Cook County Housing Authority. The Cook County Housing Authority is unlikely to share the same commitment to integration that the Oak Park Housing Authority has as its mission.

Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation):

During the budget process, the Board approved the Housing Authority request for funding in an amount not to exceed \$25,000 in the 2013 budget from the Whiteco Affordable Housing Fund. The contract presented is consistent with other partner agency contracts. As in previous years, program requirements dictate whether the Village provides funding based upon actual expenditures incurred for the particular program. The Housing Authority will submit reimbursement requests detailing the expenditures prior to the disbursement of any funds.

Contract administration and oversight will be the responsibility of the Housing Programs Manager.

Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies, or regional municipalities:

During the next year, the parties will explore the possibility of a joint inspection program that would enable the Village to provide support the Housing Authority without a direct financial commitment. The Housing Authority currently engages the services of an outside inspection company to inspect approximately 500 housing units leased to Voucher households. There is some overlap between the Housing Authority inspections and the Village inspections.

If the Village was able to absorb the 500 Housing Authority inspections, the Housing Authority would be able to use the savings from the inspection contract, approximately \$25,000, to absorb the administrative shortfall.

Item Budget Commentary: (Account #; Balance; Cost of contract) The 2013 budget allocation request assumes Affordable Housing funds totaling \$25,000.

Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why): The alternative would be to not fund the Oak Park Housing Authority and risk that transfer of the Voucher program to the Cook County Housing Authority.

Proposed Recommended Action: Approve the Resolution

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT BETWEEN THE VILLAGE OF OAK  
PARK AND THE OAK PARK HOUSING AUTHORITY FOR 2013

BE IT RESOLVED by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois that the Village Manager is hereby authorized and directed to enter into a funding and service agreement with the Oak Park Housing Authority. The agreement shall conform substantially to the Agreement attached hereto as Exhibit A and made a part hereof.

THIS RESOLUTION shall be in full force from and after its adoption as provided by law.

ADOPTED this 10<sup>th</sup> day of December, 2012 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 10<sup>th</sup> day of December, 2012.

---

David G. Pope  
Village President

ATTEST:

---

Teresa Powell  
Village Clerk

**CONTRACT FOR SERVICES BETWEEN  
THE VILLAGE OF OAK PARK AND  
OAK PARK HOUSING AUTHORITY**

**THIS AGREEMENT** is entered into by the Village of Oak Park, a municipal corporation (hereinafter referred to as the "Village") and the Oak Park Housing Authority (hereinafter referred to as "Contractor").

**1. LENGTH OF CONTRACT**

This contract shall commence January 1, 2013, and shall terminate December 31, 2013, and may be terminated by either party with ninety (90) days written notice.

**2. CONTRACT AMOUNT AND PAYMENT SCHEDULE**

In consideration of the Contractor undertaking to provide the services set forth in this agreement, the Village agrees to pay the Contractor as provided in Exhibit 1, subject to approval of invoices and other required documentation including, but not limited to, all reports herein.

**3. SCOPE OF SERVICES**

The Contractor shall perform the services and make a good faith effort to achieve the goals set forth in the description of services attached hereto as Exhibit 2 and made a part hereof.

**4. COMPLIANCE WITH LAW**

The Contractor, in performing this agreement shall:

- a) Not discriminate against any worker, employee, or applicant, or any member of the public because of race, religion, disability, creed, color, sex, age sexual orientation, status as a disabled veteran or Vietnam era veteran, or national origin, nor otherwise commit an unfair employment practice; and
- b) Take affirmative action to ensure that applicants are employed without regard to race, religion, handicap, creed, color, sex, age, sexual orientation, status as a disabled veteran or Vietnam era veteran, or national origin, with such affirmative action, including but not limited to the following: employment, upgrading, demotion or transfer, termination, rates of pay, other forms of compensation, or selection for training, including apprenticeship.



c) Agree and authorize the Village to conduct reviews and conduct other procedures or practices to assure compliance with these provisions. The Contractor agrees to post, in conspicuous places available to employees and applicants for employment or distribute to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

d) Agree not to violate any laws, State or Federal rules or regulations regarding a direct or indirect illegal interest on the part of any employee or elected official of the Contractor in the agreement or payments made pursuant to this agreement.

#### **5. ADHERENCE TO VILLAGE POLICIES**

The Contractor hereby agrees that for the term of this agreement, the Contractor will adhere to the policies set forth in the Addendum to the Agreement, attached hereto as Exhibit 3, or, in the alternative, that it will have adopted policies of its own which are in substantial compliance with the policies set forth in the Addendum, attached hereto as Exhibit 3.

All such Contractor policies require prior review and approval by the Village before the Contractor can substitute adherence to its own policies for adherence to the Village policies set forth in Exhibit 3. Such policies may be submitted to the Village for review and approval prior to the execution of this agreement or at any time during the term of this agreement.

The Village shall provide the Contractor with timely written approval or disapproval of all such policies submitted by the Contractor. Disapproval shall be accompanied by the specific reasons why the submitted policy is not in substantial compliance with the Village policy set forth in Exhibit 3. The Contractor may revise and resubmit policies to the Village for review and approval. Approval shall not be unreasonably withheld by the Village.

The Contractor shall be obligated to adhere to the policies set forth in Exhibit 3 until such time as its own written equivalent policy or policies have been filed with and approved by the Village.

The Contractor shall be obligated to submit any change in, or amendment to, such approved policy during the term of this agreement to the Village for its approval in the same manner as if it were submitting an entire new policy to the Village for its review and approval.

## **6. PERSONNEL**

The Contractor represents that it has or will secure all personnel and consultants necessary to perform the services required of it under this agreement. All of the services required hereunder will be performed by the Contractor, or under its supervision, and all personnel engaged in the work shall be fully qualified to perform such services.

## **7. APPROVAL OF PROGRAM BUDGET**

The Contractor shall submit to the Village for review, at least one hundred twenty (120) days prior to the end of each calendar year, the Contractor's proposed program budget for the following calendar year. Any request for funding from the Village must receive approval from the Village Board of Trustees. The program budget submitted shall conform to the program budget format established by the Village. The annual program budget request shall be accompanied by an updated organizational chart listing positions responsible for the program filled and vacant and reflecting the internal reporting structure of the organization.

## **8. AUDITS AND INSPECTIONS**

a) Upon reasonable request, during normal business hours, the Village may examine, and the Contractor shall make available, all of its records used in the preparation of its progress and activity reports to the Village with regard to all programs which are funded in total or in part by the Village or through the Village as funding agent. The Contractor shall permit the Village to audit, examine, and make excerpts or transcripts from such records, and to make audits of all payroll and other expenses of the Contractor with regard to such programs. The Contractor shall also provide, upon reasonable request, documentation of such program expenditures as the Village deems necessary.

b) The Contractor shall provide the Village with an annual audited financial statement. The report shall be prepared by an independent accounting firm and shall be conducted in accordance with generally accepted auditing standards.

The audited annual statement shall be due within six (6) months after the end of the Contractor's fiscal year.

The Contractor shall provide such additional information as the Finance Director may require after the Finance Director's review of the submitted audited annual statement.

Upon the timely request of the Contractor, the Director of Finance for the Village will provide the Contractor with any direction and guidance the Contractor may require with regard to the preparation of the annual audited financial statement.

#### **9. REPORTS**

The Contractor will submit written reports at the times set forth and in the format set forth in Exhibit 1 attached hereto and made a part hereof. Such reports shall be addressed to the Housing Programs Manager and the Village Manager and shall describe the activities it has undertaken to fulfill the Scope of Services and goals set forth in Exhibit 2.

#### **10. PERFORMANCE MEASURES**

The Village has recently reinstated the performance management program. The Village's M.A.P. Program stands for Measure, Analyze and Perform and will be used to manage and improve Village services within the Village of Oak Park. During 2013, the Contractor agrees that the parties will be reviewing the Scope of Services and Goals set forth in Exhibit 2 and will work to develop performance measurements which are consistent with the Village's M.A.P. Program for inclusion in the calendar year 2014 operating agreement.

#### **11. JOINT INSPECTION PROGRAM**

During 2013, the parties will use their best efforts to design a joint apartment inspection program that will allow the Contractor to utilize the inspection services of the Village of Oak Park starting in 2014.

#### **12. TERMINATION OF AGREEMENT OR SUSPENSION OF PAYMENT**

- a) The Contractor hereby acknowledges that the Village Board of Trustees will review the performance criteria of the various agencies receiving funds from the Village during the term of this agreement which may result in amendment to the agreement. This agreement may be terminated without cause by either party upon providing ninety (90) days written notice of its intention to terminate said agreement.

b) During the term of the agreement, the Village may terminate the agreement for cause or suspend payments of grant funds due to: 1) use of funds in a manner inconsistent with the Scope of Services, 2) Contractor's failure to submit required documentation, 3) Contractor's submission of incorrect or incomplete reports, or 4) Contractor's failure to perform in accordance with the agreement.

c) In the event the Village elects to terminate this agreement for cause or to suspend payments under this agreement for any reason stated in this Agreement, the Village shall provide written notice to Contractor of its intention to terminate the agreement for cause or suspend payments if the Contractor fails to cure the noted deficiency within thirty (30) days after receipt of the notice. The written notice shall provide the Contractor with a description of the alleged deficiency, and shall state a time and place where Contractor shall be afforded the opportunity to refute the statement of deficiency set forth in the notice prior to the Village's termination or suspension of payments. The Village Manager or his designee shall be present at this meeting and shall make the determination as to whether or not the Village will terminate the agreement or will continue, suspend, or terminate payments. If Contractor fails to adequately refute the alleged deficiencies, or fails to correct the deficiency(ies) within thirty (30) days of receipt of the notice or within such other time frame agreed upon by the Village and Contractor, or if the same deficiency continues to reoccur, the Village may terminate or suspend payment of funds.

### **13. NOTICES**

All notices required by this agreement shall be delivered either personally or by certified and regular mail to the Village by delivering or mailing same to the Village Manager at 123 Madison Street, Oak Park, Illinois 60302 and to the Contractor by delivering or mailing same to the Contractor's Executive Director at 21 South Boulevard, Oak Park, Illinois 60302. Notice by mail shall be deemed to be delivered three business days after the day of mailing.

### **14. RETURN OF UNUSED FUNDS TO VILLAGE AFTER TERMINATION OF AGREEMENT OR DISSOLUTION OF THE CONTRACTOR'S CORPORATION**

Upon dissolution of the Contractor's corporation or termination of this agreement any unused funds of the Contractor originally provided by the Village shall be immediately returned to the Village. Funds which have already been obligated by the Contractor at the time of the dissolution of the corporation or at the time of the Contractor's receipt of the

Village's notice to terminate the agreement, shall not be considered as "unused funds" for purposes of this section. Upon dissolution, the Contractor shall notify the Village of the name of the individual or entity responsible for winding up its affairs.

#### **15. ASSIGNMENT**

The Contractor shall not assign this agreement or any part thereof and the Contractor shall not transfer or assign any funds provided hereunder or claims due or to become due hereunder without the written approval of the Village having first been obtained.

#### **16. CONFLICT OF INTEREST**

The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services required to be performed under this agreement. The Contractor further covenants that in the performance under this agreement, no person having such a conflicting interest shall be employed by the Contractor.

#### **17. AMENDMENTS**

This agreement constitutes the entire agreement between parties hereto. No modifications, additions, deletions, or the like, to this agreement shall be effective unless and until such changes are agreed to in writing by the parties.

#### **18. HEADINGS**

The section headings of this agreement are for convenience and reference only and in no way define or describe the scope of intent of this agreement and should be ignored in construing or interpreting this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

**VILLAGE OF OAK PARK**

**Attest:**

\_\_\_\_\_  
Cara Pavlicek  
Interim Village Manager

\_\_\_\_\_  
Teresa Powell  
Village Clerk

**OAK PARK HOUSING AUTHORITY**

\_\_\_\_\_  
Edward Solan, Executive Director

Witness  
  
\_\_\_\_\_

REVIEWED AND APPROVED  
AS TO FORM

DEC 04 2012

  
LAW DEPARTMENT

**FUNDING SCHEDULE - 2013 BUDGET**

**Oak Park Housing Authority**

Monthly Bills are Paid in Arrears and Submitted and Paid the Following Month

Month	Affordable Housing Funds		TOTAL
	Administrative Support		
January	(1)		\$ -
February	(1)		\$ -
March	(1)		\$ -
April	(1)		\$ -
May	(1)		\$ -
June	(1)		\$ -
July	(1)		\$ -
August	(1)		\$ -
September	(1)		\$ -
October	(1)		\$ -
November	(1)		\$ -
December	(1)		\$ -
<b>Total Monthly Payments</b>	\$ -	\$ -	\$ -
Reimbursed Housing Authority Voucher Administrative Program Costs (Subject to Actual Costs Incurred)	\$ 25,000.00	\$ -	\$ 25,000.00
<b>TOTALS</b>	\$ 25,000.00	\$ -	\$ 25,000.00

(1) Payment subject to Reimbursement Requests of Actual Costs Incurred by Agency

EXHIBIT 1

**EXHIBIT 2**  
**OAK PARK HOUSING AUTHORITY**  
**2013 SCOPE OF SERVICES**  
**AND**  
**PROGRAM GOALS AND MEASURES**

***Scope of Services***

The Village agrees to give contractor a stand by funding commitment not to exceed \$25,000 for the actual administrative expense shortfall due to recent decreases in federal funding of the administrative expenses of the Housing Choice Voucher Program. The Contractor agrees to use its best efforts to operate the Housing Choice Voucher Program. The Contractor agrees to provide the Village with the exact number of Housing Choice Vouchers administered by the Contractor and include location at the census tract level. Annually, Contractor agrees to provide the Village with information related to actual federal funding level of the administrative costs of the Housing Choice Vouchers including any funding received from other Public Housing Authorities due to portability of vouchers. Annually, Contractor also agrees to provide the Village with the methodology used to calculate administrative expenses of the Housing Choice Voucher program and to inform the Village what percentage of the Contractor's total agency budget is due to administrative expenses.



Revised November 12, 2012

### **Addendum to Agreement**

The Contractor agrees to comply with the terms and conditions set forth herein. Any violation of these terms or conditions shall subject the Contractor, at the Village's discretion, to possible contract termination or suspension of payments in accordance with Section 10 of the Agreement, entitled "Termination of Agreement or Suspension of Payment."

#### **A. Conflicts of Interest and Standards of Conduct.**

The Contractor shall adhere to the following provisions relating to Ethics and Conflicts of Interest or to such equivalent policies of the Contractor as has been reviewed and approved by the Village in accordance with the section of the Agreement entitled "Adherence to Village Policies." For purposes of this policy, the term Organization shall refer to the legal entity which is a party to the Contract with the Village.

#### **Conflicts of Interest and Standards of Conduct**

1. Compensation. Members of the Board of Directors shall serve without salary, but the Board of Directors may authorize payment of the reasonable expenses incurred by Directors in the performance of their duties.
2. Impartiality: Every Director and employee shall perform his or her duties with impartiality and without prejudice or bias in furtherance of the goals, objectives and contractual obligations of the Organization. No Director or employee shall, in the performance of his or her duties on behalf of the Organization, grant or make available to any person or entity, including other directors or employees of the Organization, any consideration, treatment or service beyond that which is available to every other similarly situated person or entity served by the Organization.
3. Conflict of Interest: No director or employee shall engage in any business transaction or shall have any financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of the Director's official duties in the interest of the Contractor or which may tend to impair his/her independence of judgment or action in the performance of his/her official duties.

Exhibit 3

4. Interest in contracts: No director or employee shall have any financial or personal interest, directly or indirectly, in any contract, work or business with the Organization except that a Director may provide materials, merchandise, property, services or labor under the following circumstances:

- a. The contract is with a person, firm, partnership, association, or corporation in which the Director has less than a 7.5% share in the ownership, and the aggregate of any contracts awarded to the Director or the Director's firm, association, partnership or corporation under this subsection (b) during the same fiscal year does not exceed \$25,000; or
- b. The contract does not exceed \$2,000, and the aggregate of any contracts awarded to the Director or the Director's firm, association, partnership or corporation under this subsection (a) during the same fiscal year does not exceed \$4,000; or
- c. The contract is with a person, firm, partnership, association or corporation in which the Director has less than a 1% share in ownership; or
- d. The Organization is not a party to the contract, and the contract is rather with a person or entity served by the Corporation as a part of its corporate purpose;

Any contract awarded under this Section 4 must comply with the Organizations policies concerning competitive bidding and outreach to women and minority business enterprises.<sup>1</sup>

5. In the event that the Board of Directors considers taking any action, including but not limited to entering into a contract in which any Director has any financial or personal interest, direct or indirect, which may reasonably tend to impair the Director's independence of judgment or action in the best interests of the Organization, the Director shall:
  - a. Before consideration of the proposed action, publicly disclose any such interest to the Board of Directors; and
  - b. Refrain from evaluating, recommending, approving, deliberating or otherwise participating in negotiation, approval or both of the contract or work; and
  - c. Abstain from voting on the proposed action; and
  - d. The contract must be approved by a majority of the Board of Directors.

For purposes of this Section, personal interest shall include the financial interest of the spouse and minor children of the Director, but shall not include any interest that

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<sup>1</sup> NOTE: The exceptions in Section 4 are drawn from 65 ILCS 5/3.1-55-10.

a Director may have in a proposed general policy of the Corporation solely by virtue of his business or profession.<sup>2</sup>

6. Disclosure and/or Use of Confidential Information: No Director or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Corporation or use such information to advance the financial or other private interest of the Director, or employee or others.
7. Corporate Property: No Director or employee shall request, permit or engage in the unauthorized use of Corporate-owned funds, vehicles, equipment, materials or property of personal convenience or profit.

## **B. Procurement Policy.**

The Contractor agrees to adhere to the provisions set forth below relating to the procurement of goods and services which are funded, in whole or in part, by the Village or through the Village as funding agent, or such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with Section 5 of the Agreement, entitled "Adherence to Village Policies."

1. **All Contracts For Goods and Services Require the Approval of the Board of Directors; Exceptions.** No contract shall be made for goods or services when the total cost exceeds ten thousand dollars (\$10,000.00), unless such contract shall have been authorized by the Board of Directors. Whenever the total cost of such contract shall not exceed, in any one case, one thousand dollars (\$1,000.00), the Executive Director or his/her designee (hereinafter "Executive Director"), without such previous authorization, shall cause the same to be purchased upon his/her written order; and further provided that when the total cost thereof shall exceed one thousand dollars (\$1,000.00) but shall not exceed ten thousand dollars (\$10,000.00), the Executive Director may cause the same to be purchased without previous authorization in like manner, but the Executive Director shall first obtain in writing, whenever possible, at least three (3) informal quotes to furnish same, which quotes shall be attached in every case to the accounts payable vouchers authorizing payment for such goods or services and filed with the financial records of the Contractor. All contracts shall be let to the lowest responsible bidder, provided that any and all informal quotes for equipment, supplies or repair work may be rejected by the Executive Director if the character or quality of the goods or services does not conform to requirements. In determining the lowest responsible bid or quote, other factors, in addition to cost, such as experience, availability, expertise,

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<sup>2</sup> NOTE: The final sentence in Section 5 is intended to ensure that board members who may be landlords, realtors, bankers, etc. are not prevented from voting on general corporate policies that may have some impact, direct or indirect, on all members of that profession.

resources, work history with the Corporation, work history with others, quality of work and ability to meet all specifications and/or requirements of the Corporation may be taken into consideration and may form the basis for an award of contract. Many of these factors will have increased significance when considering the award of contracts for professional services.

2. **Contracts Which Require the Use of the Formal Bidding Process.** Except as set forth in Paragraph 3 below, when the total cost of a contract for goods, materials, equipment, supplies or construction work is expected to exceed ten thousand dollars (\$10,000.00), the Executive Director or his/her agent shall issue a call for bids which shall be formally advertised. All such bids for construction work shall require a bond for the faithful performance of the work.

All contracts for which bids are required shall be let to the lowest responsible bidder within the judgment of the Board of Directors, provided that any and all bids received in response to an advertised call for bids may be rejected by the Board of Directors if the character or quality of goods, materials, equipment, supplies or construction work does not conform to the specifications and/or requirements set forth in the call for bids.

3. **Exception to Bid Requirements for Urgent Materials or Repairs; Lack of Competition and Inability to Draft Adequate Specifications; Bid Waiver.** In cases of urgently needed materials or urgently needed repairs which are expected to exceed ten thousand dollars (\$10,000.00), the Executive Director is authorized to obtain such materials and/or services through a negotiated contract without formal advertising when it is in the best interest of the Corporation and it is impractical to convene a meeting of the Board of Directors. If it is practical to convene a meeting, the Board of Directors shall be required to waive the bidding requirement and approve such a negotiated agreement.

Such negotiated contracts may also be approved by the Board of Directors when (1) the contract is for professional services, (2) it is impractical to secure competition, or (3) it is impossible to draft adequate bid specifications. The Executive Director or his/her designee shall, however, whenever possible, obtain in writing at least three (3) informal quotes to furnish same.

Bidding in all instances may be waived by a two thirds (2/3) vote of the Board of Directors.

4. **Procedure for Advertising for Bids.** Whenever any formal bids are required, as stated above, the Executive Director or his/her authorized agent shall advertise in some newspaper published in the Village and/or in such other newspaper of general circulation as, in his/her judgment, may be desirable. A plan or profile of the work to be done, accompanied by specifications for doing the same and specifications for material, supplies or equipment to be furnished, shall be first placed on file in the office of the Executive Director or his/her authorized agent before any such

advertisement shall be made, which plan, profile and specifications for goods, material, supplies, equipment or construction work shall at all times be open for public inspection. Such advertisement shall be published not less than ten (10) days before the day fixed for opening such bid, and shall state the work to be done, or material, supplies or equipment to be furnished, and the time and place for the filing and the opening of the sealed bids.

**5. Filing of Bids; Deposit Accompanying Bids, Preservation and Opening of Bids.**

In all cases, the formal bids under the preceding section shall be sealed bids and directed to the Executive Director. A bid deposit may be required, the amount of which shall be fixed by the Executive Director but which shall not exceed five percent (5%) of the estimated cost of the work or material to be furnished, not less than the sum of twenty-five dollars (\$25.00). Such bid deposit shall be in the form of a cashier's check, a certified check, or at the discretion of the Executive Director, a bid bond. Checks shall be drawn upon a bank in good standing, payable to the order of the Corporation and shall be forfeited to the Corporation in the event the bidder shall neglect or refuse to enter into a contract and bond when required, with approved sureties, to execute the work or furnish the material for the price mentioned in his/her bid and according to the plans and specifications in case the contract shall be awarded to him/her. Bids shall be opened at the hour and place mentioned in the notice.

**6. Contracts to be Executed in Writing.** All contracts, whether for work or materials, shall be executed in writing and in duplicate by the President of the Board of Directors or the Executive Director and shall be signed by the contractor. One original so executed shall be kept and filed in the Corporate offices and the other shall be given to the contractor. All contracts and bonds so taken shall be in the name of, and run to, the Corporation.

**7. Contractors' Bonds.** Whenever any construction work, expected to be in excess of ten thousand dollars (\$10,000.00), is let by contract to any person or entity, the Corporation shall, in all cases, take a bond from such person or entity with good and sufficient sureties, licensed in the State of Illinois to be approved by the Board of Directors, in such amount as shall not only be adequate to insure the performance of the work in the time and manner required in such contract, but also to save and indemnify and keep harmless the Corporation against all liabilities, judgments, costs and expenses which may in any manner accrue against the Corporation in consequence of granting such contract or which may in any manner result from the carelessness or neglect of such person, or entity or its agents, employees or workers in any respect whatever.

**8. Bid Tabulation.** The Contractor shall prepare a spreadsheet for each separate contract over ten thousand dollars (\$10,000.00) for goods and services awarded by it. Each spreadsheet shall name and identify all entities submitting bids or proposals on specific contracts by name and address, describe the goods provided or the work performed, set forth the cost, fee or amount proposed by each such entity

in response to the call for bids or request for proposals or quotes, the name and address of the entity who was awarded the contract, and the reasons therefore. The Contractor shall submit copies of all such spreadsheets to the Village on a quarterly basis as a part of the general quarterly reporting process required under this agreement.

### **C. Diversity Statement**

In 1997, the Village of Oak Park first adopted what is now known as the Village's "Diversity Statement." Every new Village Board elected since that time has readopted this Diversity Statement incorporating amendments over time which have added to the Statement's scope and strength.

Attached hereto as Exhibit "A," and made a part hereof, is the Diversity Statement adopted by the President and Board of Trustees of the Village of Oak Park in 1997 and amended in 2011.

The Contractor, as a Partner Agency of the Village of Oak Park, agrees to adhere to the Diversity Statement, attached hereto as Exhibit "A" with regard to diversity, or such equivalent policy of the Contractor as is reviewed and approved by the Village in accordance with that section of the Agreement entitled "Adherence to Village Policies." In carrying out its commitment to diversity, as set forth in the Diversity Statement, the Contractor agrees to use its best efforts to affirmatively recruit qualified women and minority candidates to fill vacant positions within its organization and to use its best efforts to affirmatively recruit qualified MBE and WBE businesses to participate in the Contractor's process of contracting for goods and services.

The Village shall, upon request, provide the Contractor with the names of known minority and women-owned businesses and business referral agencies.

The Contractor shall annually submit to the Village an E.E.O. Report, the format of which is attached as Exhibit "B," showing the breakdown of its employees by race, sex and job classification. In addition, the Contractor will report the race, sex and job classification for any new employees hired during the preceding year and indicate the general efforts which were made by the Contractor during the course of the previous year to recruit qualified women and minority candidates for such position(s).

The Contractor shall also provide a report to the Village, on an annual basis, which indicates the number of contracts and the dollar value of contracts for goods and services which it let during the preceding year and the number of contracts, the dollar value of contracts and the percentage of the total dollar value of contracts for goods and services which have been let to women and minority contractors.

This report shall also contain a section setting forth the general efforts made by the Contractor/ Partner Agency during the course of the previous year to affirmatively recruit women and minority businesses to participate in the contracting process.

The Contractor's E.E.O. employment and contracting reports for the entire preceding year shall be submitted as a part of the regular quarterly report submitted for the fourth quarter of the year.

**D. Drug Free Workplace.**

The Contractor agrees to adhere to the following policy related to a drug free workplace or such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with Section 5 of the agreement, entitled "Adherence to Village Policies."

The content of the notice set forth below sets forth the policy of the Village with regard to the Village as a drug free workplace. The Contractor shall post the following notice or its own equivalent policy in a conspicuous location on the Contractor's premises where it will be visible to all employees, or provide a copy of the following notice or its own equivalent policy to each employee. Any such notice or policy posted or provided to employees shall name the Contractor and the individual or position which fulfills the "Human Resources Director" position, where indicated.

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**NOTICE OF A DURG-FREE WORKPLACE**

All employees should be aware pursuant to Illinois and United States law and the personnel manual that the (Name of Contractor) is a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance as defined in Illinois law at 720 ILCS 570/201 et. seq. and United States law at 41 U.S.C.A. 701-707 is prohibited at the workplace and by any employee of (Name of Contractor). Any violation will subject the employee to dismissal from employment. As a condition of employment, an employee convicted of any drug statute occurring at the workplace, must notify the (Human Resources Director) within five (5) days of the conviction. Failure to so notify the (Human Resources Director) is grounds for dismissal from employment.



**E. Sexual Harassment Policy.**

The Contractor agrees to adhere to the sexual harassment policy set forth below or to such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with that Section of the agreement entitled "Adherence to Village Policies."

**SEXUAL HARASSMENT POLICY**

Sexual harassment is illegal and against the employment policy of the (Name of Contractor).

Any employee found by the (Name of Contractor) to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action, up to and including termination.

"Sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment may include, but are not limited to:

- Verbal: Sexual innuendo, suggestive comments, insults, threats, jokes about gender specific traits, or sexual propositions;

- Non-Verbal: Making suggestive or insulting noises, gestures, leering, whistling or obscene gestures; and
- Physical: Touching, pinching, brushing the body, coercing sexual intercourse or assault.

An employee who believes he or she had been the subject of sexual harassment shall report the alleged conduct immediately to the Contractor's Human Resources Director, Executive Director or such other employee, other than the alleged harasser, as may be designated by the Contractor. The information will then be forwarded to the CEO/ Manager/ Director. A confidential investigation of any complaint will be undertaken by the Human Resources Director or such other officer or employee designated by the Executive Director.

Retaliating or discriminating against an employee for complaining about sexual harassment is prohibited. Any employee found by the (Name of Contractor) to have retaliated or discriminated against an employee for complaining about sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

The (Name of Contractor) recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all the evidence received. The (Name of Contractor) also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. We trust that all employees will continue to act in a responsible and professional manner to establish a working environment free of sexual harassment.

**F. Domestic Partnership Program.**

The Contractor/Partner Agency agrees to adhere to the Domestic Partnership Program attached hereto as Exhibit "C" and made a part hereof as a program for the benefit of employees of the Contractor or to such equivalent Contractor policy as has been reviewed and approved by the Village in accordance with that section of the agreement entitled "Adherence to Village Policies."

The Village will assist the Contractor with the implementation of the Program at the Contractor's request.

The Village agrees to save and hold harmless, protect and defend the Contractor, its employees, Board Members and other agents, from any and all costs, losses, suits for damage or other relief, damages, rights, claims, demands or actions resulting from or in any way arising out of the actions or operations of the Contractor or its agents in approving or carrying out or fulfilling the terms of the Domestic Partnership Program required herein and to pay all costs, including attorneys' fees, of any involvement in any litigation or administrative proceedings or other legal actions based thereon. The obligations of the Village, set forth hereinabove, shall survive any termination of the agreement between the Contractor and the Village.

**G. Compliance with Employment Laws.**

The Contractor hereby certifies that it will perform the services in compliance with all applicable federal and state employment laws, including but not limited to all laws prohibiting discrimination in employment.

**H. Compliance with H.U.D. Guidelines.**

In the event that the Contractor is a recipient of Community Development Block Grant (C.D.B.G.) money under the terms of this agreement, the Contractor hereby confirms its adherence to and compliance with all Department of Housing and Urban Development rules, regulations, and guidelines adopted in relation to the administration of such C.D.B.G. funds.



## Diversity Statement

The people of Oak Park choose this community, not just as a place to live, but as a way of life. Oak Park has committed itself to equality not only because it is legal, but because it is right; not only because equality is ethical, but because it is desirable for us and our children. Ours is a dynamic community that encourages the contributions of all citizens, regardless of race, color, ethnicity, ancestry, national origin, religion, age, sex, sexual orientation, gender identity or expression, marital and/or familial status, mental and/or physical impairment and/or disability, military status, economic class, political affiliation, or any of the other distinguishing characteristics that all too often divide people in society.

Oak Park's proud tradition of citizen involvement and accessible local government challenge us to show others how such a community can embrace change while still respecting and preserving the best of the past. Creating a mutually respectful, multicultural environment does not happen on its own; it must be intentional. Our goal is for people of widely differing backgrounds to do more than live next to one another. Through interaction, we believe we can reconcile the apparent paradox of appreciating and even celebrating our differences while at the same time developing consensus on a shared vision for the future. Oak Park recognizes that a free, open, and inclusive community is achieved through full and broad participation of all its citizenry. We believe the best decisions are made when everyone is represented in decision-making and power is shared collectively.

Oak Park is uniquely equipped to accomplish these objectives, because we affirm all people as members of the human family. We reject the notion of race as a barrier dividing us and we reject prejudicial behavior towards any group of people.

We believe residence in this Village should be open to anyone interested in sharing our benefits and responsibilities.

To achieve our goals, the Village of Oak Park must continue to support the Board's fair housing philosophy that has allowed us to live side-by-side and actively seek to foster unity in our community. We believe that mutual understanding among individuals of diverse backgrounds can be attained with an attitude of reciprocal good will and increased association.

The Village of Oak Park commits itself to a future ensuring equal access, full participation in all of the Village's institutions and programs, and equality of opportunity in all Village operating policies. The success of this endeavor prepares us to live and work in the twenty-first association.

It is our intention that such principles will be a basis for policy and decision making in Oak Park. The President and Board of Trustees of the Village of Oak Park reaffirm their dedication and commitment to these precepts.

**DOMESTIC PARTNERSHIPS  
FOR EMPLOYEES OF THE VILLAGE OF OAK PARK**

A. DEFINITIONS. When used in the Ordinance, the following terms have the following meanings:

AFFIDAVIT OF DOMESTIC PARTNERSHIP: A form, provided by the Director of Human Resources, in which two people agree to be jointly responsible for the necessities of life incurred during the domestic partnership and state under oath that all qualifications for domestic partnership as set forth in this Article are met when the Affidavit is signed.

The form shall set forth all the requirements for a domestic partnership as defined herein. The form shall indicate that the fraudulent misrepresentation of information set forth therein by the Village employee executing same shall be considered cause for the termination of the employee's employment with the Village. The affidavit shall further state that the persons executing such affidavit may be held civilly liable for the misstatement of any information set forth therein and that such affidavit may further be construed by a court of law as creating enforceable, legal obligations between the persons executing the affidavit.

DEPENDENT: One who lives with a domestic partner and is a biological, adopted or step child of a domestic partner, a dependent of a domestic partner as defined by Internal Revenue Service regulations, or a ward of a domestic partner as determined under the laws of guardianship or agency.

DOMESTIC PARTNER: Each adult in a domestic partnership.

DOMESTIC PARTNERSHIP: Two unrelated adults of the same sex, one of whom is an employee of the Village of Oak Park who is otherwise eligible for employee benefits, who have chosen to share one another's lives in an intimate and committed relationship of mutual caring, who also:

1. share the same primary, regular and permanent residence and have lived together for the previous six (6) months;
2. agree to be jointly obligated and responsible for the necessities of life for each other;
3. are not married to anyone;
4. are each eighteen (18) years of age or older;
5. are competent to enter into a contract;
6. are and have been each other's sole domestic partner for at least six (6) months prior to execution of the Affidavit of Domestic Partnership required under this Article;
7. agree to file a Termination of Domestic Partnership within 30 days if any of the above facts change;
8. have filed the required notice of Termination of any prior domestic partnership acknowledged under the provision of this Article in the manner required herein and no less than six (6) months prior to the execution of the current Affidavit of Domestic Partnership; and
9. execute an Affidavit of Domestic Partnership, indicating compliance of the persons executing such affidavit with all the requirements for a domestic partnership set forth in this Article.

LIVE TOGETHER: Two people claiming domestic partnership status share the same primary, regular and permanent residence. It is not necessary that both domestic partners have the legal right to possess the residence. Domestic partners do not cease to live together if one leaves the shared residence for a period not to exceed one (1) year, but intends to return.

NECESSITIES OF LIFE: Basic food, shelter, clothing, medical care and the costs associated therewith. The domestic partners need not contribute equally or jointly to the cost of these expenses as long as they agree that both are responsible and obligated for the cost.

TERMINATION OF DOMESTIC PARTNERSHIP: Any change in the domestic partnership which causes the partnership not to satisfy any one of the requirements for a domestic partnership, set forth herein.

B. AFFIDAVIT OF DOMESTIC PARTNERSHIP: EXECUTION AND ACCOMPANYING DOCUMENTATION. An Affidavit of Domestic Partnership must be signed, under oath, by both parties seeking recognition by the Village as a domestic partnership. The Director of Human Resources shall, within thirty (30) days of the effective date of this ordinance, make such forms available.

The signatures of both persons must be witnessed and notarized. The affiants will also be required to indicate that they have thoroughly read the affidavit and that they understand the content thereof at the time of execution. The Director of Human Resources, or the Director's designee, shall receive executed affidavits of domestic partnership and may require reasonable documentation verifying the truth and accuracy of any statements contained in the affidavit, including verification of the primary, regular and permanent residence address of the persons seeking recognition as a domestic partnership.

Once the affidavit has been properly executed by both individuals seeking recognition as a domestic partnership by the Village and presented to the Director of Human Resources, or the Director's designee, along with all supporting documentation requested by the Director, or the Director's designee, and the Director is satisfied that the individuals seeking recognition as a domestic partnership have satisfied the requirements for same, the Director, or the Director's designee, shall provide those individuals with a letter under the Director's signature, recognizing the domestic partnership, identifying the parties to same and identifying the benefits to which the domestic partners are then entitled. The letter shall further indicate that the domestic partners must comply with the provisions of Section Four herein and notify the Director, or the Director's designee, of the termination of the domestic partnership within thirty (30) days of the termination and the possible consequences for the failure to do so.

C. EMPLOYMENT BENEFITS. The Village of Oak Park shall provide the same family sick leave, funeral leave benefits and H.M.O. health and dental benefits available to any Village employee, and the spouse and dependents of any Village employee, to any Village employee and any other person with whom the employee has formed a domestic partnership and the dependents of such domestic partnership as defined herein. The Village shall, however, not extend health insurance benefits to a domestic partner, or the domestic partner's dependents, if the domestic partner who is not a Village employee is otherwise eligible for health insurance benefits through his or her employer.

D. TERMINATION OF DOMESTIC PARTNERSHIP: NOTICE REQUIRED. Any employee of the Village who is receiving employment benefits as a member of a domestic partnership and whose domestic partnership terminates as defined herein, shall notify the Director of Human Resources of the termination of the employee's domestic partnership within thirty (30) days of such termination.

E. FRAUDULENT MISREPRESENTATION: REIMBURSEMENT TO VILLAGE AND CAUSE FOR TERMINATION. Any employee who fraudulently misrepresents information in the Affidavit of Domestic Partnership executed by such employee, or fails to inform the Village of the termination of his or her domestic partnership, shall reimburse the Village for any expenditures made by the Village in reliance on such misrepresentations or for expenditures made due to the employee's failure to notify the Village of the termination of a domestic partnership. Such fraudulent misrepresentations shall also constitute cause for the termination of the employee's employment with the Village.

**SECTION THREE:** If any provisions or sections of this ordinance or any application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions, sections or applications of this ordinance which can be given effect without the invalid provisions, sections or applications, and are to this end declared to be severable.

SECTION FOUR: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION FIVE: THIS ORDINANCE shall be in full force and effect from and after its adoption and publication in accordance with law.





AUG 26 2008

The Village of Oak Park  
Village Hall  
123 Madison Street  
Oak Park, Illinois 60302-4272

708.383.6400  
Fax 708.383.6692  
TTY 708.383.0048  
village@vil.oak-park.il.us

August 21, 2008

Edward Solan, Executive Director  
Oak Park Housing Authority  
21 South Boulevard  
Oak Park, IL 60302

Dear Ed:

We have reviewed your requested adjustment to the Village's language for the Procurement Policies to be adopted by the Housing Authority and Residence Corporation

In order to clarify that the role of the Village in overseeing the procurement actions of the Housing Authority and Residence Corporation include when the Village acts as grantor of not only local, but state and federal funds as well, the following adjustments to the amendments will be requested:

Oak Park Housing Authority procurement policies:

.....and assure that PHA purchasing actions are in full compliance with Federal, State and local laws and regulations, as defined or interpreted by the applicable Federal, State or local granting authority. (Exclude/remove "or by the local grantor when locally provided grant funds are being used".)

Village of Oak Park Residence Corporation procurement policy:

.....and assure that the Residence Corporation's purchasing actions are in full compliance with Federal, State and local laws and regulations, as defined or interpreted by the applicable Federal, State or local granting authority. (Exclude/remove "or by the local grantor when locally provided grant funds are being used".)

Please incorporate these changes and provide the Village with a final version of the OPHA and Residence Corporation procurement procedures. Both sets of procedures can be considered approved upon Village receipt of the final versions which incorporate the new language.

Sincerely,

Tom Barwen, Village Manager  
Village of Oak Park

Cc: C. Lesner  
J. Akerstrom  
T. Grossman

## PROCUREMENT POLICY -- VILLAGE OF OAK PARK RESIDENCE CORPORATION

### PREAMBLE

The purpose of this Policy is to: provide for the fair and equitable treatment of all persons and firms involved in purchasing by the Residence Corporation; assure that supplies, services, and construction are procured efficiently, effectively, and at most favorable prices available to the Residence Corporation; promote competition in contracting; provide safeguards for maintaining a procurement system of quality and integrity; and assure that Residence Corporation purchasing actions are in full compliance with Federal, State and local laws and regulations, as defined or interpreted by the applicable Federal, State or local granting authority.

Nothing in this procurement policy shall supplant any existing Federal or State required actions as it relates to grant compliance. If there is a conflict of processes when utilizing grant funds, the more restrictive procurement process shall be utilized.

### PROCEDURES

1. Purchases and contracts, except as provided in Section 2, shall be made in the following manner:
  - A) For purchases less than \$5,000, the Residence Corporation staff may purchase goods or services in the open market after such inquiry as they deem necessary to insure that the price is the most advantageous. Expenditures under \$100 may be made from the Petty Cash Fund and shall be supported by receipts. Expenditures from \$100 to \$1,000 shall be by contract or purchase order. The Executive Director or appropriate program director shall approve the contract or purchase order.
  - B) For purchases from \$5,000 to \$20,000, the Residence Corporation shall solicit proposals from at least three suppliers, if possible. Staff shall maintain a record of the proposals received. The Executive Director and appropriate program director shall approve the contract or purchase order.
  - C) For purchases over \$20,000, the Residence Corporation shall invite sealed bids by advertisement as outlined in the procedure for advertising for bids as stated in Section 3 below. The Residence Corporation shall retain the bids for one year. Contracts in excess of \$20,000 shall be authorized and approved by the President and Board of Directors provided that bidding in all instances may be waived by a 2/3 vote of the President and Board of Directors.

- D) Any purchase which is reasonably expected to tie the Residence Corporation to recurring purchases from the same supplier shall be subject to the approval procedure applicable to the cumulative purchase price.
- E) There shall be inserted in all contracts, and contractors shall be required to insert in all subcontracts, the following provision: "No member, officer, or employee of the Residence Corporation during his tenure or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof."
- F) The Executive Director or President and Board of Directors, as the case may be, shall make the applicable purchase from or award the contract to the lowest responsible bidder on the basis of the bid or proposal that is in the best interest of the Residence Corporation to accept. In awarding the contract or making the purchase, in addition to price, the President and Board of Directors and/or the Executive Director shall consider:
  - a) the ability, capacity and skill of the bidder to perform the contract to provide the service required;
  - b) whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
  - c) the character, integrity, reputation, judgement, experience and efficiency of the bidder;
  - d) the quality and timeliness of the performance of previous contracts or services rendered to the Residence Corporation or third parties;
  - e) the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
  - f) the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
  - g) the quality, availability and adaptability of the supplies or contractual services to the particular use required;
  - h) the ability of the bidder to provide the future maintenance and service for use of the subject of the contract; and
  - i) the number and scope of conditions attached to the bid.

The Executive Director shall report to the President and Board of Directors any conditions, variance from specifications or other non-conforming aspects of any particular bid.

2.

Exceptions to Normal Purchasing Procedures:

A. Professional Services. All contracts for professional services which exceed \$20,000 or which are not a fixed dollar amount, including, but not limited to, attorneys, engineers, real estate appraisers and architects and any other profession whose ethical code prohibits or discourages involvement in normal bidding procedures may be entered into by the Residence Corporation without observing the bidding procedures for the award of formal contracts, provided that the President and Board of Directors approve the contract.

B. Emergency Purchases. In case of an apparent emergency which requires immediate purchase of supplies, materials, or services, the Executive Director is empowered to secure without bids at the lowest obtainable price the necessary supplies, materials or services regardless of the amount of the expenditure.

If a contract of \$20,000 or more is awarded on an emergency basis, the Executive Director shall make a report of the award to the President and Board of Directors.

C. Impracticality. Negotiated purchases without bidding may also be approved when it is impractical to secure competition, when it is impossible to draft adequate specifications or any other adequately detailed description of the required property or services, or when the contemplated contract involves maintenance, repair, alteration, or inspection and the exact nature of the amount of work to be done is not known. Before the Executive Director awards a contract in excess of \$5,000 without competition pursuant to this subsection, he shall at a minimum give telephonic notice to the President, or in the event of the unavailability of the President, to the Vice-President.

3.

Contracting with Minority Firms and/or Women's Business Enterprises:

(1) The Residence Corporation will take all necessary affirmative steps to assure that minority firms and women's business enterprises are used when possible.

(2) Affirmative steps shall include:

(i) Placing qualified minority business and women's business enterprises on solicitation lists;

(ii) Assuring that minority businesses and women's business enterprises are solicited whenever they are potential sources;

- (iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by minority business, and women's business enterprises;
- (iv) Establishing delivery schedules, where the requirement permits, which encourage participation by minority business, and women's business enterprises.

4. Bidding Procedure, Fees and Bonds:

- A. Advertisement. Whenever any bids are required to be advertised for, the Residence Corporation will advertise in some newspaper published in the Village or in such other newspaper of general circulation as in its judgement may be desirable. A plan or profile of the work to be done, accompanied with specifications for doing same and specifications for material, supplies and equipment to be furnished will be first placed on file in the offices of the Residence Corporation before any such advertisement is made.

The plan, profile and specifications for material, supplies or equipment shall at all times be open for public inspection. Such advertisement shall be published not less than ten days before the day fixed for opening such proposal, and shall state the work to be done, or material, supplies or equipment to be furnished and the time and place for opening bids.

- B. Bids. Bids shall be sealed bids, directed to the Residence Corporation, and shall be identified as a bid on the envelope. Bids shall be opened at the hour and place stated in the Notice.
- C. Bid Deposit. A bid deposit may be required when deemed desirable, the amount of which will be fixed by the Executive Director and which shall not exceed five percent (5%) of the estimated cost of the work or material to be furnished nor less than the sum of \$25. Such deposit shall be a check upon a bank in good standing payable to the Village of Oak Park Residence Corporation and shall be forfeited to the Residence Corporation in the event the bidder shall fail to enter into a contract (and provide a bond, with approved sureties, if applicable) to execute the work or furnish the material for the price stated in his bid according to the plans and specifications, within ten days after the award.
- D. Fees. The Executive Director may charge each prospective bidder a fee of not more than \$150.00 which is returnable when the bid package is returned to the Residence Corporation.

- E. Performance Bonds. The Residence Corporation shall require performance bonds for all contracts involving public work. In all other cases, the President and Board of Directors may require performance bonds or other security in such amounts, as they shall find reasonably necessary to protect the best interests of the Residence Corporation.
  - F. Waiver of Irregularities. The President and Board of Directors reserve the right to waive or not to waive any irregularities in formality or technical errors in the bids or bidding process.
  - G. Rejection of Bids. The Residence Corporation may reject all bids or parts of all bids when the interests of the Residence Corporation will be served thereby.
5. Compliance with Procurement Policy. The Executive Director shall be responsible for monitoring staff compliance with these procurement procedures.
6. Effective Date. The above purchasing and procurement policies shall be effective immediately and shall supersede all prior policies and procedures.

Revised  
9/08

J(4)

**VILLAGE OF OAK PARK  
AGENDA ITEM COMMENTARY**

**Item Title: Resolution Authorizing the Execution of a Contract For Services Between The Village of Oak Park and the Oak Park Area Arts Council For 2013 in the amount of \$139,750**

**Resolution or Ordinance No.** \_\_\_\_\_

**Date of Board Action:** December 10<sup>th</sup>, 2012

**Staff Liaison:**   
Loretta Daly, Business Services Manager

**Village Manager's Office** \_\_\_\_\_

**Item History (Previous Board Review, Related Action, History):**

Established in 1974, the mission of the Oak Park Area Arts Council is as follows: *Because we believe art is intrinsic to the quality of life in our communities, the Oak Park Area Arts Council celebrates, supports and promotes artists and arts organizations in Oak Park, River Forest and Forest Park. By raising funds for the arts, and advocating for policies that promote the arts, we enhance the social, economic, and cultural foundations of our communities.*

The 2013 contract between the Village of Oak Park and the Oak Park Area Arts Council continues the existing relationship providing financial support for operations, Arts Funds Grants Programs, The Off the Wall the Wall Program, and Mini-Mural Project. The agreement also includes, as part of the Arts Council's compensation from the Village, the use of office space in Village Hall. This language is included in the agreement to reflect this long standing relationship.

Performance measures in the previous contract are included in this contract, however the 2013 Agreement stipulates participation in the new Performance Management Program (MAP).

**Item Policy Commentary (Key Points, Recommendation, Background):** The 2013 budget of \$139,750 represents a 7% increase over the 2012 approved budget of \$130,596. The 2013 General Fund Budget provides financial support for general administration, The Arts Funds Grants Program, and The Off the Wall Program. The 2013 Capital Fund provides financial support for the Mini Mural Program.

The distribution schedule clarifies that the Village provides certain program costs on a flat fee basis, but that the Village's reimbursement of general administrative costs must be supported by a monthly invoice showing actual costs incurred..

**Item Budget Commentary:** The 2013 General Fund Budget includes \$119,750 for general programming and administration for the Arts Council, while the Capital Improvements Budget includes \$20,000 for the administration of the Mini Mural Program.

**Proposed Action:** Approve the resolution

**RESOLUTION  
AUTHORIZING EXECUTION OF A CONTRACT FOR SERVICES BETWEEN  
THE VILLAGE OF OAK PARK AND THE OAK PARK AREA ARTS COUNCIL  
FOR 2013.**

**BE IT RESOLVED** by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois that the Village Manager is hereby authorized and directed to enter into a Contract for Services between the Village of Oak Park and the Oak Park Area Arts Council for 2013. The agreement shall conform substantially to the Agreement attached hereto and made a part hereof.

**THIS RESOLUTION** shall be in full force from and after its adoption as provided by law.

**ADOPTED** this 10<sup>th</sup> day of **December, 2012** pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

**APPROVED** by me this **10th day of December, 2012.**

---

David G. Pope  
Village President

**ATTEST:**

---

Teresa Powell  
Village Clerk



**CONTRACT FOR SERVICES BETWEEN  
THE VILLAGE OF OAK PARK AND  
OAK PARK AREA ARTS COUNCIL FOR 2013**

THIS AGREEMENT is entered into by the Village of Oak Park, a municipal corporation (hereinafter referred to as the "Village") and the Oak Park Area Arts Council (hereinafter referred to as "Contractor").

**1. Length of Contract.**

This contract shall commence January 1, 2013, and shall terminate December 31, 2013 and may be terminated by either party with ninety (90) days written notice.

**2. Village Contributions and Payment Schedule.**

**a. Funds**

In consideration of the Contractor undertaking to provide the services set forth in this agreement, the Village agrees to providing funding to the Contractor in accordance with the payment schedule attached hereto as Exhibit 3, subject to the approval of invoices and other required documentation including, but not limited to, all reports required herein. The Arts Council will submit monthly reimbursement requests for actual costs incurred as detailed in their budget. The Village will pay the monthly bills for actual costs incurred, in arrears the following month.

**b. Use of space**

The Village agrees to provide the Contractor with a license to use an office sufficiently large for two work stations in Village Hall concurrent with the term of the agreement. The exact space shall be determined by the Village Manager. The license to use space at Village Hall will also include the use of the common areas of Village Hall such as the hallways, bathrooms and break rooms. The license also includes the use the smaller Village Hall conference rooms, provided, however, that the use of conference rooms is subject to availability with priority given to Oak Park employees and other Village business. The use of conference rooms will governed and scheduled by the Village's then existing conference room reservation procedures.

**3. Scope of Services.**

The Contractor shall perform the services and make a good faith effort to achieve the goals set forth in the description of services attached hereto as Exhibit 2 and made a part hereof.

**4. Compliance With Laws.**

The Contractor, in performing this agreement, shall:

- a. Not discriminate against any worker, employee, or applicant, or any member of the public because of race, religion, disability, creed, color, sex, age, sexual orientation, status as a disabled veteran or Vietnam era veteran, or national origin, nor otherwise commit an unfair employment practice; and
- b. Take affirmative action to ensure that applicants are employed without regard to race, religion, handicap, creed, color, sex, age, sexual orientation, status as a disabled veteran or Vietnam era veteran, or national origin, with such affirmative action, including but not limited to the following: employment, upgrading, demotion or transfer, termination, rates of pay, other forms of compensation, or selection for training, including apprenticeship.
- c. Agree and authorize the Village to conduct reviews and conduct other procedures or practices to assure compliance with these provisions. The Contractor agrees to post, in conspicuous places available to employees and applicants for employment or distribute to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- d. Agree not to violate any laws, State or Federal rules or regulations regarding a direct or indirect illegal interest on the part of any employee or elected official of the Contractor in the agreement or payments made pursuant to this agreement.

**5. Adherence to Village Policies.**

The Contractor hereby agrees to adhere to the policies set forth in the Addendum to the Agreement, attached hereto as Exhibit 3, or, in the alternative, that it will have adopted

policies of its own which are in substantial compliance with the policies set forth in the Addendum, attached hereto as Exhibit 3.

All such Contractor policies require prior review and approval by the Village before the Contractor can substitute adherence to its own policies for adherence to the Village policies set forth in Exhibit 3. Such policies may be submitted to the Village for review and approval prior to the execution of this agreement or at any time during the term of this agreement.

The Village shall provide the Contractor with timely written approval or disapproval of all such policies submitted by the Contractor. Disapproval shall be accompanied by the specific reasons why the submitted policy is not in substantial compliance with the Village policy set forth in Exhibit 4. The Contractor may revise and resubmit policies to the Village for review and approval. Approval shall not be unreasonably withheld by the Village.

The Contractor shall be obligated to adhere to the policies set forth in Exhibit 4 until such time as its own written equivalent policy or policies have been filed with and approved by the Village.

The Contractor shall be obligated to submit any change in, or amendment to, such approved policy during the term of this agreement to the Village for its approval in the same manner as if it were submitting an entire new policy to the Village for its review and approval.

**6. Personnel.**

The Contractor represents that it has or will secure all personnel and consultants necessary to perform the services required of it under this agreement. All of the services required hereunder will be performed by the Contractor, or under its supervision, and all personnel engaged in the work shall be fully qualified to perform such services.

**7. Submittal of Budget.**

The Contractor shall submit to the Village for review, at least one hundred twenty (120) days prior to the end of each calendar year, the Contractor's proposed budget for the following calendar year. Any request for funding from the Village must receive approval

from the Village Board of Trustees. The budget submitted shall conform to the program budget format established by the Village. The annual budget request shall be accompanied by an updated organizational chart listing positions filled with current salaries and positions vacant with prior salaries and reflecting the internal reporting structure of the organization.

**8. Audits and Inspections.**

- a. Upon reasonable request, during normal business hours, the Village may examine, and the Contractor shall make available, all of its records used in the preparation of its progress and activity reports to the Village with regard to all programs which are funded in total or in part by the Village or through the Village as funding agent. The Contractor shall permit the Village to audit, examine, and make excerpts or transcripts from such records, and to make audits of all payroll and other expenses of the Contractor with regard to such programs. The Contractor shall also provide, upon reasonable request, documentation of such program expenditures as the Village deems necessary.
- b. The Contractor shall provide the Village with an annual audited financial statement. The report shall be prepared by an independent accounting firm and shall be conducted in accordance with generally accepted auditing standards. The audited annual statement shall be due within six (6) months after the end of the Contractor's fiscal year.

The Contractor shall provide such additional information as the Village Manager or designated staff liaison may require after the Finance Director's review of the submitted audited annual statement.

Upon the timely request of the Contractor, the Chief Financial Officer for the Village will provide the Contractor with any direction and guidance the Contractor may require with regard to the preparation of the annual audited financial statement.

**9. Reports.**

- A. The Contractor will submit written reports at the times set forth and in the format set forth in Exhibit 2 attached hereto and made a part hereof. Such reports shall be

addressed to the Village Manager with a copy provided to the designated staff liaison and shall describe the activities it has undertaken to fulfill the Scope of Services and goals set forth in Exhibit 1.

**10. Termination of Agreement or Suspension of Payment.**

- a. The Contractor hereby acknowledges that the Village Board of Trustees will review the performance criteria of the various agencies receiving funds from the Village during the term of this agreement which may result in amendment to the agreement. This agreement may be terminated without cause by either party upon providing ninety (90) days written notice of its intention to terminate the agreement.
- b. During the term of the agreement, the Village may terminate the agreement for cause or suspend payments of grant funds due to: 1) use of funds in a manner inconsistent with the scope of services, 2) failure by Contractor in submitting required documentation, 3) submission by Contractor of incorrect or incomplete reports, or 4) Contractor's failure to perform in accordance with the agreement.
- c. In the event the Village elects to terminate this agreement for cause or to suspend payments under this agreement for any reason stated in this Agreement, the Village shall provide written notice to Contractor of its intention to terminate the agreement for cause or suspend payments if the Contractor fails to cure the noted deficiency within thirty (30) days after receipt of the written notice. The written notice shall provide the Contractor with a description of the alleged deficiency, and shall state a time and place wherein Contractor shall be afforded the opportunity to refute the statement of deficiency set forth in the notice prior to the Village's termination of suspension of payments. The Village Manager or his designee shall be present at this meeting and shall make the determination as to whether or not the Village will terminate the agreement or will continue, suspend, or terminate payments. If Contractor fails to adequately refute the alleged deficiencies, or fails to correct the deficiency(ies) within thirty (30) days of receipt of the notice or within such other time frame agreed upon by the Village and Contractor, or if the same deficiency continues to reoccur, the Village may terminate or suspend the payment of funds.

**11. Notices.**

All notices required by this agreement shall be delivered either personally or by certified and regular mail to the Village by delivering or mailing same to the Village Manager at 123 Madison Street, Oak Park, Illinois 60302 and to the Contractor by personal delivery to its Offices in Village Hall, or by mailing same to the Contractor's Executive Director at P. O. Box 950, Oak Park, Illinois 60303. Notice by mail shall be deemed to be delivered three business days after the day of mailing.

**12. Return of Unused Funds to Village After Termination of Agreement or Dissolution of the Contractor's Corporation.**

Upon the dissolution of the Contractor's corporation or termination of this agreement, any unused funds of the Contractor originally provided by the Village shall be immediately returned to the Village. Funds obligated for the purposes set forth in the approved budget which have already been obligated by the Contractor at the time of the dissolution of the Corporation or at the time of the Contractor's receipt of the Village's notice to terminate the agreement, shall not be considered as "unused funds" for purposes of this section. Upon dissolution, the Arts Council will notify the Village of the individual responsible for winding up their affairs.

**13. Assignment.**

The Contractor shall not assign this agreement or any part thereof and the Contractor shall not transfer or assign any Funds provided hereunder or claims due or to become due hereunder without the written approval of the Village having first been obtained.

**14. Conflict of Interest.**

The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services required to be performed under this agreement. The Contractor further covenants

that in the performance under this agreement, no person having such a conflicting interest shall be employed by the Contractor.

**15. Amendments.**

This agreement constitutes the entire agreement between parties hereto. No modifications, additions, deletions, or the like, to this agreement shall be effective unless and until such changes are agreed to in writing by the parties.

**16. Headings.**

The section headings of this agreement are for convenience and reference only and in no way define or describe the scope of intent of this agreement and should be ignored in construing or interpreting this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

**VILLAGE OF OAK PARK**

**WITNESS:**

\_\_\_\_\_  
Cara Pavlicek  
Interim Village Manager


\_\_\_\_\_  
Teresa Powell  
Village Clerk

**OAK PARK AREA ARTS COUNCIL**

**WITNESS**

\_\_\_\_\_  
Camille Wilson-White

REVIEWED AND APPROVED  
AS TO FORM

DEC 04 2012  
  
LAW DEPARTMENT

**EXHIBIT 1**  
**OAK PARK AREA ARTS COUNCIL**  
**2013 SCOPE OF SERVICES**  
**PROGRAM GOALS AND MEASURES**

The Oak Park Area Arts Council (OPAAC) will operate the following programs that support Oak Park's quality of life by creating a community awareness of the arts and providing support to the local arts organizations and individuals.

**A. SCOPE OF SERVICES**

1. Fund Raising

Artful Object The annual event invites local artists to donate work for a public silent auction to raise funds for OPAAC. The event also promotes the work individual artists and the local artist community. OPAAC uses the funds from Artful Object, as well as funds from the Village to help fund the grants provided through the Arts Funds program.

2. Arts Funds Grants

OPAAC will administer the Arts Funds grant program, which provides grants to local Oak Park not-for-profit organizations for operations and/or project support. OPAAC will award funds based on Arts Funds criteria including artistic and application merit and to what degree the proposed work contributes to the arts community. Grants are awarded to approximately 25 local organizations that offer programs or performances in the community.

3. Community Awareness/ E-Art newsletter.

OPAAC will create and distribute the E-Art newsletter, an electronic listing of the latest art and cultural happenings in the tri-Village area. The newsletter will be issued every two weeks. It is also a resource for art space listings, employment opportunities, auditions and exhibit space.



4. Arts Programs:

a. Public Art

OPAAC will collaborate with the Village of Oak Park and the Public Art Advisory Commission and local artists to promote the placement of art in public places in the community.

b. Mini Mural Program.

The Arts Council will administer the Mini Mural Program for the Village. Through the Mini Mural program, artists will be selected to paint murals at such locations in the Village as are designated by the Mini Mural Jury and approved by the Village Manager. The Arts Council will recruit artists applicants and facilitate the selection of the artist and the installation of the art. The Arts Council will work in cooperation with the Public Arts Advisory Commission and other members of the public to act as jury for the selection of the murals. The Arts Council will coordinate with appropriate Village staff with regard to the technical requirements for the installation/ application of the murals.

c. Artist Space Referral

OPAAC will assist arts organizations and artists to find office, retail, and studio or gallery space.

d. Arts Council Galleries

OPAAC will provide Oak Park artists with opportunities to exhibit their artwork in Oak Park.

e. Technical Assistance Workshops - The Arts Council hosts a technical workshop on grant writing that contributes to the professional development of area arts businesses and arts related not for profits.

f. Off the Wall OPAAC will run the “Off the Wall” program, a summer art employment program which recruits area youth who work with professional artists to install murals in the Village.

5. Overall Goals for 2013:

- a. Seek funding to supplement and/or supplant Village funds. Maintain a funding and marketing plan that includes a list of grants or other funding sources targeted.
- b. Seek to increase area-wide funding using challenge grants and other techniques. Use only these sources of funds to support artists and organizations outside of Oak Park.
- c. Continue the Off The Wall, summer teen arts employment program

**B. PROGRAM EVALUATION**

During the term of this Agreement between the VILLAGE and OPAAC, OPAAC and the VILLAGE shall cooperate in evaluating the services under the Agreement. Any evaluation may be quantitative and descriptive and available to both parties. The Village has recently reinstated the performance management program. The Village's M.A.P. Program stands for Measure, Analyze and Perform and will be used to manage and improve Village services within the Village of Oak Park. During 2013, the Contractor agrees that the parties will be reviewing the Scope of Services and Goals set forth in Exhibit 1 and will work to develop performance measurements which are consistent with the Village's M.A.P. for inclusion in the calendar year 2014 operating agreement.

**C. REPORTS**

The OPAAC shall provide to the VILLAGE during the term of this Agreement, a monthly report of expenditures, including year to date actuals as compared to the budget, as well as such reports as the VILLAGE may require, including a mid-year report, if requested. In addition, OPAAC will provide the Village with reports demonstrating the performance measure criteria listed in Exhibit 2A.

## EXHIBIT 2

### ANNUAL OAK PARK AREA ARTS COUNCIL PERFORMANCE MEASURES

- A. Number of Participants in Arts Council supported Programs
  - Students in sponsored or funded programs
  - Participants in Arts Council-sponsored activities (including Artful Object)
  - Participants in Arts Council-funded programs (those programs supported by ArtsFunds)
  - Level of Participation by Artists and Arts organizations in Council sponsored Programs (including the Arts Breakfasts and various workshops)
- B. Number of e-ART subscribers, news stories, and distinct website hits
- C. Amount of Funds granted to local art organizations with name of awardee and grant \$ provided
- D. Level of Private Support for Arts Organizations and Sponsored activities - Funds raised from Private and Outside Sources. Report should include a profit and loss statement for each fundraising event and membership data (including Memberships)
- E. Number of Installations of "Public Art" in the Community (including displays of local artists' works and works placed in cooperation with the Public Art Advisory Commission)
- F. Number of Activities sponsored with or for other organizations (e.g. business groups)
- G. Number of Artists referred to Studio or Residential Spaces
- H. COSTS – The ratio of operating costs to Administration and Program expenses will be calculated by the Village.

**Funding Schedule 2013 Budget  
Oak Park Area Arts Council**

Monthly Bills are Paid in Arrears and Submitted and Paid the Following Month

Month	General Fund				TOTAL
	Operating	Emergency Arts Funding	Special Summer Art Program/Mural Program	ARTS Funds	
January	\$ 6,646.00	(1)			\$ 6,646.00
February	\$ 6,646.00	(1)			\$ 6,646.00
March	\$ 6,646.00	(1)	\$ 15,000.00		\$ 21,646.00
April	\$ 6,646.00	(1)	\$ 2,500.00		\$ 9,146.00
May	\$ 6,646.00	(1)	\$ 15,000.00		\$ 21,646.00
June	\$ 6,646.00	(1)	\$ 2,500.00	\$ 25,000.00	\$ 34,146.00
July	\$ 6,646.00	(1)			\$ 6,646.00
August	\$ 6,646.00	(1)			\$ 6,646.00
September	\$ 6,646.00	(1)			\$ 6,646.00
October	\$ 6,646.00	(1)			\$ 6,646.00
November	\$ 6,646.00	(1)			\$ 6,646.00
December	\$ 6,644.00	(1)			\$ 6,644.00
<b>Total Monthly Payments</b>	<b>\$ 79,750.00</b>	<b>-</b>	<b>\$ 35,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ 139,750.00</b>
Reimbursed Program Costs (Subject to Actual Costs Incurred)	\$ -		\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 79,750.00</b>	<b>\$ -</b>	<b>\$ 35,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ 139,750.00</b>

(1) Payment subject to Reimbursement Requests of Actual Costs Incurred by Agency

### **Addendum to Agreement**

The Contractor agrees to comply with the terms and conditions set forth herein. Any violation of these terms or conditions shall subject the Contractor, at the Village's discretion, to possible contract termination or suspension of payments in accordance with Section 10 of the Agreement, entitled "Termination of Agreement or Suspension of Payment."

#### **A. Conflicts of Interest and Standards of Conduct.**

The Contractor shall adhere to the following provisions relating to Ethics and Conflicts of Interest or to such equivalent policies of the Contractor as has been reviewed and approved by the Village in accordance with the section of the Agreement entitled "Adherence to Village Policies." For purposes of this policy, the term Organization shall refer to the legal entity which is a party to the Contract with the Village.

#### **Conflicts of Interest and Standards of Conduct**

1. Compensation. Members of the Board of Directors shall serve without salary, but the Board of Directors may authorize payment of the reasonable expenses incurred by Directors in the performance of their duties.
2. Impartiality: Every Director and employee shall perform his or her duties with impartiality and without prejudice or bias in furtherance of the goals, objectives and contractual obligations of the Organization. No Director or employee shall, in the performance of his or her duties on behalf of the Organization, grant or make available to any person or entity, including other directors or employees of the Organization, any consideration, treatment or service beyond that which is available to every other similarly situated person or entity served by the Organization.
3. Conflict of Interest: No director or employee shall engage in any business transaction or shall have any financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of the Director's official duties in the interest of the Contractor or which may tend to impair his/her independence of judgment or action in the performance of his/her official duties.

4. Interest in contracts: No director or employee shall have any financial or personal interest, directly or indirectly, in any contract, work or business with the Organization except that a Director may provide materials, merchandise, property, services or labor under the following circumstances:

- a. The contract is with a person, firm, partnership, association, or corporation in which the Director has less than a 7.5% share in the ownership, and the aggregate of any contracts awarded to the Director or the Director's firm, association, partnership or corporation under this subsection (b) during the same fiscal year does not exceed \$25,000; or
- b. The contract does not exceed \$2,000, and the aggregate of any contracts awarded to the Director or the Director's firm, association, partnership or corporation under this subsection (a) during the same fiscal year does not exceed \$4,000; or
- c. The contract is with a person, firm, partnership, association or corporation in which the Director has less than a 1% share in ownership; or
- d. The Organization is not a party to the contract, and the contract is rather with a person or entity served by the Corporation as a part of its corporate purpose;

Any contract awarded under this Section 4 must comply with the Organizations policies concerning competitive bidding and outreach to women and minority business enterprises.<sup>1</sup>

5. In the event that the Board of Directors considers taking any action, including but not limited to entering into a contract in which any Director has any financial or personal interest, direct or indirect, which may reasonably tend to impair the Director's independence of judgment or action in the best interests of the Organization, the Director shall:
  - a. Before consideration of the proposed action, publicly disclose any such interest to the Board of Directors; and
  - b. Refrain from evaluating, recommending, approving, deliberating or otherwise participating in negotiation, approval or both of the contract or work; and
  - c. Abstain from voting on the proposed action; and
  - d. The contract must be approved by a majority of the Board of Directors.

For purposes of this Section, personal interest shall include the financial interest of the spouse and minor children of the Director, but shall not include any interest that

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<sup>1</sup> NOTE: The exceptions in Section 4 are drawn from 65 ILCS 5/3.1-55-10.

a Director may have in a proposed general policy of the Corporation solely by virtue of his business or profession.<sup>2</sup>

6. Disclosure and/or Use of Confidential Information: No Director or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Corporation or use such information to advance the financial or other private interest of the Director, or employee or others.
7. Corporate Property: No Director or employee shall request, permit or engage in the unauthorized use of Corporate-owned funds, vehicles, equipment, materials or property of personal convenience or profit.

#### **B. Procurement Policy.**

The Contractor agrees to adhere to the provisions set forth below relating to the procurement of goods and services which are funded, in whole or in part, by the Village or through the Village as funding agent, or such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with Section 5 of the Agreement, entitled "Adherence to Village Policies."

1. **All Contracts For Goods and Services Require the Approval of the Board of Directors; Exceptions.** No contract shall be made for goods or services when the total cost exceeds ten thousand dollars (\$10,000.00), unless such contract shall have been authorized by the Board of Directors. Whenever the total cost of such contract shall not exceed, in any one case, one thousand dollars (\$1,000.00), the Executive Director or his/her designee (hereinafter "Executive Director"), without such previous authorization, shall cause the same to be purchased upon his/her written order; and further provided that when the total cost thereof shall exceed one thousand dollars (\$1,000.00) but shall not exceed ten thousand dollars (\$10,000.00), the Executive Director may cause the same to be purchased without previous authorization in like manner, but the Executive Director shall first obtain in writing, whenever possible, at least three (3) informal quotes to furnish same, which quotes shall be attached in every case to the accounts payable vouchers authorizing payment for such goods or services and filed with the financial records of the Contractor. All contracts shall be let to the lowest responsible bidder, provided that any and all informal quotes for equipment, supplies or repair work may be rejected by the Executive Director if the character or quality of the goods or services does not conform to requirements. In determining the lowest responsible bid or quote, other factors, in addition to cost, such as experience, availability, expertise,

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<sup>2</sup> NOTE: The final sentence in Section 5 is intended to ensure that board members who may be landlords, realtors, bankers, etc. are not prevented from voting on general corporate policies that may have some impact, direct or indirect, on all members of that profession.

resources, work history with the Corporation, work history with others, quality of work and ability to meet all specifications and/or requirements of the Corporation may be taken into consideration and may form the basis for an award of contract. Many of these factors will have increased significance when considering the award of contracts for professional services.

2. **Contracts Which Require the Use of the Formal Bidding Process.** Except as set forth in Paragraph 3 below, when the total cost of a contract for goods, materials, equipment, supplies or construction work is expected to exceed ten thousand dollars (\$10,000.00), the Executive Director or his/her agent shall issue a call for bids which shall be formally advertised. All such bids for construction work shall require a bond for the faithful performance of the work.

All contracts for which bids are required shall be let to the lowest responsible bidder within the judgment of the Board of Directors, provided that any and all bids received in response to an advertised call for bids may be rejected by the Board of Directors if the character or quality of goods, materials, equipment, supplies or construction work does not conform to the specifications and/or requirements set forth in the call for bids.

3. **Exception to Bid Requirements for Urgent Materials or Repairs; Lack of Competition and Inability to Draft Adequate Specifications; Bid Waiver.** In cases of urgently needed materials or urgently needed repairs which are expected to exceed ten thousand dollars (\$10,000.00), the Executive Director is authorized to obtain such materials and/or services through a negotiated contract without formal advertising when it is in the best interest of the Corporation and it is impractical to convene a meeting of the Board of Directors. If it is practical to convene a meeting, the Board of Directors shall be required to waive the bidding requirement and approve such a negotiated agreement.

Such negotiated contracts may also be approved by the Board of Directors when (1) the contract is for professional services, (2) it is impractical to secure competition, or (3) it is impossible to draft adequate bid specifications. The Executive Director or his/her designee shall, however, whenever possible, obtain in writing at least three (3) informal quotes to furnish same.

Bidding in all instances may be waived by a two thirds (2/3) vote of the Board of Directors.

4. **Procedure for Advertising for Bids.** Whenever any formal bids are required, as stated above, the Executive Director or his/her authorized agent shall advertise in some newspaper published in the Village and/or in such other newspaper of general circulation as, in his/her judgment, may be desirable. A plan or profile of the work to be done, accompanied by specifications for doing the same and specifications for material, supplies or equipment to be furnished, shall be first placed on file in the office of the Executive Director or his/her authorized agent before any such



advertisement shall be made, which plan, profile and specifications for goods, material, supplies, equipment or construction work shall at all times be open for public inspection. Such advertisement shall be published not less than ten (10) days before the day fixed for opening such bid, and shall state the work to be done, or material, supplies or equipment to be furnished, and the time and place for the filing and the opening of the sealed bids.

**5. Filing of Bids; Deposit Accompanying Bids, Preservation and Opening of Bids.**

In all cases, the formal bids under the preceding section shall be sealed bids and directed to the Executive Director. A bid deposit may be required, the amount of which shall be fixed by the Executive Director but which shall not exceed five percent (5%) of the estimated cost of the work or material to be furnished, not less than the sum of twenty-five dollars (\$25.00). Such bid deposit shall be in the form of a cashier's check, a certified check, or at the discretion of the Executive Director, a bid bond. Checks shall be drawn upon a bank in good standing, payable to the order of the Corporation and shall be forfeited to the Corporation in the event the bidder shall neglect or refuse to enter into a contract and bond when required, with approved sureties, to execute the work or furnish the material for the price mentioned in his/her bid and according to the plans and specifications in case the contract shall be awarded to him/her. Bids shall be opened at the hour and place mentioned in the notice.

**6. Contracts to be Executed in Writing.** All contracts, whether for work or materials, shall be executed in writing and in duplicate by the President of the Board of Directors or the Executive Director and shall be signed by the contractor. One original so executed shall be kept and filed in the Corporate offices and the other shall be given to the contractor. All contracts and bonds so taken shall be in the name of, and run to, the Corporation.

**7. Contractors' Bonds.** Whenever any construction work, expected to be in excess of ten thousand dollars (\$10,000.00), is let by contract to any person or entity, the Corporation shall, in all cases, take a bond from such person or entity with good and sufficient sureties, licensed in the State of Illinois to be approved by the Board of Directors, in such amount as shall not only be adequate to insure the performance of the work in the time and manner required in such contract, but also to save and indemnify and keep harmless the Corporation against all liabilities, judgments, costs and expenses which may in any manner accrue against the Corporation in consequence of granting such contract or which may in any manner result from the carelessness or neglect of such person, or entity or its agents, employees or workers in any respect whatever.

**8. Bid Tabulation.** The Contractor shall prepare a spreadsheet for each separate contract over ten thousand dollars (\$10,000.00) for goods and services awarded by it. Each spreadsheet shall name and identify all entities submitting bids or proposals on specific contracts by name and address, describe the goods provided or the work performed, set forth the cost, fee or amount proposed by each such entity

in response to the call for bids or request for proposals or quotes, the name and address of the entity who was awarded the contract, and the reasons therefore. The Contractor shall submit copies of all such spreadsheets to the Village on a quarterly basis as a part of the general quarterly reporting process required under this agreement.

### **C. Diversity Statement**

In 1997, the Village of Oak Park first adopted what is now known as the Village's "Diversity Statement." Every new Village Board elected since that time has readopted this Diversity Statement incorporating amendments over time which have added to the Statement's scope and strength.

Attached hereto as Exhibit "A," and made a part hereof, is the Diversity Statement adopted by the President and Board of Trustees of the Village of Oak Park in 1997 and amended in 2011.

The Contractor, as a Partner Agency of the Village of Oak Park, agrees to adhere to the Diversity Statement, attached hereto as Exhibit "A" with regard to diversity, or such equivalent policy of the Contractor as is reviewed and approved by the Village in accordance with that section of the Agreement entitled "Adherence to Village Policies." In carrying out its commitment to diversity, as set forth in the Diversity Statement, the Contractor agrees to use its best efforts to affirmatively recruit qualified women and minority candidates to fill vacant positions within its organization and to use its best efforts to affirmatively recruit qualified MBE and WBE businesses to participate in the Contractor's process of contracting for goods and services.

The Village shall, upon request, provide the Contractor with the names of known minority and women-owned businesses and business referral agencies.

The Contractor shall annually submit to the Village an E.E.O. Report, the format of which is attached as Exhibit "B," showing the breakdown of its employees by race, sex and job classification. In addition, the Contractor will report the race, sex and job classification for any new employees hired during the preceding year and indicate the general efforts which were made by the Contractor during the course of the previous year to recruit qualified women and minority candidates for such position(s).

The Contractor shall also provide a report to the Village, on an annual basis, which indicates the number of contracts and the dollar value of contracts for goods and services which it let during the preceding year and the number of contracts, the dollar value of contracts and the percentage of the total dollar value of contracts for goods and services which have been let to women and minority contractors.

This report shall also contain a section setting forth the general efforts made by the Contractor/ Partner Agency during the course of the previous year to affirmatively recruit women and minority businesses to participate in the contracting process.

The Contractor's E.E.O. employment and contracting reports for the entire preceding year shall be submitted as a part of the regular quarterly report submitted for the fourth quarter of the year.

**D. Drug Free Workplace.**

The Contractor agrees to adhere to the following policy related to a drug free workplace or such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with Section 5 of the agreement, entitled "Adherence to Village Policies."

The content of the notice set forth below sets forth the policy of the Village with regard to the Village as a drug free workplace. The Contractor shall post the following notice or its own equivalent policy in a conspicuous location on the Contractor's premises where it will be visible to all employees, or provide a copy of the following notice or its own equivalent policy to each employee. Any such notice or policy posted or provided to employees shall name the Contractor and the individual or position which fulfills the "Human Resources Director" position, where indicated.

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**NOTICE OF A DRUG-FREE WORKPLACE**

All employees should be aware pursuant to Illinois and United States law and the personnel manual that the (Name of Contractor) is a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance as defined in Illinois law at 720 ILCS 570/201 et. seq. and United States law at 41 U.S.C.A. 701-707 is prohibited at the workplace and by any employee of (Name of Contractor). Any violation will subject the employee to dismissal from employment. As a condition of employment, an employee convicted of any drug statute occurring at the workplace, must notify the (Human Resources Director) within five (5) days of the conviction. Failure to so notify the (Human Resources Director) is grounds for dismissal from employment.

**E. Sexual Harassment Policy.**

The Contractor agrees to adhere to the sexual harassment policy set forth below or to such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with that Section of the agreement entitled "Adherence to Village Policies."

**SEXUAL HARASSMENT POLICY**

Sexual harassment is illegal and against the employment policy of the (Name of Contractor).

Any employee found by the (Name of Contractor) to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action, up to and including termination.

"Sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment may include, but are not limited to:

- Verbal: Sexual innuendo, suggestive comments, insults, threats, jokes about gender specific traits, or sexual propositions;

- Non-Verbal: Making suggestive or insulting noises, gestures, leering, whistling or obscene gestures; and
- Physical: Touching, pinching, brushing the body, coercing sexual intercourse or assault.

An employee who believes he or she had been the subject of sexual harassment shall report the alleged conduct immediately to the Contractor's Human Resources Director, Executive Director or such other employee, other than the alleged harasser, as may be designated by the Contractor. The information will then be forwarded to the CEO/ Manager/ Director. A confidential investigation of any complaint will be undertaken by the Human Resources Director or such other officer or employee designated by the Executive Director.

Retaliating or discriminating against an employee for complaining about sexual harassment is prohibited. Any employee found by the (Name of Contractor) to have retaliated or discriminated against an employee for complaining about sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

The (Name of Contractor) recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all the evidence received. The (Name of Contractor) also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. We trust that all employees will continue to act in a responsible and professional manner to establish a working environment free of sexual harassment.

**F. Domestic Partnership Program.**

The Contractor/Partner Agency agrees to adhere to the Domestic Partnership Program attached hereto as Exhibit "C" and made a part hereof as a program for the benefit of employees of the Contractor or to such equivalent Contractor policy as has been reviewed and approved by the Village in accordance with that section of the agreement entitled "Adherence to Village Policies."

The Village will assist the Contractor with the implementation of the Program at the Contractor's request.

The Village agrees to save and hold harmless, protect and defend the Contractor, its employees, Board Members and other agents, from any and all costs, losses, suits for damage or other relief, damages, rights, claims, demands or actions resulting from or in any way arising out of the actions or operations of the Contractor or its agents in approving or carrying out or fulfilling the terms of the Domestic Partnership Program required herein and to pay all costs, including attorneys' fees, of any involvement in any litigation or administrative proceedings or other legal actions based thereon. The obligations of the Village, set forth hereinabove, shall survive any termination of the agreement between the Contractor and the Village.

**G. Compliance with Employment Laws.**

The Contractor hereby certifies that it will perform the services in compliance with all applicable federal and state employment laws, including but not limited to all laws prohibiting discrimination in employment.

**H. Compliance with H.U.D. Guidelines.**

In the event that the Contractor is a recipient of Community Development Block Grant (C.D.B.G.) money under the terms of this agreement, the Contractor hereby confirms its adherence to and compliance with all Department of Housing and Urban Development rules, regulations, and guidelines adopted in relation to the administration of such C.D.B.G. funds.



J(5)

**VILLAGE OF OAK PARK  
AGENDA ITEM COMMENTARY**

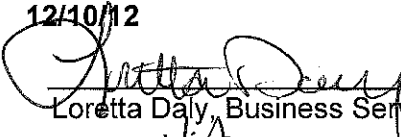
**Item Title: Resolution Authorizing the Execution of Agreement between the Village of Oak Park and Visit Oak Park (formerly The Oak Park Area Convention and Visitors Bureau) In the amount of \$225,000, and a One-Year Lease agreement for Village Property located at 1118 Westgate for 2013**

**Resolution No.** \_\_\_\_\_

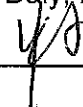
**Date of Board Action**

12/10/12

**Staff Review:**

  
Loretta Daly, Business Services Manager

**Village Manager's Office**

  
\_\_\_\_\_

**Item History:** The contract between the Village of Oak Park and the Oak Park Area Convention and Visitors Bureau has been reviewed and is being put forward with only minor alterations. A revised contract including scope of services and performance measurements is presented for Board's review and approval. Additionally, a one year lease for Village owned property located at 1118 Westgate is presented for Board review and approval

Performance measures in the previous contract are also included, however the 2013 Agreement stipulates participation in the new Performance Management Program (MAP). Reporting requirements will remain monthly and quarterly per the current agreement.

**Item Policy Commentary:**

Visit Oak Park provides tourism and marketing assistance to the various tourism and cultural attractions in the Village and as well as promoting The Village of Oak Park regionally, nationally, and internationally. Visit Oak Park consists of two sub-organizations The Visitors Bureau, located at 1118 Westgate has operational oversight of all marketing, and organizational processes; and The Visitors Center, located at 1010 Lake Street which operates the retail component of Visit Oak Park. The 2013 Lease for the Visitors Bureau operations at 1118 Westgate is also attached for Board review and approval.

The 2013 Budget includes an additional 10% in funding which will provide Visit Oak Park with partial funding for a new Marketing Manager position.

**Item Budget Commentary:** The 2013 budget includes a Village contribution of \$225,000 representing a \$22,356 (10%) increase over the 2012 budget allocation. Included in this contribution is all revenue received from the Village imposed Hotel Tax which is estimated to be \$155,000 in 2013 with \$70,000 currently budgeted from General Funds.

**Proposed Action:** Approve the resolution.

**RESOLUTION AUTHORIZING THE EXECUTION OF AGREEMENT BETWEEN THE  
VILLAGE OF OAK PARK AND VISIT OAK PARK (FORMERLY THE OAK PARK  
AREA CONVENTION AND VISITORS BUREAU) AND A ONE-YEAR LEASE  
AGREEMENT FOR VILLAGE PROPERTY LOCATED AT 1118 WESTGATE FOR 2013**

**BE IT RESOLVED** by the President and board of Trustees of the Village of Oak Park, Cook County, Illinois that the Village Manager is hereby authorized and directed to enter into an agreement with Visit Oak Park (formerly the Oak park Area Convention and Visitors Bureau). Said agreement shall conform substantially to the Agreement attached hereto as Exhibit A & B and made part of hereof.

**THIS RESOLUTION** shall be in full force from and after its adoption as provided by law.

**ADOPTED** this 10<sup>th</sup> day of December 2012 pursuant to a roll call vote as follows:

**AYES:**

**NAYS**

**ABSENT:**

**APPROVED** by me this 10<sup>th</sup> day of December 2012

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David G. Pope  
Village President

**ATTEST**

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Teresa Powell  
Village Clerk

**CONTRACT FOR SERVICES BETWEEN  
THE VILLAGE OF OAK PARK AND VISIT OAK PARK (Formerly the Oak Park  
Area Convention and Visitors Bureau**

THIS AGREEMENT is entered into by the Village of Oak Park, a municipal corporation (hereinafter referred to as the "Village") and Visit Oak Park (hereinafter referred to as "Contractor or "Visit Oak Park").

**1. Length of Contract**

This contract shall commence January 1, 2013, and shall terminate December 31, 2013, and may be terminated by either party with ninety (90) days written notice.

**2. Village Funding and Payment Schedule**

In consideration of the Contractor undertaking to provide the services set forth in this agreement, the Village agrees to pay the Contractor in accordance with the payment schedule attached hereto as Exhibit 3 subject to approval of invoices and other required documentation including, but not limited to, all reports required herein. Invoices shall be supported by a monthly progress report, a cash disbursement journal and a year-to-date actual expenditures v. budget report. The Village will pay all approved invoices within 30 days of submission.

**Lease.** The Village agrees to continue the existing zero rent lease for the period of January 1, 2013 through December 31, 2013 for premises located at 1118 Westgate in accordance with the terms and conditions of Attachment B.

**3. Scope of Services**

The Contractor shall perform the services and make a good faith effort to achieve the goals set forth in the description of services attached hereto as Exhibit 1 and made a part hereof.

**4. Compliance With Laws**

The Contractor, in performing this agreement, shall:

a) Not discriminate against any worker, employee, or applicant, or any member of the public because of race, religion, disability, creed, color, sex, age, sexual orientation, status as a disabled veteran or Vietnam era veteran, or national origin, nor otherwise commit an unfair employment practice; and

b) Take affirmative action to ensure that applicants are employed without regard to race, religion, handicap, creed, color, sex, age, sexual orientation, status as a disabled veteran or Vietnam era veteran, or national origin, with such affirmative action, including but not limited to the following: employment, upgrading, demotion or transfer, termination, rates of pay, other forms of compensation, or selection for training, including apprenticeship.

c) The Contractor agrees and authorizes the Village to conduct reviews and conduct other procedures or practices to assure compliance with these provisions. The Contractor agrees to post, in conspicuous places available to employees and applicants for employment or distribute to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

d) The Contractor agrees not to violate any laws, State or Federal rules or regulations regarding a direct or indirect illegal interest on the part of any employee or elected official of the Contractor in the agreement or payments made pursuant to this agreement.

#### **5. Adherence to Village Policies**

The Contractor hereby agrees to adhere to the policies set forth in the Addendum to the Agreement, attached hereto as Exhibit 4, or, in the alternative, that it will have adopted policies of its own which are in substantial compliance with the policies set forth in the Addendum.

All such Contractor policies require prior review and approval by the Village before the Contractor can substitute adherence to its own policies for adherence to the Village policies set forth in Exhibit 4. Such policies may be submitted to the Village for review and approval prior to the execution of this agreement or at any time during the term of this agreement.

The Village shall provide the Contractor with timely written approval or disapproval of all such policies submitted by the Contractor. Disapproval shall be accompanied by the specific reasons why the submitted policy is not in substantial compliance with the Village policy set forth in Exhibit 3. The Contractor may revise and resubmit policies to the Village for review and approval. Approval shall not be unreasonably withheld by the Village.

The Contractor shall be obligated to adhere to the policies set forth in Exhibit 4 until such time as its own written equivalent policy or policies have been filed with and approved by the Village.

The Contractor shall be obligated to submit any change in, or amendment to, such approved policy during the term of this agreement to the Village for its approval in the same manner as if it were submitting an entire new policy to the Village for its review and approval.

**6. Personnel**

The Contractor represents that it has or will secure all personnel and consultants necessary to perform the services required of it under this agreement. All of the services required hereunder will be performed by the Contractor, or under its supervision, and all personnel engaged in the work shall be fully qualified to perform such services.

**7. Approval of Budget**

The Contractor shall submit to the Village for review, at least one hundred twenty (120) days prior to the end of each calendar year, the Contractor's proposed budget for the following calendar year. Any request for funding from the Village must receive approval from the Village Board of Trustees. The budget submitted shall conform to the program budget format established by the Village. The annual budget request shall be accompanied by an updated organizational chart listing current positions with current salaries, vacant positions with most recent salaries, and reflecting the internal reporting structure of the organization.

**8. Audits and Inspections**

a) Upon reasonable request, during normal business hours, the Village may examine, and the Contractor shall make available, all of its records used in the preparation of its progress and activity reports to the Village with regard to all programs which are funded in total or in part by the Village or through the Village as funding agent. The Contractor shall permit the Village to audit, examine, and make excerpts or transcripts from such records, and to make audits of all payroll and other expenses of the Contractor with regard to such programs. The Contractor shall also provide, upon reasonable request, documentation of such program expenditures as the Village deems necessary.

b) The Contractor shall provide the Village with an annual audited financial statement. The report shall be prepared by an independent accounting firm and shall be conducted in accordance with generally accepted auditing standards. The audited annual statement shall be due within six (6) months after the end of the Contractor's fiscal year.

The Contractor shall provide such additional information as the Finance Director may require after the Finance Director's review of the submitted audited annual statement.

Upon the timely request of the Contractor, the Director of Finance for the Village will provide the Contractor with any direction and guidance the Contractor may require with regard to the preparation of the annual audited financial statement.

**9. Reports**

The Contractor will submit written reports as required in Exhibits 1 & 2 and as set forth in Exhibits 1 & 2 attached hereto and made a part hereof. Such reports shall be addressed to the Village Manager and describe the activities it has undertaken to fulfill the Scope of Services and goals set forth in Exhibits 1 & 2

**10. Termination of Agreement or Suspension of Payment**

a) The Contractor hereby acknowledges that the Village Board of Trustees will review the performance criteria of the various agencies receiving funds from the Village during the term of this agreement which may result in amendment to the agreement. This agreement may be terminated without cause by either party upon providing ninety (90) days written notice of its intention to terminate said agreement.

b) During the term of the agreement, the Village may terminate the agreement for cause or suspend payments of grant funds due to: 1) use of funds in a manner inconsistent with the scope of services, 2) failure by Contractor in submitting required documentation, 3) submission by Contractor of incorrect or incomplete reports, or 4) Contractor's failure to perform in accordance with the agreement.

c) In the event the Village elects to terminate this agreement for cause or to suspend payments under this agreement for any reason stated above in sub-paragraph 10b of this Section, the Village shall provide written notice to Contractor of its intention to terminate the agreement for cause or suspend payments if the Contractor fails to cure the noted deficiency within thirty (30) days after receipt of the notice. The written notification shall provide the Contractor with a description of the alleged deficiency, and shall state a time and place wherein Contractor shall be afforded the opportunity to refute the statement of deficiency set forth in the notice prior to the Village's termination of suspension of payments. The Village Manager or his designee shall be present at this meeting and shall make the determination as to whether or not the Village will terminate the agreement or will continue, suspend, or terminate payments. If Contractor fails to adequately refute the alleged deficiencies, or fails to correct the deficiency (ies) within thirty (30) days of receipt of the Village's notice or within such other time frame agreed upon by the Village and Contractor, or

if the same deficiency continues to reoccur, the Village may terminate or suspend the payment of funds.

**11. Notices**

All notices required by this agreement shall be delivered either personally or by certified and regular mail to the Village by delivering or mailing same to the Village Manager at 123 Madison Street, Oak Park, Illinois 60302 and to the Contractor by delivering or mailing same to Visit Oak Park's President and Chief Executive Officer, 1118 Westgate, Oak Park, IL 60301. Notice by mail shall be deemed to be delivered three business days after mailing.

**12. Return of Unused Funds to Village After Termination of Agreement or Dissolution of the Contractor's Corporation**

Upon the dissolution of the Contractor's corporation or termination of this agreement any unused funds of the Contractor originally provided by the Village shall be immediately returned to the Village. Funds which have already been obligated by the Contractor at the time of the dissolution of the Corporation or at the time of the Contractor's receipt of the Village's notice to terminate the agreement, shall not be considered as "unused funds" for purposes of this section. Upon dissolution, Contractor will provide the Village with the name of the individual or entity responsible for winding up its affairs.

**13. Assignment**

The Contractor shall not assign this agreement or any part thereof and the Contractor shall not transfer or assign any Funds provided hereunder or claims due or to become due hereunder without the written approval of the Village having first been obtained.

**14. Conflict of Interest**

The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services required to be performed under this agreement. The Contractor further covenants that in the performance under this agreement, no person having such a conflicting interest shall be employed by the Contractor.

**15. Amendments**

This agreement constitutes the entire agreement between parties hereto. No modifications, additions, deletions, or the like, to this agreement shall be effective unless and until such changes are agreed to in writing by the parties.

**16. Headings**

The section headings of this agreement are for convenience and reference only and in no way define or describe the scope of intent of this agreement and should be ignored in construing or interpreting this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

**VILLAGE OF OAK PARK**

\_\_\_\_\_  
Cara Pavlicek  
Interim Village Manager

Attest:

\_\_\_\_\_  
Teresa Powell  
Village Clerk

**VISIT OAK PARK**

\_\_\_\_\_  
Tom Lynch  
President

Witness  
\_\_\_\_\_



EXHIBIT1

**VISIT OAK PARK  
SCOPE OF SERVICES  
PROGRAM GOALS**

1. **Scope of Services.** The Visitor's Bureau will perform the following services:
  - (A) Promote Village of Oak Park events and tourism attractions on behalf of the Oak Park attractions, including promoting and serving the following:
    - Frank Lloyd Wright Home & Studio
    - Frank Lloyd Wright's Unity Temple
    - Historic Pleasant Home
    - The Arts Center
    - Cheney Mansion
    - Oak Park Conservatory
    - Hemingway Birthplace and Museum
    - Historic Districts
    - Art, Music and Theatre special events
    - Wonderworks: A Children's Museum in Oak Park
    - Historical Society of Oak Park and River Forest
    - Business District Promotions/Shopping
    - Dining in Oak Park-Restaurants
    - Lodging in Oak Park Hotels and Bed & Breakfasts
  - (B) Act as a catalyst to promote the development of additional attractions or other organizations that could potentially develop as a tourist attraction.
  - (C) Publish in print and electronically an annual consumer-marketing brochure. The Visitor's Bureau will place advertising in consumer and trade publications to attract visitors. In addition, the Bureau will develop targeted promotional initiatives to support events and attract diverse audiences as needed.
  - (D) Operate the Visitors Center located at 1010 Lake Street. In general the Center will be open daily to the public and provide information, tourist attraction ticket sales and other services to tourists from 10:00 a.m. to 5:00 p.m. Saturday through Wednesday and from 10:00 a.m. to 6:00 p.m. Thursday and Friday. The Visitors Center will close all day Thanksgiving, Christmas and New Years Day.

- (E) Consult with, and assist, the boards and organizations of specific attractions currently in existence, or to be formed, and owners of retail and commercial businesses which will be promoted by the Visitor's Bureau in order to increase sales due to tourism.
- (F) Offer assistance to tourist attractions, businesses and property owners and make recommendations to the Village of Oak Park to mitigate potential adverse traffic congestion from tourism related events and other tourism related impacts on residential neighborhoods.
- (G) Implement and coordinate the tourism related policies and procedures adopted by the Village of Oak Park related to the movements of buses and other tour operations. The Visitor's Bureau shall be responsible for notifying tour and bus operators and other affected entities or individuals of such policies and procedures.
- (H) Recommend tourism policies to the Village which address the growth of tourism in the Village by working with representatives from all attractions, neighborhoods, and affected areas to develop an overall tourist policy which will address coordination of hours, ticketing, transportation, unified themes and Village tours. The Bureau will especially be cognizant of the effect that tourism can have on adjacent neighborhoods and will work effectively when necessary in addressing the impacts of tourism on adjacent residential areas.
- (I) Facilitate management and marketing opportunities for the variety of attractions and businesses in the Village. The Bureau will require that all new attractions seeking the assistance of the Bureau must submit a development plan for day-to-day management and year-round operation.
- (J) Coordinate and disseminate a master calendar of events to insure a diversity of activity for visitors. A current local central registry for events scheduled for the Village will be maintained on the internet by the Bureau. This registry will be updated daily by proactive solicitation to Oak Park attractions including those listed in **Section A** above and from Oak Park taxing bodies.
- (K) Provide referral services to groups visiting Oak Park needing technical or professional assistance in setting up events in the Village.
- (L) Coordinate and facilitate the development of marketing strategies targeted to expanding small and corporate professional meetings and conventions in Oak Park that include requirements for overnight accommodations.
- (M) Continue its cooperation with the State of Illinois Department of Tourism and other municipal governments in Western Cook County with the objective of obtaining grants, contributions and membership dues from the State and from public and private sources in the other municipalities. The Visitor's Bureau shall also continue to work with public and private groups in its designated service area to develop and promote their tourism attractions as part of an area-wide tourism program.
- (N) Maintain its web site ([www.visitoakpark.com](http://www.visitoakpark.com)). The web site allows Internet users to send the Visitors Bureau a request for information electronically, and the Visitors Bureau shall continue

to respond to these requests. The web site shall be maintained regularly and kept up to date, and be linked to the State of Illinois calendar of events and other local and national promotional sites as warranted.

- (O) Quantify the economic impact of tourism on Oak Park, specifically by conducting the advertising conversion studies and tourism intercept studies required by the State of Illinois. The Bureau will work on methods to document Oak Park spending reports by out-of-town visitors. The Bureau, in partnership with the Village, will explore the feasibility of tracking spending by visitors using any non-personal credit card data that is available. A report of all activities regarding these efforts will be submitted with the June 2013 monthly activity report.
- (P) Cooperate with Chicago area public transit agencies serving Oak Park to promote tourism opportunities within the Village of Oak Park.

**Reporting.** The Visitor's Bureau will submit written monthly activity reports addressed to the Village Manager describing the services it has undertaken to fulfill the Scope of Services. Included in all reports shall be reporting data required by the State of Illinois including but not limited to the following: Number of ad placements with number of responses generated, Number of pieces sent direct mail with number of responses generated, Number of sales/marketing leads generated, Number of contacts made, Number of Bookings made, number of Phone calls generated by promotions and Number of web site inquiries received and answered. The annual report should also include actual financial reports reflecting membership revenues, State of Illinois and private sector grants and donations, and visitors center sales revenue. Finally, the number of Oak Park Visitors Bureau memberships shall be included in the report.

In addition, the Visitor's Bureau shall provide the Village with its annual update to its strategic Marketing and Promotion Plan, and any conversion, intercepts or performance study required by the State of Illinois pursuant to their grant of funds to the Bureau. These studies shall be submitted at the time of or soon after the completion of these documents.

The Visitor's Bureau shall annually provide the Village with performance measurement data outlined in Exhibit 2A. During the term of this Agreement the parties shall cooperate with evaluations in regard to its services under the Agreement. Any evaluation may be quantitative and descriptive and available to both parties. The Village has recently reinstated the performance management program. The Village's M.A.P. Program stands for Measure, Analyze and Perform and will be used to manage and improve Village services within the Village of Oak Park. During 2013, the Contractor agrees that the parties will be reviewing the Scope of Services and Goals set forth in Exhibit 2 and will work to develop performance measurements which are consistent with the Village's M.A.P. for inclusion in the calendar year 2014 operating agreement.

**EXHIBIT 2**  
**ANNUAL PERFORMANCE MEASUREMENTS**  
**VISIT OAK PARK**

- A. Oak Park Attractions Attendance
  - 2012/2013 data and past trends
- B. Oak Park Hotel / Motel Tax Revenue
  - 2012/2013 data and past trends
- C. Latest Estimates of Spending Per Visitor and Extrapolated Visitor related spending
  - from any state required intercept studies
  - from non-personal credit card data as might become available if feasible
- D. Area Occupancy and Tourist Trend Data
  - From hotel tracking provided monthly by Smith Travel Research
- E. COSTS
  - Operating Costs Ratio to Administration, Programs & Capital to be calculated by Village of Oak Park

Visit Oak Park  
2013 Funding Schedule

<u>Month</u>	<u>Payment</u>	<u>Cumulative Total</u>
January	\$48,000	\$48,000
February	\$15,500	\$63,500
March	\$15,500	\$79,000
April	\$15,500	\$94,500
May	\$15,500	\$110,000
June	\$15,500	\$125,500
July	\$38,000	\$163,500
August	\$29,000	\$192,500
September	\$16,250	\$208,750
October	\$16,250	\$225,000

Total Funding = \$225,000

TGL

11/2/12

Revised November 12, 2012

### **Addendum to Agreement**

The Contractor agrees to comply with the terms and conditions set forth herein. Any violation of these terms or conditions shall subject the Contractor, at the Village's discretion, to possible contract termination or suspension of payments in accordance with Section 10 of the Agreement, entitled "Termination of Agreement or Suspension of Payment."

#### **A. Conflicts of Interest and Standards of Conduct.**

The Contractor shall adhere to the following provisions relating to Ethics and Conflicts of Interest or to such equivalent policies of the Contractor as has been reviewed and approved by the Village in accordance with the section of the Agreement entitled "Adherence to Village Policies." For purposes of this policy, the term Organization shall refer to the legal entity which is a party to the Contract with the Village.

#### **Conflicts of Interest and Standards of Conduct**

1. Compensation. Members of the Board of Directors shall serve without salary, but the Board of Directors may authorize payment of the reasonable expenses incurred by Directors in the performance of their duties.
2. Impartiality: Every Director and employee shall perform his or her duties with impartiality and without prejudice or bias in furtherance of the goals, objectives and contractual obligations of the Organization. No Director or employee shall, in the performance of his or her duties on behalf of the Organization, grant or make available to any person or entity, including other directors or employees of the Organization, any consideration, treatment or service beyond that which is available to every other similarly situated person or entity served by the Organization.
3. Conflict of Interest: No director or employee shall engage in any business transaction or shall have any financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of the Director's official duties in the interest of the Contractor or which may tend to impair his/her independence of judgment or action in the performance of his/her official duties.

4. Interest in contracts: No director or employee shall have any financial or personal interest, directly or indirectly, in any contract, work or business with the Organization except that a Director may provide materials, merchandise, property, services or labor under the following circumstances:

- a. The contract is with a person, firm, partnership, association, or corporation in which the Director has less than a 7.5% share in the ownership, and the aggregate of any contracts awarded to the Director or the Director's firm, association, partnership or corporation under this subsection (b) during the same fiscal year does not exceed \$25,000; or
- b. The contract does not exceed \$2,000, and the aggregate of any contracts awarded to the Director or the Director's firm, association, partnership or corporation under this subsection (a) during the same fiscal year does not exceed \$4,000; or
- c. The contract is with a person, firm, partnership, association or corporation in which the Director has less than a 1% share in ownership; or
- d. The Organization is not a party to the contract, and the contract is rather with a person or entity served by the Corporation as a part of its corporate purpose;

Any contract awarded under this Section 4 must comply with the Organizations policies concerning competitive bidding and outreach to women and minority business enterprises.<sup>1</sup>

5. In the event that the Board of Directors considers taking any action, including but not limited to entering into a contract in which any Director has any financial or personal interest, direct or indirect, which may reasonably tend to impair the Director's independence of judgment or action in the best interests of the Organization, the Director shall:
  - a. Before consideration of the proposed action, publicly disclose any such interest to the Board of Directors; and
  - b. Refrain from evaluating, recommending, approving, deliberating or otherwise participating in negotiation, approval or both of the contract or work; and
  - c. Abstain from voting on the proposed action; and
  - d. The contract must be approved by a majority of the Board of Directors.

For purposes of this Section, personal interest shall include the financial interest of the spouse and minor children of the Director, but shall not include any interest that

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<sup>1</sup> NOTE: The exceptions in Section 4 are drawn from 65 ILCS 5/3.1-55-10.

a Director may have in a proposed general policy of the Corporation solely by virtue of his business or profession.<sup>2</sup>

6. Disclosure and/or Use of Confidential Information: No Director or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Corporation or use such information to advance the financial or other private interest of the Director, or employee or others.
7. Corporate Property: No Director or employee shall request, permit or engage in the unauthorized use of Corporate-owned funds, vehicles, equipment, materials or property of personal convenience or profit.

## **B. Procurement Policy.**

The Contractor agrees to adhere to the provisions set forth below relating to the procurement of goods and services which are funded, in whole or in part, by the Village or through the Village as funding agent, or such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with Section 5 of the Agreement, entitled "Adherence to Village Policies."

1. **All Contracts For Goods and Services Require the Approval of the Board of Directors; Exceptions.** No contract shall be made for goods or services when the total cost exceeds ten thousand dollars (\$10,000.00), unless such contract shall have been authorized by the Board of Directors. Whenever the total cost of such contract shall not exceed, in any one case, one thousand dollars (\$1,000.00), the Executive Director or his/her designee (hereinafter "Executive Director"), without such previous authorization, shall cause the same to be purchased upon his/her written order; and further provided that when the total cost thereof shall exceed one thousand dollars (\$1,000.00) but shall not exceed ten thousand dollars (\$10,000.00), the Executive Director may cause the same to be purchased without previous authorization in like manner, but the Executive Director shall first obtain in writing, whenever possible, at least three (3) informal quotes to furnish same, which quotes shall be attached in every case to the accounts payable vouchers authorizing payment for such goods or services and filed with the financial records of the Contractor. All contracts shall be let to the lowest responsible bidder, provided that any and all informal quotes for equipment, supplies or repair work may be rejected by the Executive Director if the character or quality of the goods or services does not conform to requirements. In determining the lowest responsible bid or quote, other factors, in addition to cost, such as experience, availability, expertise,

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<sup>2</sup> NOTE: The final sentence in Section 5 is intended to ensure that board members who may be landlords, realtors, bankers, etc. are not prevented from voting on general corporate policies that may have some impact, direct or indirect, on all members of that profession.



resources, work history with the Corporation, work history with others, quality of work and ability to meet all specifications and/or requirements of the Corporation may be taken into consideration and may form the basis for an award of contract. Many of these factors will have increased significance when considering the award of contracts for professional services.

2. **Contracts Which Require the Use of the Formal Bidding Process.** Except as set forth in Paragraph 3 below, when the total cost of a contract for goods, materials, equipment, supplies or construction work is expected to exceed ten thousand dollars (\$10,000.00), the Executive Director or his/her agent shall issue a call for bids which shall be formally advertised. All such bids for construction work shall require a bond for the faithful performance of the work.

All contracts for which bids are required shall be let to the lowest responsible bidder within the judgment of the Board of Directors, provided that any and all bids received in response to an advertised call for bids may be rejected by the Board of Directors if the character or quality of goods, materials, equipment, supplies or construction work does not conform to the specifications and/or requirements set forth in the call for bids.

3. **Exception to Bid Requirements for Urgent Materials or Repairs; Lack of Competition and Inability to Draft Adequate Specifications; Bid Waiver.** In cases of urgently needed materials or urgently needed repairs which are expected to exceed ten thousand dollars (\$10,000.00), the Executive Director is authorized to obtain such materials and/or services through a negotiated contract without formal advertising when it is in the best interest of the Corporation and it is impractical to convene a meeting of the Board of Directors. If it is practical to convene a meeting, the Board of Directors shall be required to waive the bidding requirement and approve such a negotiated agreement.

Such negotiated contracts may also be approved by the Board of Directors when (1) the contract is for professional services, (2) it is impractical to secure competition, or (3) it is impossible to draft adequate bid specifications. The Executive Director or his/her designee shall, however, whenever possible, obtain in writing at least three (3) informal quotes to furnish same.

Bidding in all instances may be waived by a two thirds (2/3) vote of the Board of Directors.

4. **Procedure for Advertising for Bids.** Whenever any formal bids are required, as stated above, the Executive Director or his/her authorized agent shall advertise in some newspaper published in the Village and/or in such other newspaper of general circulation as, in his/her judgment, may be desirable. A plan or profile of the work to be done, accompanied by specifications for doing the same and specifications for material, supplies or equipment to be furnished, shall be first placed on file in the office of the Executive Director or his/her authorized agent before any such

advertisement shall be made, which plan, profile and specifications for goods, material, supplies, equipment or construction work shall at all times be open for public inspection. Such advertisement shall be published not less than ten (10) days before the day fixed for opening such bid, and shall state the work to be done, or material, supplies or equipment to be furnished, and the time and place for the filing and the opening of the sealed bids.

**5. Filing of Bids; Deposit Accompanying Bids, Preservation and Opening of Bids.**

In all cases, the formal bids under the preceding section shall be sealed bids and directed to the Executive Director. A bid deposit may be required, the amount of which shall be fixed by the Executive Director but which shall not exceed five percent (5%) of the estimated cost of the work or material to be furnished, not less than the sum of twenty-five dollars (\$25.00). Such bid deposit shall be in the form of a cashier's check, a certified check, or at the discretion of the Executive Director, a bid bond. Checks shall be drawn upon a bank in good standing, payable to the order of the Corporation and shall be forfeited to the Corporation in the event the bidder shall neglect or refuse to enter into a contract and bond when required, with approved sureties, to execute the work or furnish the material for the price mentioned in his/her bid and according to the plans and specifications in case the contract shall be awarded to him/her. Bids shall be opened at the hour and place mentioned in the notice.

**6. Contracts to be Executed in Writing.** All contracts, whether for work or materials, shall be executed in writing and in duplicate by the President of the Board of Directors or the Executive Director and shall be signed by the contractor. One original so executed shall be kept and filed in the Corporate offices and the other shall be given to the contractor. All contracts and bonds so taken shall be in the name of, and run to, the Corporation.

**7. Contractors' Bonds.** Whenever any construction work, expected to be in excess of ten thousand dollars (\$10,000.00), is let by contract to any person or entity, the Corporation shall, in all cases, take a bond from such person or entity with good and sufficient sureties, licensed in the State of Illinois to be approved by the Board of Directors, in such amount as shall not only be adequate to insure the performance of the work in the time and manner required in such contract, but also to save and indemnify and keep harmless the Corporation against all liabilities, judgments, costs and expenses which may in any manner accrue against the Corporation in consequence of granting such contract or which may in any manner result from the carelessness or neglect of such person, or entity or its agents, employees or workers in any respect whatever.

**8. Bid Tabulation.** The Contractor shall prepare a spreadsheet for each separate contract over ten thousand dollars (\$10,000.00) for goods and services awarded by it. Each spreadsheet shall name and identify all entities submitting bids or proposals on specific contracts by name and address, describe the goods provided or the work performed, set forth the cost, fee or amount proposed by each such entity

in response to the call for bids or request for proposals or quotes, the name and address of the entity who was awarded the contract, and the reasons therefore. The Contractor shall submit copies of all such spreadsheets to the Village on a quarterly basis as a part of the general quarterly reporting process required under this agreement.

### **C. Diversity Statement**

In 1997, the Village of Oak Park first adopted what is now known as the Village's "Diversity Statement." Every new Village Board elected since that time has readopted this Diversity Statement incorporating amendments over time which have added to the Statement's scope and strength.

Attached hereto as Exhibit "A," and made a part hereof, is the Diversity Statement adopted by the President and Board of Trustees of the Village of Oak Park in 1997 and amended in 2011.

The Contractor, as a Partner Agency of the Village of Oak Park, agrees to adhere to the Diversity Statement, attached hereto as Exhibit "A" with regard to diversity, or such equivalent policy of the Contractor as is reviewed and approved by the Village in accordance with that section of the Agreement entitled "Adherence to Village Policies." In carrying out its commitment to diversity, as set forth in the Diversity Statement, the Contractor agrees to use its best efforts to affirmatively recruit qualified women and minority candidates to fill vacant positions within its organization and to use its best efforts to affirmatively recruit qualified MBE and WBE businesses to participate in the Contractor's process of contracting for goods and services.

The Village shall, upon request, provide the Contractor with the names of known minority and women-owned businesses and business referral agencies.

The Contractor shall annually submit to the Village an E.E.O. Report, the format of which is attached as Exhibit "B," showing the breakdown of its employees by race, sex and job classification. In addition, the Contractor will report the race, sex and job classification for any new employees hired during the preceding year and indicate the general efforts which were made by the Contractor during the course of the previous year to recruit qualified women and minority candidates for such position(s).

The Contractor shall also provide a report to the Village, on an annual basis, which indicates the number of contracts and the dollar value of contracts for goods and services which it let during the preceding year and the number of contracts, the dollar value of contracts and the percentage of the total dollar value of contracts for goods and services which have been let to women and minority contractors.

This report shall also contain a section setting forth the general efforts made by the Contractor/ Partner Agency during the course of the previous year to affirmatively recruit women and minority businesses to participate in the contracting process.

The Contractor's E.E.O. employment and contracting reports for the entire preceding year shall be submitted as a part of the regular quarterly report submitted for the fourth quarter of the year.

**D. Drug Free Workplace.**

The Contractor agrees to adhere to the following policy related to a drug free workplace or such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with Section 5 of the agreement, entitled “Adherence to Village Policies.”

The content of the notice set forth below sets forth the policy of the Village with regard to the Village as a drug free workplace. The Contractor shall post the following notice or its own equivalent policy in a conspicuous location on the Contractor’s premises where it will be visible to all employees, or provide a copy of the following notice or its own equivalent policy to each employee. Any such notice or policy posted or provided to employees shall name the Contractor and the individual or position which fulfills the “Human Resources Director” position, where indicated.

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**NOTICE OF A DURG-FREE WORKPLACE**

All employees should be aware pursuant to Illinois and United States law and the personnel manual that the (Name of Contractor) is a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance as defined in Illinois law at 720 ILCS 570/201 et. seq. and United States law at 41 U.S.C.A. 701-707 is prohibited at the workplace and by any employee of (Name of Contractor). Any violation will subject the employee to dismissal from employment. As a condition of employment, an employee convicted of any drug statute occurring at the workplace, must notify the (Human Resources Director) within five (5) days of the conviction. Failure to so notify the (Human Resources Director) is grounds for dismissal from employment.

**E. Sexual Harassment Policy.**

The Contractor agrees to adhere to the sexual harassment policy set forth below or to such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with that Section of the agreement entitled "Adherence to Village Policies."

**SEXUAL HARASSMENT POLICY**

Sexual harassment is illegal and against the employment policy of the (Name of Contractor).

Any employee found by the (Name of Contractor) to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action, up to and including termination.

"Sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment may include, but are not limited to:

- Verbal: Sexual innuendo, suggestive comments, insults, threats, jokes about gender specific traits, or sexual propositions;

- Non-Verbal: Making suggestive or insulting noises, gestures, leering, whistling or obscene gestures; and
- Physical: Touching, pinching, brushing the body, coercing sexual intercourse or assault.

An employee who believes he or she had been the subject of sexual harassment shall report the alleged conduct immediately to the Contractor's Human Resources Director, Executive Director or such other employee, other than the alleged harasser, as may be designated by the Contractor. The information will then be forwarded to the CEO/ Manager/ Director. A confidential investigation of any complaint will be undertaken by the Human Resources Director or such other officer or employee designated by the Executive Director.

Retaliating or discriminating against an employee for complaining about sexual harassment is prohibited. Any employee found by the (Name of Contractor) to have retaliated or discriminated against an employee for complaining about sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

The (Name of Contractor) recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all the evidence received. The (Name of Contractor) also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. We trust that all employees will continue to act in a responsible and professional manner to establish a working environment free of sexual harassment.

**F. Domestic Partnership Program.**

The Contractor/Partner Agency agrees to adhere to the Domestic Partnership Program attached hereto as Exhibit "C" and made a part hereof as a program for the benefit of employees of the Contractor or to such equivalent Contractor policy as has been reviewed and approved by the Village in accordance with that section of the agreement entitled "Adherence to Village Policies."

The Village will assist the Contractor with the implementation of the Program at the Contractor's request.

The Village agrees to save and hold harmless, protect and defend the Contractor, its employees, Board Members and other agents, from any and all costs, losses, suits for damage or other relief, damages, rights, claims, demands or actions resulting from or in any way arising out of the actions or operations of the Contractor or its agents in approving or carrying out or fulfilling the terms of the Domestic Partnership Program required herein and to pay all costs, including attorneys' fees, of any involvement in any litigation or administrative proceedings or other legal actions based thereon. The obligations of the Village, set forth hereinabove, shall survive any termination of the agreement between the Contractor and the Village.

**G. Compliance with Employment Laws.**



The Contractor hereby certifies that it will perform the services in compliance with all applicable federal and state employment laws, including but not limited to all laws prohibiting discrimination in employment.

**H. Compliance with H.U.D. Guidelines.**

In the event that the Contractor is a recipient of Community Development Block Grant (C.D.B.G.) money under the terms of this agreement, the Contractor hereby confirms its adherence to and compliance with all Department of Housing and Urban Development rules, regulations, and guidelines adopted in relation to the administration of such C.D.B.G. funds.

## Commercial Lease

**TERM OF LEASE:**                                **Beginning:**   January 1, 2013  
  **Ending:**       December 31, 2013

**ANNUAL RENT:**                                \$0.00

**LOCATION OF PREMISES:**               1118 Westgate

**LESSOR**

Village of Oak Park  
123 Madison Street  
Oak Park, IL 60302

**LESSEE**

Visit Oak Park  
1118 Westgate  
Oak Park, IL 60301

---

This lease is entered into on December \_\_\_\_\_, 2012 by and between the **Village of Oak Park**, 123 Madison St., Oak Park, IL 60302, acting through its President and Board of Trustees, and **Visit Oak Park**, 1118 Westgate, Oak Park, IL 60302, an Illinois Not for Profit corporation, for the use of Village owned property at 1118 Westgate, Oak Park, IL (the Premises) in connection with the quasi-governmental operations of Visit Oak Park.

In consideration of the mutual covenants and agreements herein stated, the Village agrees to lease the Premises to Visit Oak Park and Visit Oak Park agrees to lease the Premises from the Village upon the terms and conditions set forth below.

**A.     Term**

The term of this lease begins on January 1, 2013 and ends on December 31, 2013.

**B.     Rent**

There shall be no payment of rent by Visit Oak Park, as the Village is providing this lease as part of a partnership agreement between the Village and Visit Oak Park to fund and otherwise support Visit Oak Park's performance of the quasi-governmental Scope of Services described in the partnership agreement between the parties.

**C.     Use**

Visit Oak Park shall use the Premises for the purpose of conducting activities to promote tourism in the Village of Oak Park and surrounding communities. Visit Oak Park shall neither sublet the Premises or any part thereof, nor assign or pledge this Lease, as security or otherwise, nor permit by any act or default any transfer of its interest by operation of law, nor offer the Premises or any part thereof for lease or sublease, nor permit the use thereof for any purpose other than the above mentioned, without in each case the written consent of the Village.

**D.     Maintenance and Upkeep**

1. Visit Oak Park shall keep the Premises and appurtenances thereto in a clean, orderly and attractive condition.
2. The Village shall provide routine maintenance and repairs to the Premises.

3. If major repairs to the premises are required, the Village will have the sole discretion to determine whether to make the repair. If the repair is necessary in order to render the Premises habitable, the Village shall have the right to determine not to make the repair and to terminate this lease.

#### **E. Right of Entry**

Visit Oak Park shall allow the Village and its staff access to the Premises at all times during normal business hours for the purposes of making repairs and for the purposes of showing the Premises to prospective tenants. Between the hours of 5:00 p.m. to 9:00 a.m. and on weekends, should the Village need access to the Premises, it will provide 24 hours prior notice to Visit Oak Park by telephone or email, provided, however, that if access is needed due to an emergency repair, the Village will have the right to access the Premises immediately and will notify Visit Oak Park of its entry on to the Premises as soon thereafter as is practicable.

#### **F. Alterations**

Visit Oak Park shall not make alterations to the Premises without the prior written consent of the Village. In no case shall Visit Oak Park engage any contractor for work on the Premises, and if it does engage any contractor for any purpose, must notify the contractor that it has no right to place any mechanics lien on the Premises.

#### **G. Termination**

1. Both the Village and Visit Oak Park shall each have the option to cancel this lease by written notice served upon the other party at least six (6) months prior to the termination of the lease. No reason to cancel this lease need be given or exist.
2. The Village has the right to terminate the lease if major repairs are needed to Premises in order to render it habitable, in which case the Village may terminate the lease with 14 days notice.
3. This lease may be cancelled upon 30 days notice at the option of the Village if Visit Oak Park, or any successor entity, fails to remain an Illinois not-for-profit corporation or fails to continue to perform the services listed in the Scope of Services under the partnership agreement between the parties.

Upon termination of the lease, by expiration of its term or otherwise, Visit Oak Park shall quit the Premises and yield possession of the Premises back to the Village in the same condition of cleanliness, repair and sightliness as at the date of the execution of this lease, loss by reasonable wear and tear excluded.

#### **H. Renewal**

The Village and Visit Oak Park shall have the option to renew this lease after December 31, 2013 for additional one year terms.

#### **I. Holding Over**

If, upon termination of this lease and the Village's notification to Visit Oak Park to surrender possession of the Premises to the Village, Visit Oak Park fails to surrender possession of the Premises to the Village, Visit Oak Park will be considered a hold over tenant, which tenancy shall be on a month to month basis. If Visit Oak Park holds over for more than three months, rent will be charged at market rates.

**J. Insurance**

The Village shall insure or self-insure the Premises against property casualties such as fire, flood or other hazard. Visit Oak Park shall be responsible for insuring the contents of the building.

**K. Taxes**

Visit Oak Park agrees that if their use of the Premises results in the imposition of any ad valorem property taxes, including but not limited to special service area taxes, Visit Oak Park will be responsible for the payment of those taxes.

**L. Waiver of Claims and Hold Harmless**

To the fullest extent allowed by law, the Village shall not be liable for any loss of property or defects in the Premises, or any accidental damages to the person or property of the Visit Oak Park in or about the Premises, from water, rain or snow which may leak into, issue or flow from any part of the Building or the Premises, or from the pipes or plumbing works of the same. Visit Oak Park hereby covenants and agrees to make no claim for any such loss or damage at any time.

**M. Cooperation**

The parties to this agreement acknowledge the mutual benefits to be derived from this Lease and agree to work in good faith and full cooperation with each other to resolve any and all disputes.

**N. Severability**

Should any term of this lease be deemed illegal or unenforceable, the remainder of the terms shall remain in effect.

**In Witness Whereof**, the parties agree to the terms of this lease as evidence by their signature affixed below.

**Village of Oak Park**

**Visit Oak Park**

BY: \_\_\_\_\_

Cara Pavlicek  
Interim Village Manager

BY: \_\_\_\_\_

Thomas Lynch  
President

REVIEWED AND APPROVED  
AS TO FORM

DEC 06 2012  
  
LAW DEPARTMENT

**VILLAGE OF OAK PARK**  
**AGENDA ITEM COMMENTARY**

J(6)

**Item Title: Resolution Authorizing the Execution of Agreement between the Village of Oak Park and the Oak Park Development Corporation in the amount of \$380,000 for 2013**

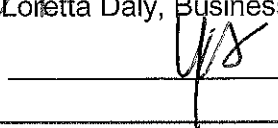
**Resolution No.** \_\_\_\_\_

**Date of Board Action** 12/10/12

**Staff Review:**

  
Loretta Daly, Business Services Manager

Village Manager's Office



**Item History:** In the past years prior to 2007, contracts between the Village of Oak Park and the Oak Park Development Corporation utilized both General Corporate Funds and Community Development Block Grant funds. In 2007 at the request of OPDC, the use of CDBG Funds was eliminated. The attached Scope of Services that is incorporated into the contract delineates duties and responsibilities for all funded OPDC programs.

**Item Policy Commentary:** The Village has provided funding to OPDC since its creation in the 1970's. The contract for General Funds presented for 2013 reflects an overall decrease in General Funds of \$18,000 over 2012, consisting of an \$18,000 \$13,000 decrease in general administration, a \$3,900 decrease in Loan Interest Subsidy, and a \$1,100 decrease in non-TIF Grants. Performance measures are also included in this contract, however the 2013 Agreement stipulates participation in the new Performance Management Program (MAP). Reporting requirements will remain monthly and quarterly per the current agreement.

In addition to the General Funds allocated to OPDC, \$50,000 is TIF Funds from the Madison St. TIF are also available to OPDC throughout 2013.

**Program Change:** The Micro Loan and Loan Programs are currently under review, with recommended revisions coming to the Board for review and approval in early January. The 2013 agreement recognizes that these programs are not currently being implemented and allows for a reduction in funding levels until amended agreements are executed.

**Item Budget Commentary:** The 2012 budget included \$348,000 from the General Fund for program administration as well as Grant and Loan Interest Subsidy programs. Additionally, \$50,000 was included from the Madison St. TIF fund for façade grant activities. The attached distribution schedule details the Village's General Fund obligations of \$330,000 toward OPDC general administration programs, as well as the \$50,000 allocation from the Madison St. TIF Fund for the Façade Grant Program. As in previous years, the contract indicates whether the Village provides funding on a monthly basis or remits reimbursement based upon actual expenditures incurred for a particular program.

**Proposed Action:** Approve the resolution.

**RESOLUTION  
AUTHORIZING EXECUTION OF AGREEMENT BETWEEN  
THE VILLAGE OF OAK PARK AND  
THE OAK PARK DEVELOPMENT CORPORATION FOR 2013**

**BE IT RESOLVED** by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois that the Village Manager is hereby authorized and directed to enter into a funding and service agreement with the Oak Park Development Corporation. The agreement shall conform substantially to that attached hereto as Exhibit A and made a part hereof.

**THIS RESOLUTION** shall be in full force from and after its adoption as provided by law.

**ADOPTED** this 10th day of December, 2012 pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by me this 10<sup>th</sup> day of December, 2012.

---

David G. Pope  
Village President

**ATTEST:**

---

Teresa Powell  
Village Clerk

**CONTRACT FOR SERVICES BETWEEN  
THE VILLAGE OF OAK PARK AND  
THE OAK PARK DEVELOPMENT CORPORATION**

THIS AGREEMENT is entered into by the Village of Oak Park, 123 Madison St., Oak Park, IL 60302, a municipal corporation (hereinafter referred to as the "Village") and the Oak Park Development Corporation (OPDC), 104 N. Oak Park Avenue, Oak Park, IL 60301, an Illinois not-for-profit corporation (hereinafter referred to as "Contractor").

**1. Term of Contract**

This contract shall commence on January 1, 2013, and shall terminate on December 31, 2013, unless earlier terminated by the parties in accordance with the terms of this agreement.

**2. Contract Amount and Payment Schedule**

In consideration of the Contractor providing the services set forth in this agreement, the Village agrees to pay the Contractor in accordance with the payment schedule included in the Scope of Services attached hereto as Exhibit 3 subject to approval of invoices and the receipt of other required documentation including, but not limited to, all reports required herein.

**3. Scope of Services**

The Contractor shall perform the services and make a good faith effort to achieve the goals set forth in the Scope of Services attached hereto as Exhibit 1 and made a part hereof.

**4. Compliance With Law**

The Contractor, in performing this agreement, shall:

- a. Not discriminate against any worker, employee, or applicant, or any member of the public because of race, religion, disability, creed, color, sex, age, sexual orientation, status as a disabled veteran or Vietnam era veteran, or national origin, nor otherwise commit an unfair employment practice; and
- b. Take affirmative action to ensure that applicants are employed without regard to race, religion, handicap, creed, color, sex, age, sexual orientation, status as a disabled veteran or Vietnam era veteran, or national origin, with such affirmative action, including but not limited to the following: employment, upgrading, demotion

or transfer, termination, rates of pay, other forms of compensation, or selection for training, including apprenticeship.

- c. The Contractor agrees and authorizes the Village to conduct reviews and conduct other procedures or practices to assure compliance with these provisions. The Contractor agrees to post, in conspicuous places available to employees and applicants for employment or distribute to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- d. The Contractor agrees not to violate any laws, State or Federal rules or regulations regarding a direct or indirect illegal interest on the part of any employee or elected official of the Contractor in the agreement or payments made pursuant to this agreement.

**5. Adherence to Village Policies**

The Contractor hereby agrees to adhere to the policies set forth in the Addendum to the Agreement, attached hereto as Exhibit 4, or, in the alternative, agrees to adopt policies of its own which are in substantial compliance with the policies set forth in the Addendum attached hereto as Exhibit 4.

All such Contractor policies require prior review and approval by the Village before the Contractor can substitute adherence to its own policies for adherence to the Village policies set forth in Exhibit 4. Such policies may be submitted to the Village for review and approval prior to the execution of this agreement or at any time during the term of this agreement.

The Village shall provide the Contractor with timely written approval or disapproval of all such policies submitted by the Contractor. Disapproval shall be accompanied by the specific reasons why the submitted policy is not in substantial compliance with the Village policy set forth in Exhibit 4. The Contractor may revise and resubmit policies to the Village for review and approval. Approval shall not be unreasonably withheld by the Village.

The Contractor shall be obligated to adhere to the policies set forth in Exhibit 4 until such time as its own written equivalent policy or policies have been filed with and approved by the Village.



The Contractor shall be obligated to submit any change in, or amendment to, such approved policy during the term of this agreement to the Village for its approval in the same manner as if it were submitting an entire new policy to the Village for its review and approval.

**6. Personnel**

The Contractor represents that it has or will secure all personnel and consultants necessary to perform the services required of it under this agreement. All of the services required hereunder will be performed by the Contractor, or under its supervision, and all personnel engaged in the work shall be fully qualified to perform such services.

**7. Submittal of Budget**

On or before August 1<sup>st</sup>, the Contractor shall submit to the Village for review the Contractor's proposed budget for the following calendar year. The Village will review the Contractor's request for funding with the final funding decision being approved by the Village's President and Board of Trustees. The Contractor's annual budget request shall be accompanied by an updated organizational chart listing positions currently filled with current salaries, vacant positions with prior salaries and reflecting the current internal reporting structure of the organization.

**8. Audits and Inspections**

- a. Upon reasonable request, during normal business hours, the Village may examine, and the Contractor shall make available, all of its records used in the preparation of its progress and activity reports to the Village with regard to all programs which are funded in total or in part by the Village or through the Village as funding agent. The Contractor shall permit the Village to audit, examine, and make excerpts or transcripts from such records, and to make audits of all payroll and other expenses of the Contractor with regard to such programs. The Contractor shall also provide, upon reasonable request, documentation of such program expenditures as the Village deems necessary.
- b. The Contractor shall provide the Village with an annual audited financial statement. The report shall be prepared by an independent accounting firm and shall be conducted in accordance with generally accepted auditing standards.

The audited annual statement shall be due within six (6) months after the end of the Contractor's fiscal year. The Contractor shall provide such additional information as the Village Manager or his or her designee may require after review of the submitted audited annual statement.

Upon the timely request of the Contractor, the Village will provide the Contractor with any direction and guidance the Contractor may require with regard to the preparation of the annual audited financial statement.

**9. Reports**

The Contractor will submit the following reports to the Village:

- a. A quarterly written report describing the activities it has undertaken to fulfill the Scope of Services and goals set forth in Exhibit 1. The report shall be submitted to the Village Manager by the 15<sup>th</sup> of the month following the end of each quarter and shall contain, at a minimum, the information required in the Scope of Services.
- b. A quarterly financial report regarding program activities.
- c. An annual performance measurement report as set forth in Exhibit 2. The annual report will be due on or before February 15 of each year.
- d. A monthly Cash Disbursement Report of OPDC administrative activities.
- e. The annual audited financial statement referenced in Section 8 above.

All reports required in this section shall be submitted to the Village Manager or his or her designee with a copy to the Village's Chief Financial Officer.

**10. Termination of Agreement or Suspension of Payment**

- a. The Contractor hereby acknowledges that the Village's President and Board of Trustees may review the performance criteria of the various agencies receiving funds from the Village during the term of this agreement, which may result in amendment to the funding provided by this agreement during the contract year.
- b. This agreement may be terminated without cause by either party by either party providing ninety (90) days written notice of its intention to terminate the agreement to the other
- c. During the term of this agreement, the Village may terminate the agreement for cause or suspend payments of grant funds due to: 1) use of funds in a manner

inconsistent with the scope of services; 2) failure by Contractor to submit required reports; 3) submission by Contractor of incorrect or incomplete reports; or 4) Contractor's failure to perform in accordance with the agreement.

- d. In the event the Village elects to terminate this agreement for cause or to suspend payments under this agreement for any reason stated in this Agreement, the Village shall provide written notice to Contractor of its intention to terminate the agreement for cause or suspend payments if the Contractor fails to cure the noted deficiency within thirty (30) days after receipt of the notice of deficiency. The written notice shall provide the Contractor with a description of the alleged deficiency, and shall state a time and place wherein Contractor shall be afforded the opportunity to refute the statement of deficiency set forth in the notice prior to the Village's termination of suspension of payments. The Village Manager or his or her designee shall be present at this meeting and shall make the determination as to whether or not the Village will terminate the agreement or will continue, suspend, or terminate payments. If Contractor fails to adequately refute the alleged deficiencies, or fails to correct the deficiency(ies) within thirty (30) days of receipt of the notice or within such other time frame agreed upon by the Village and Contractor, or if the same deficiency continues to reoccur, the Village may terminate or suspend the payment of funds.

#### **11. Notices**

All notices required by this agreement shall be delivered either personally or by certified and regular mail to the Village by delivering or mailing same to the Village Manager at 123 Madison Street, Oak Park, Illinois 60302 and to the Contractor by delivering or mailing same to the Contractor's President at 104 N. Oak Park Avenue, Oak Park, Illinois 60301. Notice by mail shall be deemed delivered three business days after the postmarked date of mailing.

#### **12. Return of Unused Funds to Village After Termination of Agreement or Dissolution of the Contractor's Corporation**

Upon the dissolution of the Contractor's corporation or termination of this agreement, any unused funds of the Contractor originally provided by the Village shall be immediately returned to the Village. Funds which have already been obligated by the Contractor at the time of the dissolution of the Corporation or at the time of the Contractor's receipt of the

Village's notice to terminate the agreement, shall not be considered as "unused funds" for purposes of this section. Upon dissolution, Contractor shall notify the Village of the name and contact information of the individual who will be responsible for winding up their corporate affairs.

**13. Assignment**

The Contractor shall not assign this agreement or any part thereof and the Contractor shall not transfer or assign any Funds provided hereunder or claims due or to become due hereunder without the written approval of the Village having first been obtained.

**14. Conflict of Interest**

OPDC agrees to follow the conflict of interest policy set forth in Exhibit 4. OPDC further covenants that in the performance of this agreement, no person having such a conflict of interest shall be employed by the Contractor.

**15. Amendments**

This agreement and the attachments and exhibits referenced herein, constitute the entire agreement between parties.. Except as provided in Section 10(a), no modifications, additions, deletions, or the like, to this agreement shall be effective unless and until such changes are agreed to in writing by the parties.

**16. Headings**

The section headings of this agreement are for convenience and reference only and in no way define or describe the scope of intent of this agreement and should be ignored in construing or interpreting this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

**VILLAGE OF OAK PARK**

**ATTEST**

\_\_\_\_\_  
Cara Pavlicek  
Interim Village Manager

\_\_\_\_\_  
Teresa Powell  
Village Clerk

REVIEWED AND APPROVED  
AS TO FORM

DEC 04 2012  
  
LAW DEPARTMENT

**OAK PARK DEVELOPMENT CORP**

Witness:

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Sara J.R. Faust, President

---

Clair Malo, Office Manager

**EXHIBIT 1**  
**OAK PARK DEVELOPMENT CORPORATION**  
**SCOPE OF SERVICES**

**I. Business Attraction, Retention, Marketing and Economic Development Advocacy**

**A. General Administrative Support Services**

1. Retail & Commercial Recruitment, Site Location and Technical Assistance Program:

OPDC will act as the key retail and commercial recruitment agent for the Village of Oak Park. It will utilize available studies, its partnership with the Village, and market knowledge to identify and pursue retail and commercial businesses and to work with those businesses and commercial property owners to establish new business uses in the Village. OPDC, in partnership with the Business Services Manager and Village Planner, will develop a Retail & Commercial Recruitment Strategy Plan in January of each year. The plan will be presented to the Village Manager for review and approval. OPDC and Village staff, designated by the Village Manager, shall hold monthly status meetings to review all recruitment activities, and to make any necessary adjustments to the plan on an ongoing basis.

OPDC will conduct activities to reduce commercial property vacancies, provide counseling to property and business owners, and aid in promoting the rehabilitation of commercial space. OPDC will provide site location to prospective business, and leasing assistance, technical assistance and counseling for property owners.

OPDC will not negotiate Village provided financial incentives, outside of OPDC approved programs, with potential businesses without the prior written agreement of the Village Manager.

OPDC will report to the Village on a quarterly basis the address and square footage of properties leased or sold to new or relocated businesses, and its recruitment activities, advocacy efforts, and changes in the property listings.

2. Maintain Current Property Listing:

OPDC will maintain a web based inventory of vacant commercial property (retail and office) for sale or lease within the Village and provide a report listing each quarterly. OPDC will manage and keep current the inventory using the "Location One", or similar proprietary web site provided at no cost by the Illinois Department of Commerce and Economic Opportunity. OPDC will make a quarterly report to the Village reflecting changes to the listings in the past quarter.

3. Economic Development Advocacy:

OPDC will act as an advocate for business and will provide testimony and/or comments to the Plan Commission, Liquor Control Review Board, the Village Board of Trustees and such other bodies as may be appropriate.

From time to time, OPDC, at the request of the Village Manager or Staff Liaison, will provide analysis and input on development projects.

4. Neighborhood Business Association Liaison:

To maintain communication and a connection with the business district associations, OPDC will attend the regularly scheduled Business Association Council meetings as well as district association meetings.

5. Developer Recruitment on Village properties:

OPDC will provide input on proposed development projects at the request of the Village Manager or Designated Staff Liaison. OPDC will not negotiate or solicit major development projects on Village owned property without the participation of the Village. OPDC will notify the Village Manager or his or her designee of all developer recruitment efforts it conducts or developer inquiries it receives. OPDC will obtain approval from the Village Manager before entering into negotiations with developers on Village owned properties.

6. Neighborhood Business Surveys and Market Analysis:

OPDC may complete neighborhood business surveys and market analyses in business districts to better understand the current market and opportunities for development. The Village will be given an opportunity for input into the survey development and distribution. OPDC will present/provide findings of any

analyses it conducts or has conducted regarding neighborhood business surveys or market analysis in a timely fashion. The Village will provide OPDC with its current neighborhood character plans, business district plans, corridor plans and any updates to existing plans.

7. Marketing Materials:

OPDC will maintain materials to market its programs. OPDC will utilize website, brochure/marketing pieces and other materials as necessary to market its programs.

8. Conduct Annual Awards Ceremony:

OPDC will annually recognize significant contributions of the Oak Park business community at an annual awards ceremony.

**B. General Administrative Service Funding**

In consideration of the performance of the services set forth above, the Village shall compensate OPDC out of Village General Funds an amount not to exceed Two Hundred Thirty Three Thousand and Forty Dollars (\$233,040) designated as "Administrative General Support" to be paid in monthly disbursements based on invoices submitted. The invoices will demonstrate OPDC's actual Cash Disbursements and expenses. The Village will review those invoices and pay all undisputed portions of invoices within 30 days of approval as provided in the Local Government Prompt Payment Act, 50 ILCS 505. OPDC will submit those invoices to the Chief Finance Officer and designated staff liaison.

**II. Loan Program Administration**

The Micro and Commercial Loan Agreements are currently suspended pending review by OPDC, the Village and Participating Banks. Funding of these programs on a pro rata basis will not be provided until such time as the Village approves updated loan program agreements. However, the Village agrees to compensate OPDC up to 50% (\$1,500) of the monthly distribution of \$3,000 to administer existing loans.



#### **A. Loan Program Administration Services**

The following paragraph is suspended pending review of the Micro Loan and Commercial Loan programs.

OPDC will promote, facilitate and monitor programs to provide private loans to encourage economic development. Such loans shall be made by private lending institutions in accordance with the "Loan Participation Agreement" and the "Micro Loan Program Loss Participation Agreement" between the Village, OPDC and Participating Banks, respectively dated February 19, 1991, as amended, and September 18, 1995 as amended. OPDC will promote and administer these programs throughout the Village in keeping with guidelines of each program. Any change in the existing programs shall require the approval of the Village, OPDC and Participants. Approval shall not be unreasonably withheld by the Village. The programs shall be administered based upon the policies and guidelines of OPDC and in accordance with all applicable laws. OPDC will report quarterly to the Village the number of clients counseled, applications received, loans approved and contingent liabilities (loans).

#### **B. Program Funding**

The Village will not provide funding for the Commercial Loan Interest Subsidy portion of the Loan Programs for fiscal year 2013.

#### **C. Loan Administration Funding**

In consideration of OPDC's Loan Programs Administration, the Village shall distribute to OPDC the amount of Thirty-Six Thousand Dollars (**\$36,000**) per year, payable in monthly installments of Three Thousand Dollars (\$3,000).

### **III. Commercial Property Rehabilitation & Preservation Program**

#### **A. Program Administration Services**

OPDC will actively seek applicants to encourage renovation of Oak Park commercial exteriors. OPDC will promote and administer this program throughout the Village in keeping with the guidelines of the program. OPDC will provide the Village with quarterly reports stating the number of applications received, approved, and the amount of investment leveraged.

**B. Program Funding**

The Village will provide a maximum of Thirty Thousand Dollars (**\$30,000**) out of the Village's General Fund for the Commercial Property Rehabilitation and Preservation Program for actual grant disbursements, and a maximum of Fifty Thousand Dollars (**\$50,000**) out of the Madison Street TIF (MSTIF) Funds for actual grant disbursements within the MSTIF boundaries. The Village will distribute these funds in accordance with approved Commercial Property Rehabilitation and Preservation Program grants, on a reimbursement basis for actual costs expended by the grantee.

**C. Grant Administration Funding**

In consideration of OPDC's administration of the Commercial Property Rehabilitation and Preservation Program, the Village shall distribute to OPDC a maximum amount of Thirty Thousand Nine Hundred and Sixty Dollars (\$30,960), to be paid in monthly installments of \$ \$2,580.

**IV. Program Evaluation**

During the term of this Agreement between the VILLAGE and OPDC, OPDC and the VILLAGE shall cooperate with evaluation of its services under the Agreement. Any evaluation may be quantitative and descriptive and available to both parties. The Village has recently instituted a performance management program known as M.A.P. (Measure, Analyze and Perform) to manage and improve Village services. In 2013, OPDC and the Village will review the Scope of Services and Goals to develop appropriate performance measurements for the services provided to the Village by OPDC. Those performance measurements will be included in the parties' 2014 agreement.

## **EXHIBIT 2**

### **Annual Performance Measurements**

#### **TO BE REPORTED BY THE OAK PARK DEVELOPMENT CORPORATION**

- A. Projected annual tax (sales and property) benefit for five years from OPDC assisted activity
- B. Number of businesses opened with assistance from OPDC with description of assistance
- C. Number of businesses retained with assistance from OPDC with description of assistance
- D. Total capital investment related to OPDC assisted activity
- E. Number of jobs created by businesses receiving OPDC assistance
- F. Number of jobs retained by businesses receiving OPDC assistance
- G. Operating Costs Ratio to Administration, Programs & Capital to be calculated by Village of Oak Park with review by OPDC

**FUNDING SCHEDULE - 2013 BUDGET**  
**Oak Park Development Corporation**

Monthly Bills are Paid in Arrears and Submitted and Paid the Following Month

Month	General Fund						MSTIF
	Administrative General Support of OPDC	Administrative Support of OPDC Loan Programs	Admin. Support of Commercial Rehab & Pres. Program	General Fund Administrative Support monthly payout Total	Commercial Rehab and Preservation Grants	Commercial Loan Interest Subsidy	
January	\$ 19,420	\$ 3,000	\$ 2,580	\$ 25,000	(1)	(1)	(1)
February	\$ 19,420	\$ 3,000	\$ 2,580	\$ 25,000	(1)	(1)	(1)
March	\$ 19,420	\$ 3,000	\$ 2,580	\$ 25,000	(1)	(1)	(1)
April	\$ 19,420	\$ 3,000	\$ 2,580	\$ 25,000	(1)	(1)	(1)
May	\$ 19,420	\$ 3,000	\$ 2,580	\$ 25,000	(1)	(1)	(1)
June	\$ 19,420	\$ 3,000	\$ 2,580	\$ 25,000	(1)	(1)	(1)
July	\$ 19,420	\$ 3,000	\$ 2,580	\$ 25,000	(1)	(1)	(1)
August	\$ 19,420	\$ 3,000	\$ 2,580	\$ 25,000	(1)	(1)	(1)
September	\$ 19,420	\$ 3,000	\$ 2,580	\$ 25,000	(1)	(1)	(1)
October	\$ 19,420	\$ 3,000	\$ 2,580	\$ 25,000	(1)	(1)	(1)
November	\$ 19,420	\$ 3,000	\$ 2,580	\$ 25,000	(1)	(1)	(1)
December	\$ 19,420	\$ 3,000	\$ 2,580	\$ 25,000	(1)	(1)	(1)
<b>Total Monthly Payments</b>	\$ 233,040	\$ 36,000	\$ 30,960	\$ 300,000			
Reimbursed Program Grants and Interest Subsidy Costs					\$ 30,000	tbd	\$ 50,000
<b>TOTALS</b>	\$ 233,040	\$ 36,000	\$ 30,960	\$ 380,000	\$ 30,000	tbd	\$ 50,000

(1) Payment subject to Reimbursement Requests of Actual Costs

Combined (General & Other) Total

### **Addendum to Agreement**

The Contractor agrees to comply with the terms and conditions set forth herein. Any violation of these terms or conditions shall subject the Contractor, at the Village's discretion, to possible contract termination or suspension of payments in accordance with Section 10 of the Agreement, entitled "Termination of Agreement or Suspension of Payment."

#### **A. Conflicts of Interest and Standards of Conduct.**

The Contractor shall adhere to the following provisions relating to Ethics and Conflicts of Interest or to such equivalent policies of the Contractor as has been reviewed and approved by the Village in accordance with the section of the Agreement entitled "Adherence to Village Policies." For purposes of this policy, the term Organization shall refer to the legal entity which is a party to the Contract with the Village.

#### **Conflicts of Interest and Standards of Conduct**

1. Compensation. Members of the Board of Directors shall serve without salary, but the Board of Directors may authorize payment of the reasonable expenses incurred by Directors in the performance of their duties.
2. Impartiality: Every Director and employee shall perform his or her duties with impartiality and without prejudice or bias in furtherance of the goals, objectives and contractual obligations of the Organization. No Director or employee shall, in the performance of his or her duties on behalf of the Organization, grant or make available to any person or entity, including other directors or employees of the Organization, any consideration, treatment or service beyond that which is available to every other similarly situated person or entity served by the Organization.
3. Conflict of Interest: No director or employee shall engage in any business transaction or shall have any financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of the Director's official duties in the interest of the Contractor or which may tend to impair his/her independence of judgment or action in the performance of his/her official duties.

4. Interest in contracts: No director or employee shall have any financial or personal interest, directly or indirectly, in any contract, work or business with the Organization except that a Director may provide materials, merchandise, property, services or labor under the following circumstances:
- a. The contract is with a person, firm, partnership, association, or corporation in which the Director has less than a 7.5% share in the ownership, and the aggregate of any contracts awarded to the Director or the Director's firm, association, partnership or corporation under this subsection (b) during the same fiscal year does not exceed \$25,000; or
  - b. The contract does not exceed \$2,000, and the aggregate of any contracts awarded to the Director or the Director's firm, association, partnership or corporation under this subsection (a) during the same fiscal year does not exceed \$4,000; or
  - c. The contract is with a person, firm, partnership, association or corporation in which the Director has less than a 1% share in ownership; or
  - d. The Organization is not a party to the contract, and the contract is rather with a person or entity served by the Corporation as a part of its corporate purpose. This includes loans made to persons or entities as part of any loan program administered by the Oak Park Development Corporation under Exhibit 1, Section II of this agreement, entitled "Scope of Services – Loans Program Administration, or.
  - e. The materials, merchandise, property, services or labor to be provided to the Corporation are not otherwise available in the marketplace or,
  - f. The contract is entered into between the Corporation, as loan recipient, and a member bank or banks, as lender, in furtherance of the Corporation's Real Estate Acquisition and Development Program.

Any contract awarded under this Section 4 must comply with the Organizations policies concerning competitive bidding and outreach to women and minority business enterprises.<sup>1</sup>

5. In the event that the Board of Directors considers taking any action, including but not limited to entering into a contract in which any Director has any financial or personal interest, direct or indirect, which may reasonably tend to impair the Director's independence of judgment or action in the best interests of the Organization, the Director shall:

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<sup>1</sup> NOTE: The exceptions in Section 4 are drawn from 65 ILCS 5/3.1-55-10.

- a. Before consideration of the proposed action, publicly disclose any such interest to the Board of Directors; and
- b. Refrain from evaluating, recommending, approving, deliberating or otherwise participating in negotiation, approval or both of the contract or work; and
- c. Abstain from voting on the proposed action; and
- d. The contract must be approved by a majority of the Board of Directors.

For purposes of this Section, personal interest shall include the financial interest of the spouse and minor children of the Director, but shall not include any interest that a Director may have in a proposed general policy of the Corporation solely by virtue of his business or profession.<sup>2</sup>

6. Disclosure and/or Use of Confidential Information: No Director or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Corporation or use such information to advance the financial or other private interest of the Director, or employee or others.
7. Corporate Property: No Director or employee shall request, permit or engage in the unauthorized use of Corporate-owned funds, vehicles, equipment, materials or property of personal convenience or profit.

## **B. Procurement Policy.**

The Contractor agrees to adhere to the provisions set forth below relating to the procurement of goods and services which are funded, in whole or in part, by the Village or through the Village as funding agent, or such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with Section 5 of the Agreement, entitled "Adherence to Village Policies."

1. **All Contracts For Goods and Services Require the Approval of the Board of Directors; Exceptions.** No contract shall be made for goods or services when the total cost exceeds ten thousand dollars (\$10,000.00), unless such contract shall have been authorized by the Board of Directors. Whenever the total cost of such contract shall not exceed, in any one case, one thousand dollars (\$1,000.00), the Executive Director or his/her designee (hereinafter "Executive Director"), without such previous authorization, shall cause the same to be purchased upon his/her written order; and further provided that when the total cost thereof shall exceed one

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<sup>2</sup> NOTE: The final sentence in Section 5 is intended to ensure that board members who may be landlords, realtors, bankers, etc. are not prevented from voting on general corporate policies that may have some impact, direct or indirect, on all members of that profession.

thousand dollars (\$1,000.00) but shall not exceed ten thousand dollars (\$10,000.00), the Executive Director may cause the same to be purchased without previous authorization in like manner, but the Executive Director shall first obtain in writing, whenever possible, at least three (3) informal quotes to furnish same, which quotes shall be attached in every case to the accounts payable vouchers authorizing payment for such goods or services and filed with the financial records of the Contractor. All contracts shall be let to the lowest responsible bidder, provided that any and all informal quotes for equipment, supplies or repair work may be rejected by the Executive Director if the character or quality of the goods or services does not conform to requirements. In determining the lowest responsible bid or quote, other factors, in addition to cost, such as experience, availability, expertise, resources, work history with the Corporation, work history with others, quality of work and ability to meet all specifications and/or requirements of the Corporation may be taken into consideration and may form the basis for an award of contract. Many of these factors will have increased significance when considering the award of contracts for professional services.

2. **Contracts Which Require the Use of the Formal Bidding Process.** Except as set forth in Paragraph 3 below, when the total cost of a contract for goods, materials, equipment, supplies or construction work is expected to exceed ten thousand dollars (\$10,000.00), the Executive Director or his/her agent shall issue a call for bids which shall be formally advertised. All such bids for construction work shall require a bond for the faithful performance of the work.

All contracts for which bids are required shall be let to the lowest responsible bidder within the judgment of the Board of Directors, provided that any and all bids received in response to an advertised call for bids may be rejected by the Board of Directors if the character or quality of goods, materials, equipment, supplies or construction work does not conform to the specifications and/or requirements set forth in the call for bids.

3. **Exception to Bid Requirements for Urgent Materials or Repairs; Lack of Competition and Inability to Draft Adequate Specifications; Bid Waiver.** In cases of urgently needed materials or urgently needed repairs which are expected to exceed ten thousand dollars (\$10,000.00), the Executive Director is authorized to obtain such materials and/or services through a negotiated contract without formal advertising when it is in the best interest of the Corporation and it is impractical to convene a meeting of the Board of Directors. If it is practical to convene a meeting, the Board of Directors shall be required to waive the bidding requirement and approve such a negotiated agreement.

Such negotiated contracts may also be approved by the Board of Directors when (1) the contract is for professional services, (2) it is impractical to secure competition, or (3) it is impossible to draft adequate bid specifications. The Executive Director or his/her designee shall, however, whenever possible, obtain in writing at least three (3) informal quotes to furnish same.



Bidding in all instances may be waived by a two thirds (2/3) vote of the Board of Directors.

- 4. Procedure for Advertising for Bids.** Whenever any formal bids are required, as stated above, the Executive Director or his/her authorized agent shall advertise in some newspaper published in the Village and/or in such other newspaper of general circulation as, in his/her judgment, may be desirable. A plan or profile of the work to be done, accompanied by specifications for doing the same and specifications for material, supplies or equipment to be furnished, shall be first placed on file in the office of the Executive Director or his/her authorized agent before any such advertisement shall be made, which plan, profile and specifications for goods, material, supplies, equipment or construction work shall at all times be open for public inspection. Such advertisement shall be published not less than ten (10) days before the day fixed for opening such bid, and shall state the work to be done, or material, supplies or equipment to be furnished, and the time and place for the filing and the opening of the sealed bids.
- 5. Filing of Bids; Deposit Accompanying Bids, Preservation and Opening of Bids.** In all cases, the formal bids under the preceding section shall be sealed bids and directed to the Executive Director. A bid deposit may be required, the amount of which shall be fixed by the Executive Director but which shall not exceed five percent (5%) of the estimated cost of the work or material to be furnished, not less than the sum of twenty-five dollars (\$25.00). Such bid deposit shall be in the form of a cashier's check, a certified check, or at the discretion of the Executive Director, a bid bond. Checks shall be drawn upon a bank in good standing, payable to the order of the Corporation and shall be forfeited to the Corporation in the event the bidder shall neglect or refuse to enter into a contract and bond when required, with approved sureties, to execute the work or furnish the material for the price mentioned in his/her bid and according to the plans and specifications in case the contract shall be awarded to him/her. Bids shall be opened at the hour and place mentioned in the notice.
- 6. Contracts to be Executed in Writing.** All contracts, whether for work or materials, shall be executed in writing and in duplicate by the President of the Board of Directors or the Executive Director and shall be signed by the contractor. One original so executed shall be kept and filed in the Corporate offices and the other shall be given to the contractor. All contracts and bonds so taken shall be in the name of, and run to, the Corporation.
- 7. Contractors' Bonds.** Whenever any construction work, expected to be in excess of ten thousand dollars (\$10,000.00), is let by contract to any person or entity, the Corporation shall, in all cases, take a bond from such person or entity with good and sufficient sureties, licensed in the State of Illinois to be approved by the Board of Directors, in such amount as shall not only be adequate to insure the performance of the work in the time and manner required in such contract, but also to save and

indemnify and keep harmless the Corporation against all liabilities, judgments, costs and expenses which may in any manner accrue against the Corporation in consequence of granting such contract or which may in any manner result from the carelessness or neglect of such person, or entity or its agents, employees or workers in any respect whatever.

- 8. Bid Tabulation.** The Contractor shall prepare a spreadsheet for each separate contract over ten thousand dollars (\$10,000.00) for goods and services awarded by it. Each spreadsheet shall name and identify all entities submitting bids or proposals on specific contracts by name and address, describe the goods provided or the work performed, set forth the cost, fee or amount proposed by each such entity in response to the call for bids or request for proposals or quotes, the name and address of the entity who was awarded the contract, and the reasons therefore. The Contractor shall submit copies of all such spreadsheets to the Village on a quarterly basis as a part of the general quarterly reporting process required under this agreement.

### **C. Diversity Statement**

In 1997, the Village of Oak Park first adopted what is now known as the Village's "Diversity Statement." Every new Village Board elected since that time has readopted this Diversity Statement incorporating amendments over time which have added to the Statement's scope and strength.

Attached hereto as Exhibit "A," and made a part hereof, is the Diversity Statement adopted by the President and Board of Trustees of the Village of Oak Park in 1997 and amended in 2011.

The Contractor, as a Partner Agency of the Village of Oak Park, agrees to adhere to the Diversity Statement, attached hereto as Exhibit "A" with regard to diversity, or such equivalent policy of the Contractor as is reviewed and approved by the Village in accordance with that section of the Agreement entitled "Adherence to Village Policies."

In carrying out its commitment to diversity, as set forth in the Diversity Statement, the Contractor agrees to use its best efforts to affirmatively recruit qualified women and minority candidates to fill vacant positions within its organization and to use its best efforts to affirmatively recruit qualified MBE and WBE businesses to participate in the Contractor's process of contracting for goods and services.

The Village shall, upon request, provide the Contractor with the names of known minority and women-owned businesses and business referral agencies.

The Contractor shall annually submit to the Village an E.E.O. Report, the format of which is attached as Exhibit "B," showing the breakdown of its employees by race, sex and job classification. In addition, the Contractor will report the race, sex and job classification for any new employees hired during the preceding year and indicate the general efforts which were made by the Contractor during the course of the previous year to recruit qualified women and minority candidates for such position(s).

The Contractor shall also provide a report to the Village, on an annual basis, which indicates the number of contracts and the dollar value of contracts for goods and services which it let during the preceding year and the number of contracts, the dollar value of contracts and the percentage of the total dollar value of contracts for goods and services which have been let to women and minority contractors.

This report shall also contain a section setting forth the general efforts made by the Contractor/ Partner Agency during the course of the previous year to affirmatively recruit women and minority businesses to participate in the contracting process.

The Contractor's E.E.O. employment and contracting reports for the entire preceding year shall be submitted as a part of the regular quarterly report submitted for the fourth quarter of the year.

**D. Drug Free Workplace.**

The Contractor agrees to adhere to the following policy related to a drug free workplace or such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with Section 5 of the agreement, entitled "Adherence to Village Policies."

The content of the notice set forth below sets forth the policy of the Village with regard to the Village as a drug free workplace. The Contractor shall post the following notice or its own equivalent policy in a conspicuous location on the Contractor's premises where it will be visible to all employees, or provide a copy of the following notice or its own equivalent policy to each employee. Any such notice or policy posted or provided to employees shall name the Contractor and the individual or position which fulfills the "Human Resources Director" position, where indicated.

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**NOTICE OF A DRUG-FREE WORKPLACE**

All employees should be aware pursuant to Illinois and United States law and the personnel manual that the (Name of Contractor) is a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance as defined in Illinois

law at 720 ILCS 570/201 et. seq. and United States law at 41 U.S.C.A. 701-707 is prohibited at the workplace and by any employee of (Name of Contractor). Any violation will subject the employee to dismissal from employment. As a condition of employment, an employee convicted of any drug statute occurring at the workplace, must notify the (Human Resources Director) within five (5) days of the conviction. Failure to so notify the (Human Resources Director) is grounds for dismissal from employment.

**E. Sexual Harassment Policy.**

The Contractor agrees to adhere to the sexual harassment policy set forth below or to such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with that Section of the agreement entitled "Adherence to Village Policies."

**SEXUAL HARASSMENT POLICY**

Sexual harassment is illegal and against the employment policy of the (Name of Contractor).

Any employee found by the (Name of Contractor) to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action, up to and including termination.

"Sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for

employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment may include, but are not limited to:

- Verbal: Sexual innuendo, suggestive comments, insults, threats, jokes about gender specific traits, or sexual propositions;
- Non-Verbal: Making suggestive or insulting noises, gestures, leering, whistling or obscene gestures; and
- Physical: Touching, pinching, brushing the body, coercing sexual intercourse or assault.

An employee who believes he or she had been the subject of sexual harassment shall report the alleged conduct immediately to the Contractor's Human Resources Director, Executive Director or such other employee, other than the alleged harasser, as may be designated by the Contractor. The information will then be forwarded to the CEO/ Manager/ Director. A confidential investigation of any complaint will be undertaken by the Human Resources Director or such other officer or employee designated by the Executive Director.

Retaliating or discriminating against an employee for complaining about sexual harassment is prohibited. Any employee found by the (Name of Contractor) to have retaliated or discriminated against an employee for complaining about sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

The (Name of Contractor) recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all the evidence received. The (Name of Contractor) also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. We trust that all employees will continue to act in a responsible and professional manner to establish a working environment free of sexual harassment.

**F. Domestic Partnership Program.**

The Contractor/Partner Agency agrees to adhere to the Domestic Partnership Program attached hereto as Exhibit "C" and made a part hereof as a program for the benefit of employees of the Contractor or to such equivalent Contractor policy as has been reviewed and approved by the Village in accordance with that section of the agreement entitled "Adherence to Village Policies."

The Village will assist the Contractor with the implementation of the Program at the Contractor's request.

The Village agrees to save and hold harmless, protect and defend the Contractor, its employees, Board Members and other agents, from any and all costs, losses, suits for damage or other relief, damages, rights, claims, demands or actions resulting from or in any way arising out of the actions or operations of the Contractor or its agents in approving or carrying out or fulfilling the terms of the Domestic Partnership Program required herein and to pay all costs, including attorneys' fees, of any involvement in any litigation or

administrative proceedings or other legal actions based thereon. The obligations of the Village, set forth hereinabove, shall survive any termination of the agreement between the Contractor and the Village.

**G. Compliance with Employment Laws.**

The Contractor hereby certifies that it will perform the services in compliance with all applicable federal and state employment laws, including but not limited to all laws prohibiting discrimination in employment.

**H. Compliance with H.U.D. Guidelines.**

In the event that the Contractor is a recipient of Community Development Block Grant (C.D.B.G.) money under the terms of this agreement, the Contractor hereby confirms its adherence to and compliance with all Department of Housing and Urban Development rules, regulations, and guidelines adopted in relation to the administration of such C.D.B.G. funds.



VILLAGE OF OAK PARK  
AGENDA ITEM COMMENTARY

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Item Title: Motion to Authorize the Village of Oak Park's Participation in the Nicor Gas Green Cities Challenge.

Resolution or Ordinance No. \_\_\_\_\_

Date of Board Action: December 10, 2012

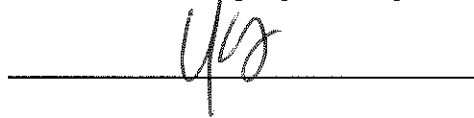
Staff Review:

Department Director Name:



Tammie Grossman, Housing Programs Manager

Village Manager's Office:



Item History (Previous Board Review, Related Action, History):

The Nicor Gas Green Cities Challenge is a three month pilot campaign that will leverage mass media strategies combined with grass-roots outreach to drive referrals to six existing Nicor Gas Energy Efficiency Programs, including:

1. Multi-Family Home Energy Savings
2. Home Energy Savings
3. Home Energy Efficiency Rebate
4. Behavioral Energy Savings Program
5. Business Energy Efficiency Rebate
6. Small Business Energy Savings Program

The pilot, funded by Nicor Gas and administered by CNT Energy, aims to jump start community achievements in sustainability goals by increasing awareness of rebate and incentive offerings from Nicor Gas. Community planning will take place from October through December and the Challenge will run from January through March 2013. The Village of Oak Park will be participating with the City of Evanston in the community challenge. By participating in the challenge, the Village will have the opportunity to obtain up to \$25,000 in prize money to create Village programs for residential or commercial buildings and \$85,000 in rebate and incentive offerings from Nicor Gas. See attached Marketing/Outreach Plan.

Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation):

Village staff consisting of Tammie Grossman, Housing Programs Manager; Loretta Daly, Business Services Manager; K.C. Poulos, Sustainability Manager; and Rob Cole, Assistant Village Manager will work with CNT Energy and Nicor Gas to coordinate the Village's outreach activities. Additionally, Director of Communications David Powers will provide direction on communication and marketing strategies. Housing Programs Manager Grossman has been working with several community members to implement outreach strategies around single family and multi-family residential energy retrofit strategies. The Green Cities Challenge will

build on those efforts. The business community outreach will be coordinated by Business Services Manager Daly. Since the primary outreach involves residential strategies and reaching individual homeowners to participate in Energy Buzz, Housing Programs Manager will coordinate the Challenge activities. A community steering committee will be set up that includes participation from Energy Impact Illinois, Seven Generations Ahead, Interfaith Green Network, and the Oak Park Development Corporation.

Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies, or regional municipalities):

If approved, the Village of Oak Park will be participating with the City of Evanston in the Challenge and will be working together to increase awareness of the Nicor Programs in our respective communities. The idea would be to find replicable models that other communities would be able to utilize in the future.

Item Budget Commentary: (Account #; Balance; Cost of contract)

The initiative will be implemented with existing staff. A budget amendment will be presented in 2013 when a program is identified and the final level of award is determined.

Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why):

Participating in the initiative will result in a decrease in energy consumption by Oak Park residents and presents the opportunity for an additional community investment of up to \$25,000.

Proposed Recommended Action: Approve the Motion

# **Oak Park**

## **Outreach & Marketing Strategy**

### **Nicor Gas Green Cities Challenge**

**Prepared by Nicole DelSasso**

**11/19/2012**

## **Project Overview**

The Nicor Gas Green Cities Challenge is a three month pilot campaign that will leverage mass media strategies combined with grass-roots outreach to drive referrals to six existing Nicor Gas Energy Efficiency Programs, including:

1. Multi-Family Home Energy Savings
2. Home Energy Savings
3. Home Energy Efficiency Rebate
4. Behavioral Energy Savings Program
5. Business Energy Efficiency Rebate
6. Small Business Energy Savings Program

The pilot, funded by Nicor Gas and administered by CNT Energy, aims to jump start community achievements in sustainability goals by increasing awareness of rebate and incentive offerings from Nicor Gas. Community planning will take place from October through December and the Challenge will run from January through March 2013.

## **Goals**

- Increase applicants to six Nicor Gas energy efficiency programs from January – March 2013 to jumpstart achievement of Oak Park’s sustainability goals and raise up to \$25,000 in prize money and \$85,000 in rebate and incentive offerings from Nicor Gas.

## **Challenges**

- Oak Park has been somewhat saturated with energy efficiency information
- The holiday season will be in full swing when media begins to hit markets in December
- The planning time frame is very short and we’ll need to move quickly.

## **Program Strengths**

- Hitting milestones and winning prize money is an excellent community motivator
- CNT Energy has many contacts in the communities and has support of key community groups to help with outreach to the target segments
- CNT Energy is well known for excellent work and is committed to providing the resources necessary to make this campaign a success
- Oak Park has sustainability goals and active groups devoted to meeting them
- Nicor Gas is excited and looks forward to working together to make the challenge successful

## **Messages**

CNT Energy will work with Oak Park and the Nicor Gas EEP umbrella marketing team to develop campaign messaging. Marketing materials (ie posters and flyers) will reinforce the Nicor Gas EEP brand,

highlight the Green City Challenge and highlight the community benefits. See Appendix for poster and flyer examples.

## **Target Audience**

- Multifamily building owners
- Residential homeowners
- Business owners

## **Strategy: Hold Green Cities Challenge**

### **Tactics**

Oak Park will ask individuals, businesses, and their communities as a whole to take energy efficiency action by participating in one or more of the six Nicor Gas EE programs. By participating in one or more of these programs, participants can win prize money for their community. Residents and businesses in Oak Park are incentivized to take action immediately to not only save themselves energy and money annually, but to also receive award money from Nicor Gas for their community. Prize money will be pooled throughout the challenge and will be awarded to the Community Foundation in Oak Park to be used for an energy efficiency project in the community. The details of how the Community Foundation will accept the winnings, what project will be accepted, and how the money will be distributed will be determined after each community has chosen what project they would like the money to fund.

### **Inter-Community Publicity**

- Nicor Gas attends each city's December city council meeting to formally invite the city to participate, or a press event is held in each community, or one press event is held in a neutral community. This is to be determined by both communities based on their preference.
- Village President Pope and Mayor Tisdahl act as the head cheerleaders for their communities. The publicity surround this type of marketing strategy will be determined by both communities during the planning phase of the project.
- A graph or pictorial in local online newspapers track goals and winnings in Oak Park, so the communities can compare results every week.
- Tammie Grossman, Housing Programs Manager will provide monthly updates in the Village Managers Weekly Report.
- Focus marketing language on websites and posters to the simplicity of signing up for EnergyBUZZ. All other program information will be available online, but EnergyBUZZ will be most prominent action.
- Ask businesses to sign up as reward partners and place EnergyBUZZ postcards in windows along with challenge posters and flyers.

- Hang posters and provide take away materials at businesses throughout the community that ask participants to visit the website and take simple action to sign up for EnergyBUZZ.
- Display Nicor Gas Green Cities Challenge banner ads in local newspapers that point participants to the website where EnergyBUZZ is a simple action.

### Reward process

- Nicor Gas hands “big check” at city council meeting to Village President Pope.
- Nicor Gas gives the community “winnings” to the village which takes responsibility for turning the funding into an energy-saving project. Nicor Gas has the final say on the selection of the project recipient. The project recipient will be decided before December 30, 2012.
- Oak Park ensures that the money is spent on an energy-efficient project that can utilize a Nicor Gas EEP rebates.
- Nicor is also present for photo op when winners are announced by Oak Park (in June or July). This date is flexible based on conversations with the community about the project chosen and feasibility of moving quickly to the chosen awardee.

### Prizes

For every participant involved in the six Nicor Gas programs living in Oak Park, \$50 will be awarded to the community project. Total winnings from participation are to be capped at \$25,000. The specific community project, as well as the Nicor Gas program(s) leveraged for incentives, will be determined during the planning phase of the pilot in conversations with both cities and Nicor Gas. The community project is to be chosen by December 30, 2012.

### Goals

The chart below depicts the participation goal and potential award amount. If all goals are reached, 440 participants total will be involved in Oak Park. Notice that the potential award for meeting the goals is less than the award cap. This allows Oak Park to still receive award money for going beyond the goals. The cap will still stand at \$25,000, but this gives Oak Park the potential to participate 60 additional times and receive an extra \$3,000.

Program	Participant Goal	Potential Reward
Multi-Family Home Energy Savings	6 properties	\$300.00
Home Energy Savings	40 audits	\$2,000.00
Home Energy Savings participants from October - December	20 audits	\$1,000.00
Home Energy Efficiency Rebate:	20 applicants	\$ 1,000.00
Behavioral Energy Savings Program	300 connected accounts & 20 business rewards retailers	\$ 16,000.00
Business Energy Efficiency Rebate	19 applicants	\$500.00
Small Business Energy Savings Program	15 audits	\$750.00

<b>Total</b>	<b>440 applications</b>	<b>\$22,000.00</b>
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In addition to receiving monetary awards, at the end of the challenge each Oak Park will receive either a gold, silver, bronze plaque, or a certificate for their efforts. How Oak Park places and which plaque they receive will be based on how many participants in the community were involved in the programs. The chart below shows how many participants the community needs in order to receive the associated plaques.

Placement	Participants
Gold Plaque	400 – 500
Silver Plaque	300 – 399
Bronze Plaque	51 – 200
Certificate	0 – 50

### Award Allocation

The Village of Oak Park will choose a building to be the recipient of the awards by December 30<sup>th</sup>, so that Nicor Gas and Oak Park can have discussions around the project selection process and award distribution. If the chosen project requires a comprehensive audit then Nicor Gas can provide an audit to the building, determine costs, and assure the building is in good standing to move forward with energy efficiency measures before being awarded the winnings. Specific rebate amounts and EE measures taken will be determined in conversations with both communities.

### Strategy: Create an online environment that goes viral

#### Tactics

CNT Energy will create internet content like images, video, and links that can be passed through email and social networking sites to spread the word about the challenge and cause action rapidly throughout Oak Park circles by frequently being shared with a large number of individuals.

- Focus on marketing EnergyBUZZ as it has the opportunity for instant click-through action and has the most opportunity.
- Create a web page on [Nicorgasrebates.com/challenge](http://Nicorgasrebates.com/challenge) to display challenge information and allow for easy action by simple click to sign up for EnergyBUZZ. The website will also contain information about the other residential, business and multifamily programs, but not be prominent.
- Develop Facebook, twitter, and other social media presence through use of Village of Oak Park, CNT Energy, Green Community Connections, contact circles.
- Banner and side ads in local news outlets.

- Provide content and challenge messaging and look for local organizations' websites, blogs, and newsletters.

## Strategy: Segment outreach into three areas: multifamily, residential, and business

### Tactics

CNT Energy will work directly with the specific person or group involved in each target segment to craft an outreach strategy for increasing participation in three of the six Nicor Gas energy efficiency programs: Multi-Family Home Energy Savings Program, Home Energy Savings Program, and Small Business Energy Efficiency Program. Specific program offerings for these 3 programs are outlined in the Appendix.

The specific contact person or group that will work with CNT Energy on a planning strategy for outreach to each target segment is listed below:

Multifamily – Tammie Grossman, Housing Programs Manager, Village of Oak Park

Residential – Tammie Grossman, Village of Oak Park

Business – Loretta Daley, Village of Oak Park

CNT Energy foresees the need to meet with the above contacts during November and December, or as needed, to craft an outreach plan for the above 3 programs. CNT Energy will provide outreach support and all resources necessary to carry out the plan.

<b>Multi-Family Strategic Initiatives</b>	<b>Tactics</b>
<b>Programs</b>	<b>Multi-Family Home Energy Savings</b>
Conduct outreach to organized groups of stakeholders	<ul style="list-style-type: none"> <li>• Develop a calendar consisting of multifamily building owner events from November – March.</li> <li>• Present at Multi-family Apartment Building Management Seminar on November 14<sup>th</sup> to get an understanding of program penetration. Develop list of building owners still in need of direct install items, pass out flyers about program and answer any questions.</li> <li>• Publicize program offerings in newsletters</li> <li>• Distribute information through building owner communication channels including websites and print materials</li> </ul>
<b>Residential Strategic Initiatives</b>	<b>Tactics</b>



Programs	Home Energy Savings
Work with congregations to get the support of their constituents	<ul style="list-style-type: none"> <li>• Work with Marketing Committee for Energy Impact Illinois to craft an outreach plan</li> <li>• Incentivize congregations to reach out to their constituents</li> </ul>
Hold house parties to demonstrate energy audits and gather leads	<ul style="list-style-type: none"> <li>• Utilize Nicor Gas' partnership with EI2 and the Home Energy Savings program to hold house parties in each community</li> <li>• Work with Marketing Committee for Energy Impact Illinois to build on her successful outreach efforts</li> </ul>
Educate local contractors on pilot campaign	<ul style="list-style-type: none"> <li>• Inform existing contractors about the challenge</li> </ul>
<b>Business Strategic Initiatives</b>	<b>Tactics</b>
Programs	Small Business Energy Savings Program
Conduct outreach to organized groups of stakeholders	<ul style="list-style-type: none"> <li>• Work with VOP Business Services Manager to develop outreach plan</li> <li>• Meet with Business Strategy outreach partners to talk about ways of partnering on his small business program</li> <li>• Talk with green businesses in the community about participating and reaching out to their neighbor businesses to participate</li> <li>• Meet with business community</li> <li>• Meet with contractors, architects, real estate agents</li> <li>• Distribute information through business newsletters</li> <li>• Participate in local business events</li> <li>• Submit articles to local publications with quotes</li> <li>• Work with any Nexant contractors in Oak Park to promote the program during this challenge</li> </ul>
Engage existing participants as ambassadors	<ul style="list-style-type: none"> <li>• Obtain names of existing program participants from each of Nicor's Implementation Contractors.</li> <li>• Get quotes/stories from program participants and highlight them on designated community websites.</li> <li>• Invite existing participants to share their experience at meetings and events.</li> </ul>

## **Multi-Family**

### **Conduct outreach targeting organized groups of stakeholders**

- Discuss with Tammie Grossman, any beneficial meetings to attend, compile a list, and develop a calendar
- Present at Multi-family Apartment Building Management Seminar on November 14<sup>th</sup> to get an understanding of program penetration. Develop list of building owners still in need of direct install items, pass out flyers about program and answer any questions.
- Discuss with Tammie Grossman, any newsletters to publicize program offerings
- Discuss with Tammie Grossman, distributing information through communication channels including websites, newsletters, and print materials

## **Residential**

### **Work with congregations to get the support of their constituents**

- Work with Energy Impact Marketing Team to craft an outreach plan
- Incentivize congregations to reach out to their constituents
- Build on the successful work that has already been done with house parties
- Work with community organizations and local government officials in target communities to encourage them to help spread the word about the Green Cities Challenge
- Utilize local sustainability social networks to spread the word about the challenge and participate in outreach strategies (i.e., holding a house party or becoming an EnergyBUZZ award partner).
- Participate in community events and meetings

### **Hold house parties to demonstrate energy audits and gather leads**

- Utilize Nicor Gas' partnership with E12 and the Home Energy Savings program to hold house parties in each community
- Work with Pamela Brookstein to build on her outreach efforts

### **Educate local contractors on pilot campaign**

- Utilize the Nicor Gas Small Business Program network of affiliated contractors to inform contractors about the challenge so that they may notify and incentivize their customers to participate.

## **Business**

### **Conduct outreach targeting organized groups of stakeholders**

- Work with Business Services Manager, Loretta Daly and partners, to discuss program overlap and opportunities for collaboration in small business outreach
- Talk with green businesses in the community about participating and reaching out to their neighbor businesses to participate.

- Meet with commercial and industrial councils, chambers of commerce, building owners/manager groups
- Meet with contractors, architects, real estate agents
- Distribute information through business newsletters
- Participate in local business events
- Submit articles to local publications with quotes
- Work with any Nexant contractors in Oak Park to promote the challenge

**Engage existing program participants and ambassadors**

Word of mouth can be a powerful way to drive engagement in energy efficiency. Engage existing participants with the program and motivate them to spread the word.

- Get quotes/stories from program participants and highlight them on designated community websites.
- Invite existing participants to share their experience at meetings and events.

## Program Approach

Program	Description	Implemented by	CNT Energy Outreach Intervention
Multi-Family Home Energy Savings	Free efficiency products and installation, recommendations for building owners	Honeywell Smart Grid Solutions 877.735.6687	1. Conduct outreach to organized groups of stakeholders
Behavioral Energy Savings Program	Changing energy-related behaviors to improve efficiency and save money	Conservation Services Group, Inc. 630.834.0631 Chicago Fire 708.496.6730	1. Focus marketing on websites and posters to the ease of signing up for EnergyBUZZ. All other program information will be available online, but EnergyBUZZ will be most prominent. 2. Ask small businesses to sign up as reward partners and place EnergyBUZZ postcards in windows along with challenge posters and flyers. 3. Hang posters and provide take away materials at businesses throughout the community.
Home Energy Savings	Energy assessments, free efficiency products and installation, weatherization discount (50% of project costs, up to \$1,250)	Conservation Services Group, Inc. 877.821.9988	1. Work with congregations to get the support of their constituents 2. Hold house parties to demonstrate energy audits and gather leads 3. Educate existing contractors on pilot campaign
Home Energy Efficiency Rebate	Rebates on high-efficiency natural gas appliances	Resource Solutions Group 877.886.4239	1. Educate local contractors on pilot campaign
Business Energy Efficiency Rebate	Rebates for businesses that upgrade to energy efficient equipment	Resource Solutions Group 877.886.4239	1. Conduct outreach to organized groups of stakeholders 2. Engage existing participants as ambassadors
Small Business Energy Savings Program	Free energy assessment., Installation of energy-saving products, Recommendations for improvements	Nexant 888.806.2273	1. Conduct outreach to organized groups of stakeholders 2. Engage existing participants as ambassadors

## Poster and Postcard Examples - DRAFT



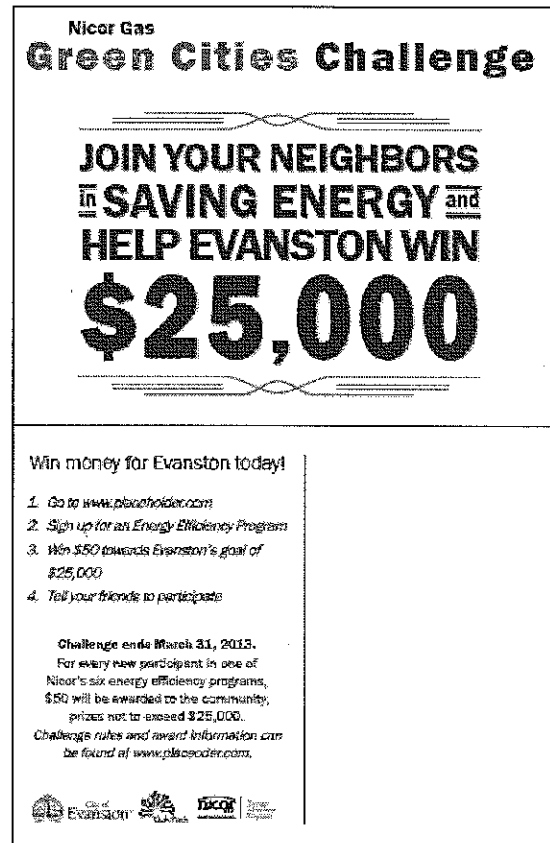
Nicor Gas  
**Green Cities Challenge**

JOIN YOUR NEIGHBORS  
in **SAVING ENERGY** and  
HELP EVANSTON WIN  
**\$25,000**

Visit [www.placeholder.com](http://www.placeholder.com)  
and take action today!

Challenge ends March 31, 2013.  
For every new participant in one of Nicor's six energy efficiency programs,  
\$50 will be awarded to the community, prizes not to exceed \$25,000.  
Challenge rules and award information can be found at [www.placeholder.com](http://www.placeholder.com).

City of Evanston Oak Park NICOR Energy Efficiency Programs



Nicor Gas  
**Green Cities Challenge**

JOIN YOUR NEIGHBORS  
in **SAVING ENERGY** and  
HELP EVANSTON WIN  
**\$25,000**

Win money for Evanston today!

1. Go to [www.placeholder.com](http://www.placeholder.com)
2. Sign up for an Energy Efficiency Program
3. Win \$50 towards Evanston's goal of \$25,000
4. Tell your friends to participate

**Challenge ends March 31, 2013.**  
For every new participant in one of  
Nicor's six energy efficiency programs,  
\$50 will be awarded to the community,  
prizes not to exceed \$25,000.  
Challenge rules and award information can  
be found at [www.placeholder.com](http://www.placeholder.com).

City of EVANSTON Oak Park NICOR Energy Efficiency Programs

Printing Costs	Amount	Cost
11x17 Posters		\$550-\$800 (1,000-3,000 posters)
4x6 Postcards	10,000	\$850-\$1,800 (10,000-50,000 postcards)

## Local Newspapers for Banner Ads

Publication	Online	Online Impressions	Total Cost December - March
Journal of Oak Park and River Forest	\$250/month	20,000 minimum	\$1,000.00
Oak Park Sun Times			
Oak Park - River Forest Patch	\$150-\$200/month (homepage), \$325-\$600 (all other pages)	20,000 unique visitors	\$1,900.00



## Local Sustainability Organizations

Below is a list of organizations in Oak Park that CNT Energy will contact to help post challenge information and link to the Green Cities Challenge website:

Blog/Organization	Blog/Organization
Active Transportation Alliance	Oak Park Public Library
Delta Institute	Oak Park Public Works Center
Downtown Oak Park	Oak Park-River Forest Community Foundation
Euclid Avenue United Methodist Church	Oak Park-RF Comm. Foundation: Community Works
Fair Oaks Presbyterian Church	Oak Park-RF HS Environmental Club
Garden Club of Oak Park and River Forest	Openlands
Good Heart Work Smart Foundation	Park District of Oak Park Green Advisory Committee
Green Blocks Initiative	PlanItGreen
Green Community Center of Oak Park	Power of 10
Green Community Connections	Root-Riot Urban Garden Network
Green Home Experts	Seven Generations Ahead
Green in Oak Park	Sierra Club Chicago
Green Sanctuary Committee of Unity Temple Unitarian Universalist Congregation	South East Oak Park Community Organization (SEOPCO)
Green Tuesdays in the Village	Sustainability Studies @ Roosevelt University
GreenTown	Ten Thousand Villages
League of Women Voters of OP/RF	Trib Local Oak Park and River Forest
Live Here	Village Greener
Lumpkin Family Foundation	Village of Oak Park Environment
Madison Street Business Association	West Cook YMCA
North Avenue Business Association	West Side Greens
Oak Leaves/Chicago Sun-Times Publication	Whittier PTO Green Team
Oak Park Bloggers	
Oak Park Coalition for Truth & Justice	
Oak Park Community Blogs	
Oak Park Conservatory	
Oak Park Development Corporation	
Oak Park Energy Initiative	
Oak Park Environmental & Energy Commission	
Oak Park Farmers' Market	
Oak Park Friends Meeting	
Oak Park Interfaith Green Network	
Oak Park Journal	
Oak Park Patch Online Newsletter	



**VILLAGE OF OAK PARK**  
**AGENDA ITEM COMMENTARY**

L

**Item Title: Resolution Authorizing a Change Order for Project 11-9 Rehabilitation of Water Main Under I-290 at Ridgeland Avenue in an Amount of \$22,444.**

Resolution or Ordinance No. \_\_\_\_\_  
 Date of Board Action: *December 10, 2012*

Staff Review:

Department Director Name: *Jim Budrick, Village Engineer*

Village Manager's Office: *[Signature]*

**Item History (Previous Board Review, Related Action, History):**  
 A contract was awarded to Sheridan Plumbing of Burr Ridge, Illinois in March 2011 for Project 11-9, Rehabilitation of the Water Main Under I-290 at Ridgeland Avenue in an amount of \$241,000. Work on this project was completed in the fall of 2012 when the final landscaping was finished.

**Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation):**  
 Village Code requires Board Approval of Change Orders for Capital Improvement Projects exceeding \$10,000. The final accounting of this project identified additional items in the amount of \$22,444. The original budget for this project was set at \$350,000. The low bid came in at \$241,000 substantially below the initial budget.

Two major items accounted for the increase in the cost of this contract. One was an additional valve on Garfield to allow for complete isolation of the line crossing I-290. The cost for this amounted to \$11,885. The second was additional landscaping on the south slope of I-290 and along Garfield to screen the highway from residences adjacent to the highway. The cost for this landscaping came to \$12,484. A complete accounting of the costs for the project are attached for the Boards information.

**Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies, or regional municipalities):**  
 This project entailed cooperation from a number of other agencies including IDOT, CTA and CSX Railroad.

**Item Budget Commentary: (Account #; Balance; Cost of contract)**  
 Sufficient funds remain in the 2012 Water Fund to cover this Change Order. The following table shows the details of the budget for 2012 including the payment of this Change Order.

Fund	Account	Budget Amount (Balance)	Balance Remaining	Balance Following Change Order
Water	5040-43730-777-560633	\$250,000.	\$43,000(1)	\$20,556

(1) Project 12-1 Water and Sewer Improvements included \$207,000 of the \$250,000 budgeted in Water.



## RESOLUTION

### AUTHORIZING A CHANGE ORDER TO PROJECT 11-9 REHABILITATION OF WATER MAIN UNDER I-290 AT RIDGELAND AVENUE

**BE IT RESOLVED** by the President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois, that the Village Manager is hereby authorized and directed to approve a Change Order to Project 11-9, Rehabilitation of Water Main Under I-290 at Ridgeland Avenue in an amount of \$22,444 and adjusts the final contract with Sheridan Plumbing to an amount not to exceed \$263,444.

**THIS RESOLUTION** shall be in full force and effect from and after its adoption and approval as provided by law.

**ADOPTED** this 10th day of December, 2012 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

**ADOPTED AND APPROVED** by me this 10th day of December, 2012.

---

David G. Pope  
Village President

ATTEST:

---

Teresa Powell  
Village Clerk

**SWORN STATEMENT FOR CONTRACTOR AND SUBCONTRACTOR TO OWNER**

State of **Illinois**  
County of **Cook**

Pay Request #4 Final

The affiant, **Beth Healy** being first duly sworn, on oath deposes and says that he/she is **President** of Sheridan Plumbing & Sewer, Inc contract with **The Village of Oak Park** for water main rehabilitation on the following described premises in said county, to-wit  
**The Village of Oak Park is owner.**

That for the purpose of said contract, the following persons have been contracted with, and have furnished, or are furnishing and preparing materials for, and have done or are doing labor on said improvement. That there is due and to become due them, respectively, the amounts set opposite their names for materials or labor as stated. That this statement is made to said owner for the purpose of procuring from said owner Partial/Final payment on said contract, and is a full, true and complete statement of all such persons, and of the amounts paid, due and to become due them.

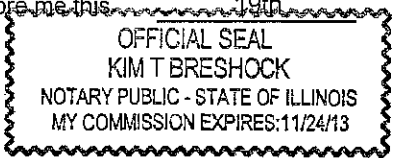
%	NAME AND ADDRESS	CONTRACT FOR	AMOUNT OF CONTRACT	TOTAL PREVIOUS REQUESTS	AMOUNT OF THIS REQUEST	BALANCE TO COMPLETE
26%	Sheridan Plumbing & Sewer, Inc.	Labor & Equipment	\$ 108,548.59	\$ 80,281.44	\$ 28,267.15	\$ -
0%	Superior Paving, Inc.	Asphalt Paving	\$ 3,500.00	\$ 3,500.00	\$ -	\$ -
0%	Clean Cut Tree Service, Inc.	Tree Clearing	\$ 6,300.00	\$ 6,300.00	\$ -	\$ -
0%	Component Precast Supply, Inc.	Precast Structures	\$ 3,328.25	\$ 3,328.25	\$ -	\$ -
0%	Mid America Water, Inc.	Pipe & Fittings	\$ 28,113.59	\$ 28,113.59	\$ -	\$ -
0%	Neenah Foundry, Inc.	Frames & Lids	\$ 1,127.22	\$ 1,127.22	\$ -	\$ -
10%	SAK Construction, Inc.	Liner Supply and Insta	\$ 82,930.00	\$ 74,637.00	\$ 8,293.00	\$ -
61%	A & B Landscaping & Tree Service	Landscape	\$ 17,890.00	\$ 6,890.00	\$ 11,000.00	\$ -
32%	J.E.M. Traffic Control	Traffic Control	\$ 7,406.35	\$ 5,056.50	\$ 2,349.85	\$ -
100%	Landmark Construction	Concrete	\$ 4,300.00	\$ -	\$ 4,300.00	\$ -
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21%	<b>Total</b>		\$ 263,444.00	\$ 209,234.00	\$ 54,210.00	\$ -

AMOUNT OF ORIGINAL CONTRACT	\$ 241,000.00	TOTAL AMOUNT REQUESTED	\$ 263,444.00
EXTRAS TO CONTRACT	\$ 22,444.00	LESS 10 % RETENTION	\$ -
TOTAL CONTRACT AND EXTRAS	\$ 263,444.00	NET AMOUNT EARNED	\$ 263,444.00
CREDITS TO CONTRACT	\$ -	AMOUNT OF PREVIOUS PAYMENTS	\$ 209,234.00
NET AMOUNT OF CONTRACT	\$ 263,444.00	AMOUNT DUE THIS PAYMENT	\$ 54,210.00
		BALANCE TO COMPLETE/ Incl. Ret.	\$ -

It is understood that the total amount paid to date plus the amount requested in this application shall not exceed \_\_\_\_\_% of the work completed to date.  
I agree to furnish Waivers of Lien for all materials under my contract when demanded.

Signed *Beth Healy*  
Beth Healy, President

Subscribed and sworn to before me this 19th day of July 2012



*Kim T Breshock*  
Notary Public  
My Commission Expires 11/24/2013

**Contract Change Order**

This Change Order is entered into on December 10, 2012 to amend the capital improvement contract entered into by and between the **Village of Oak Park** and **Sheridan Plumbing & Sewer**, 100 Tower Drive, Unit 115 Burr Ridge, Illinois 60527 for project No.11-9 Rehabilitation of Water Main Under I-290 at Ridgeland Avenue.

1. Contractor agrees to do all the work, furnish all materials and all labor necessary to complete the work in accordance with the terms of this contract and the requirements of the Village Engineer under it for the revised not to exceed amount of \$261,444. This amount includes all amounts previously paid to date.
  
2. The scope of work in the Change Order shall include additional landscaping on the south slope of I-290 and along Garfield and for an additional watermain valve on Garfield to allow for complete isolation of the line crossing I-290.
  
3. Contractor agrees to pay not less than the general prevailing rate of hourly wages, in Cook County, IL to all laborers, workers and mechanics engaged in the construction or demolition of public works.
  
4. All other terms of the original contract remain in full force and effect.

**Village of Oak Park**

**Sheridan Plumbing and Sewer**

\_\_\_\_\_  
By: Cara Pavlicek  
Interim Village Manager

\_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Print Name and Title

REVIEWED AND APPROVED  
AS TO FORM

DEC 06 2012

  
\_\_\_\_\_  
LAW DEPARTMENT

VILLAGE OF OAK PARK  
AGENDA ITEM COMMENTARY

M(1)

**Item Title: Resolution Authorizing the Execution of a Professional Services Agreement To Provide Information Technology Services To West Suburban Consolidated Dispatch Center for FY 2013.**

Resolution or Ordinance No. \_\_\_\_\_

Date of Board Action: December 10, 2012

**Staff Review:**

Department Director Name: \_\_\_\_\_

  
Alvin Nepomuceno

Village Manager's Office: \_\_\_\_\_



**Item History (Previous Board Review, Related Action, History):**

Since 2001, the Village of Oak Park has provided information technology (IT) services to the West Suburban Consolidated Dispatch Center (WSCDC) pursuant to an Intergovernmental Agreement. Providing this service has resulted in consistency with the technology in the dispatch center and the technology used by the Village's Police and Fire Departments. In addition, it has resulted in cost efficiencies because the Village, as the major funding source for WSCDC, is able to share resources with WSCDC.

The agreement provides for the Village to provide IT services on a flat monthly rate for an annual total of \$50,000.

**Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation):**

During its budget process for FY 2011, WSCDC determined to reduce its budget for this service from \$90,000 to \$50,000 with the goal of obtaining their own dedicated IT provider.

Because IT staff have provided these services for several years, they are familiar with WSCDC's IT environment and are able to provide the services in a timely and efficient manner.

**Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies, or regional municipalities):**

Over a year ago, WSCDC considered obtaining their own dedicated IT service provider. No additional information was provided from WSCDC.

**Item Budget Commentary: (Account #; Balance; Cost of contract)**

As part of the 2013 contract year, the IT department will perform support, deployment and remedial services as specified in the contract. This Agreement requires WSCDC to pay the Village a flat rate of \$50,000 for FY 2013. This billing arrangement will adequately compensate the Village for its personnel and administrative costs associated with providing the services.

**Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why):**

An alternative option is for WSCDC to obtain IT service from the private sector and will allow IT department to give more attention to strictly Oak Park projects. However, it may be cost prohibitive due to the complexity of WSCDC critical systems, time sensitive operations and interaction with the multiple community account administration, systems and processes.

**Proposed Recommended Action: Approve the Resolution**

# RESOLUTION

## AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT TO PROVIDE INFORMATION TECHNOLOGY SERVICES TO WEST SUBURBAN CONSOLIDATED DISPATCH CENTER FOR FY 2013.

**BE IT RESOLVED** by the President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois, that the Village Manager is hereby authorized and directed to enter into a Professional Services Agreement to Provide Information Technology Services to West Suburban Consolidated Dispatch Center for FY 2013, for which the Village of Oak Park will be paid \$50,000. The Agreement will conform substantially to the Professional Services Agreement attached hereto as Exhibit A.

**THIS RESOLUTION** shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED this 10<sup>th</sup> day of December 2012, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

**ADOPTED AND APPROVED** by me this 10<sup>th</sup> day of December 2012.

---

David G. Pope  
Village President

ATTEST:

---

Teresa Powell  
Village Clerk

**PROFESSIONAL SERVICES AGREEMENT  
TO PROVIDE INFORMATION TECHNOLOGY SERVICES TO  
WEST SUBURBAN CONSOLIDATED DISPATCH CENTER**

The parties to this Agreement are the WEST SUBURBAN CONSOLIDATED DISPATCH CENTER, an intergovernmental cooperation agency organized in accordance with the laws of the State of Illinois (hereinafter referred to as "WSCDC") and the VILLAGE OF OAK PARK, a municipal corporation organized in accordance with the laws of the State of Illinois (hereinafter referred to as "Oak Park").

**WHEREAS**, WSCDC is an Intergovernmental Cooperation Agency formed by member municipalities for the purpose of providing police, fire and emergency dispatch services to its members; and

**WHEREAS**, the Village of Oak Park is a member of WSCDC and receives a benefit from its services; and

**WHEREAS**, the Village of Oak Park employs a professional staff who provide Information Technology services to the Village of Oak Park;

**WHEREAS**, WSCDC has a need for Information Technology professional services; and

**WHEREAS**, the Village of Oak Park has the capacity to provide professional Information Technology services to WSCDC, and

**WHEREAS**, Article VII, Section 10 of the Constitution of the State of Illinois (1970), and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et.seq. authorize and encourage the type of intergovernmental cooperation anticipated by this Agreement; and

**WHEREAS**, WSCDC and the Village of Oak Park have determined that it is in their respective best interests to enter into this Agreement;

**Now Therefore**, the parties agree as follows:

**1. Term of Agreement**

This Agreement shall be in effect from January 1, 2013 to December 31, 2013.

**2. Scope of Services**

- a. The Village of Oak Park will provide professional Information Technology support services to WSCDC to maintain the WSCDC computer and technology systems and equipment. The WSCDC systems and equipment presently includes 1 IBM iSeries server, 1 general purpose file server, 2 SQL database servers, 1 Web Report server, 1 Application Web server, 6 telephone/radio console workstations, 6 dispatch workstations, 3 supervisor workstations, 1 RUOK workstation, 2 general purpose/

application workstations, 2 notebooks, 5 routers, 3 printers and various switches and network infrastructure located at River Forest, Oak Park and Elmwood Park to provide dispatch and MDC services.

- b. Oak Park will provide support and administration of Verizon cellular accounts used by all WSCDC member agencies (92 units).
- c. Oak Park will provide application, installation and remedial support for the 17 MDC's for Village of Elmwood Park.
- d. Oak Park will provide system documentation and reports, and perform system backup services.
- e. Oak Park will not provide services for special projects, such as, but not limited to, full scale application development and Geographic Information System (G.I.S.) implementation, other than necessary to provide 911 telephone system integration.
- f. Oak Park will not provide WSCDC with routine support and clerical services, including but not limited to functions such as buying and ordering parts or software, ordering equipment, maintaining inventory or obtaining software licenses and support services such as copy service, postage and mailing, transportation and telephone service. WSCDC will provide all necessary support and clerical services to Oak Park to allow Oak Park to fulfill the terms of this Agreement.

**3. Service Hours**

- a. Oak Park shall provide non-emergency professional services during normal work hours - 8:30 a.m. to 5:00 p.m. Monday through Friday, except on Holidays and other days when the Village of Oak Park is not open for business. Non-emergency services will be responded to within 24 hours or the next business day of receipt of the request for service.
- b. Oak Park shall provide emergency services 24 hours a day, 7 days a week and will use its best efforts to have a response time of 1 hour to emergency service requests.

**4. Service Location**

Oak Park may perform the services at remote locations as it deems appropriate.

**5. Service Requests**

Oak Park will only respond to requests for services made by the WSCDC Administrator or his designee using mutually agreed upon method of email notification to [ITSupport@oak-park.us](mailto:ITSupport@oak-park.us).

**6. Use of Oak Park Personnel to Perform the Services**

- a. Oak Park will provide the services solely by use of its own employees and shall not be obligated to hire any new employees or to engage the services of any outside



contractors in order to perform the services. Oak Park agrees to maintain adequate professional staff to perform the services.

- b. All Oak Park employees who provide the services to WSCDC under this agreement shall remain employees of the Village of Oak Park with all the rights, duties, benefits, and privileges associated therewith.

**7. WSCDC's Responsibilities**

WSCDC will provide the Oak Park Director of Information Technology or his designee with access to all manuals, operating instructions, licenses and other documents whether in hard copy form or by on-line access for present or newly acquired hardware and software which WSCDC desires Oak Park to support under this Agreement, and shall provide Oak Park IT Staff with any other information, access or passwords necessary to perform the services in this Agreement.

**8. Invoices and Payment**

Oak Park will bill WSCDC at the rate of \$50,000 per year. Oak Park will provide WSCDC with a monthly invoice in the amount of \$4,166.67. WSCDC will pay Oak Park within 14 days of receipt of the invoice.

**9. Working Nature/ Cooperation**

The parties understand the working nature of this agreement and agree to maintain a working relationship based upon mutual respect, good faith and cooperation. Each party agrees to use its best efforts to accommodate the reasonable expectation of the other Party within the terms of this Agreement.

**10. Indemnification**

WSCDC shall indemnify and hold the Village of Oak Park harmless against any and all claims, losses, demands, damages, lawsuits, judgments or liability of any kind arising out of or in any way connected to the Village's performance or failure to perform the services.

**11. Warranty Disclaimer**

Oak Park provides no warranty, and expressly disclaims any and all warranties, whether express or implied, written, or oral.

**12. Limitation of Remedies**

For any material breach of this Agreement by Oak Park, WSCDC's remedy and Oak Park's liability will be limited to a refund of the contract price for the service breached.

**13. Termination**

Either Party may terminate this Agreement by providing the other Party with ninety (90) days written notice of intent to terminate this Agreement. Payments hereunder shall be prorated to the date of termination of this Agreement.

**14. Notices**

All notices shall be sent to:

Executive Director  
WSCDC  
400 Park Avenue  
River Forest, Illinois 60305

Village Manager  
Village of Oak Park  
123 Madison St.  
Oak Park, Illinois 60302

IN WITNESS WHEREOF, the Parties have executed this Agreement on December \_\_\_\_, 2012.

WEST SUBURBAN CONSOLIDATED  
DISPATCH CENTER

BY: \_\_\_\_\_

Craig Anderson  
Interim Executive Director

VILLAGE OF OAK PARK

BY: \_\_\_\_\_

Cara Pavlicek  
Interim Village Manager

REVIEWED AND APPROVED  
AS TO FORM

DEC 03 2012

*[Signature]*  
LAW DEPARTMENT

VILLAGE OF OAK PARK  
AGENDA ITEM COMMENTARY

M(2)

**Item Title: Resolution Authorizing the Execution of a Professional Services Agreement to Provide Information Technology Services to the Village of River Forest for FY 2013.**

Resolution or Ordinance No. \_\_\_\_\_

Date of Board Action: December 10, 2012

**Staff Review:**

Department Director Name: \_\_\_\_\_

  
Alvin Nepomuceno

Village Manager's Office: \_\_\_\_\_

**Item History (Previous Board Review, Related Action, History):**

Since 2001, the Village of Oak Park has provided information technology (IT) support services to the Village of River Forest pursuant to an intergovernmental cooperation agreement. The intent of these annual agreements has been for both communities to share resources in a manner which is economically efficient.

**Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation):**

Through this agreement, the Villages of Oak Park and River Forest share the cost of a full time equivalent employee who is employed by Oak Park and available to River Forest on an as needed basis. The IT department supports River Forest's information systems needs with staffing resources appropriate to the type of service call and the technical skill sets required.

**Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies, or regional municipalities):**

In 2000, Village of River Forest generally was looking to improve their IT service and to be more cost effective over the outside firm they had contracted in previous years. In addition, both communities may share resources and knowledge experience.

**Item Budget Commentary: (Account #; Balance; Cost of contract)**

As part of the 2013 contract year, the IT department performed support, deployment and remedial services as specified by the contract. The Village of River Forest's contribution will remain at \$35,000 in FY 2013. The Agreement requires River Forest to pay Oak Park \$35,000 a year, or \$2,916.67 per month. This amount will adequately cover the personnel and administrative costs associated with providing this service.

**Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why):**

An alternative option is for the Village of River Forest to obtain IT service from the private sector. It should be noted that some of Village of River Forest's technology is also being utilized by WSCDC. Should either Village of River Forest or WSCDC obtain private sector service, it may be beneficial that they obtain IT services from a single company. This will allow IT department to give more attention to strictly Oak Park projects.

**Proposed Recommended Action: Approve the Resolution**

# RESOLUTION

## AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT TO PROVIDE INFORMATION TECHNOLOGY SERVICES TO THE VILLAGE OF RIVER FOREST FOR FY 2013

**BE IT RESOLVED** by the President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois, that the Village Manager is hereby authorized and directed to enter into a Professional Services Agreement to Provide Information Technology Services to the Village of River Forest for FY 2013, which agreement will require River Forest to pay Oak Park a total of \$35,000. The Agreement will substantially conform to the Agreement attached hereto as Exhibit A.

**THIS RESOLUTION** shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED this 10<sup>th</sup> day of December 2012, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

**ADOPTED AND APPROVED** by me this 10<sup>th</sup> day of December 2012.

---

David G. Pope  
Village President

ATTEST:

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Teresa Powell  
Village Clerk

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF OAK  
PARK AND THE VILLAGE OF RIVER FOREST FOR  
INFORMATION TECHNOLOGY SERVICES**

This agreement is made by and the between the VILLAGE OF RIVER FOREST, an Illinois municipal corporation (hereinafter "River Forest") and the VILLAGE OF OAK PARK, an Illinois municipal corporation (hereinafter "Oak Park").

**WHEREAS**, River Forest and Oak Park are contiguous units of local government which interact on many levels for the mutual benefit and welfare of the residents of each community; and

**WHEREAS**, Oak Park employs its own Information Technology staff to provide Information Technology support and related services to the Village of Oak Park; and

**WHEREAS**, River Forest and Oak Park have similar needs for Information Technology services; and

**WHEREAS**, the parties have determined that it is in their respective best interests to enter into this agreement; and

**WHEREAS**, Article VII, Section 10 of the Constitution of the State of Illinois (1970), and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et.seq. authorize and encourage the type of intergovernmental cooperation anticipated by this Agreement;

**Now Therefore**, the parties agree as follows:

**1. Term of Agreement**

This Agreement shall be effective from January 1, 2013 to December 31, 2013.

**2. Scope of Services**

a. Oak Park will provide professional Information Technology support services to River Forest in order to maintain the River Forest computer systems and equipment. The systems and equipment presently consist of 2 servers hosting vmware, running 4 virtual servers and 1 virtual appliance, 2 storage arrays, 2 file/application servers, 1 management server, 1 robotic tape library, 50 workstations, 15 network printer queues, 3 multi-purpose printers/scanners, 16 Toughbook MDC's, 7 notebook computers, 3 wireless access points, 3 routers, 6 switches, Pump Station and Public Works to Village Hall VPN links.

b. Oak Park will provide system documentation and service reports, and will maintain adequate system backup services. Oak Park will not provide application 'help desk' support.

c. Oak Park will not perform services for special projects, such as but not limited to application development and Geographic Information System (G.I.S.) implementation, other than installation and maintenance.

d. Oak Park will not provide River Forest with routine support and clerical services, including but not limited to functions such as buying and ordering parts or software, ordering equipment, maintaining inventory or obtaining software licenses and support services such as copy service, postage and mailing, transportation and telephone service.

**3. Service Hours**

a. Oak Park will provide the services during Oak Park's normal business hours, 8:30 a.m. to 5:00 p.m. Monday through Friday, except for Holidays or other days when the Village of Oak Park is not open for business.

b. Oak Park shall use its best efforts to respond to requests for service within 24 hours of the request. Emergency requests for service related to Public Safety equipment and software are governed by the "Professional Service Agreement To Provide Information Technology Services to West Suburban Consolidated Dispatch" upon adoption and execution of that agreement.

**4. Service Location**

Oak Park may perform the services outside of River Forest as it deems appropriate, except that an Oak Park I.T. staff member will report to the River Forest Village Hall at least once each week to provide routine maintenance and handle IT related tasks as covered in this agreement.

**5. Service Requests**

Oak Park will only respond to requests for services made by the River Forest Village Administrator or his designee using mutually agreed upon method of email notification to ITSupport@oak-park.us.

**6. Use of Oak Park Personnel to Perform the Services**

a. Oak Park will provide the services solely by use of its own employees and shall not be obligated to hire any new employees or to engage the services of any outside contractors in order to perform the services. Oak Park agrees to maintain adequate professional staff to perform the services.

b. All Oak Park employees who provide the services to River Forest under this agreement shall remain employees of the Village of Oak Park with all the rights, duties, benefits, and privileges associated therewith.

**7. River Forest Responsibilities**

a. River Forest will provide all necessary support and clerical services to Oak Park to allow Oak Park to fulfill the terms of this Agreement.

b. River Forest will provide the Oak Park Director of Information Technology, or his designee, with access to all manuals, operating instructions, licenses and other documents whether in hard copy form or by on-line access for present or newly acquired hardware and software which River Forest desires Oak Park to support under this Agreement, and will provide Oak Park IT Staff with any other information, access or passwords necessary to perform the services.

**8. Invoices and Payment**

River Forest agrees to pay to Oak Park the sum of \$35,000 per year in monthly installments. Oak Park will bill River Forest at the flat rate of \$2,916.67 per month. All payments will be due on the first of the month.

**9. Working Nature/ Cooperation**

The parties understand the working nature of this agreement and agree to maintain a working relationship based upon mutual respect, good faith and cooperation. Each party agrees to use its best efforts to accommodate the reasonable expectation of the other Party within the terms of this Agreement.

**10. Indemnification**

River Forest shall indemnify and hold the Village harmless against any and all claims, losses, demands, damages, lawsuits, judgments or liability of any kind arising out of or in any way connected to the Village's performance or failure to perform the services.

**11. Warranty Disclaimer**

Oak Park provides no warranties, and expressly disclaims any warranty whether express or implied, written, or verbal, for the Information Technology services to River Forest.

**12. Limitation of Remedies**

For any material breach of this Agreement by Oak Park, River Forest's remedy and Oak Park's liability will be limited to a refund of the price paid pursuant to this Agreement.

**13. Termination** Either Party may terminate this Agreement with or without cause, by providing the other Party with thirty (30) days written notice of intent to terminate this Agreement. Payments hereunder shall be prorated to the date of termination.

**14. Notices**

All notices shall be sent as follows:

Village Administrator  
Village of River Forest  
400 Park Avenue  
River Forest, Illinois 60305

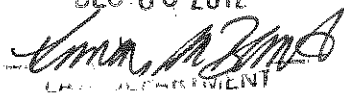
Village Manager  
Village of Oak Park  
123 Madison St.  
Oak Park, Illinois 60302

IN WITNESS WHEREOF, the Parties have executed this Agreement December \_\_\_\_, 2012.

VILLAGE OF RIVER FOREST

REVIEWED AND APPROVED  
AS TO FORM

DEC 03 2012



BY: \_\_\_\_\_  
John Rigas, Village President

VILLAGE OF OAK PARK

BY: \_\_\_\_\_  
Cara Pavlicek, Interim Village Manager



VILLAGE OF OAK PARK  
AGENDA ITEM COMMENTARY

N(1-6)

**Item Title: Resolutions authorizing the execution of agreements with various benefit providers or Village-sponsored employee benefit programs for 2013.**

Resolution or Ordinance No. \_\_\_\_\_

Date of Board Action: December 10, 2012

Human Resources Director:

  
Frank Spataro

Village Manager's Office: \_\_\_\_\_

**Item History (Previous Board Review, Related Action, History):**

The Human Resources Department administers an insurance and benefits program for Village employees, as well as employees of the Oak Park Public Library, Oak Park Township and the West Suburban Consolidated Dispatch Center through a "Group Benefit Terms and Conditions of Participation Agreement" with each agency. Using the services of Corporate Benefits Consultants, the Village's insurance and employee benefits consulting firm, the Village contracts with individual providers of insurance and benefits that include the following: group health coverage from Blue Cross/Blue Shield including a prescription drug program administered by Catamaran; dental insurance administered by Delta Dental; group term life and accidental death and dismemberment insurance administered by Mutual of Omaha; cafeteria, flexible spending S-125 and COBRA programs administered by Allied Benefit Systems; and a deferred compensation 457 plan administered by the ICMA/Retirement Corporation. In addition to the programs listed above, there are two Village-specific benefit programs: a health insurance opt-out program that provides payments to Village employees who obtain coverage from a spouse or domestic partner in lieu of participating in the Village's group health plan, or whose spouse, domestic partner and/or eligible dependent are covered by another employer; and an S-125 public transit pre-tax benefit. A new Roth IRA benefit for Village employees administered by the ICMA/Retirement Corporation is proposed for inclusion in the insurance and benefits program for 2013. Agreements with benefit providers where Village costs exceed \$25,000, Village-specific benefits such as the insurance opt-out and S-125 public transit pre-tax benefits, and new programs such as the Roth IRA are submitted to the Village Board for approval.

Each of the nine collective bargaining agreements the Village has with various unions contain references to health insurance (including prescription drug co-pays), dental insurance and life insurance benefits.

**Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation):**

Corporate Benefit Consultants surveys providers of insurance and benefits on behalf of the Village and recommends providers offering the best products and service at the best price. Village-specific benefits such as the insurance opt-out and S-125 public transit pre-tax benefits are developed and administered in-house. The following is a summary of all employee benefits offered by the Village:

- **Blue Cross/Blue Shield:** Blue Cross/Blue Shield serves as the Village's third party administrator for group health insurance consisting of two preferred provider options (Blue Cross/Blue Shield PPO and PPO Legacy Plans), and two health maintenance options (Blue Cross/Blue Shield HMO Illinois and Blue Advantage Plans). The annual agreement consists of the following components: 1) a Benefit Program Application for the Blue Cross/Blue Shield Preferred Provider Option (PPO) setting forth the terms and conditions for participation in the general PPO and PPO Legacy (a higher deductible but lower premium) plans; 2) an "Exhibit to the Stop Loss Coverage Policy" pertaining to the aggregate and individual stop loss insurance for the PPO plans; 3) the Benefit Program Application for the Blue Cross/Blue Shield Health Maintenance Option (HMO) setting forth the terms and conditions for participation in the HMO Illinois and HMO Blue Advantage plans; and 4) an "Application for Excess Loss Coverage (HMO Cost-Plus Accounts Only) pertaining to the aggregate and individual stop loss insurance for the PPO plans.
- **Catamaran:** Walgreens Health Initiatives, under an agreement approved by the Village Board on November 22, 2010 covering a three-year period from January 1, 2011 to December 31, 2013 serves as the Village's third party administrator for self-insured prescription drug coverage. Catamaran purchased Walgreens Health Initiatives in 2012 replacing Walgreens as the Village's third party administrator for self-insured prescription drug coverage. Walgreens Health Initiatives offered the Village the choice in 2010 of a one or three-year agreement. The three-year agreement offered deeper discounts on generic drugs (a 69% discount of the average wholesale price for 3-years versus a 67% discount for the one-year option) as well as larger dispensing rebates for three years versus one year. Catamaran has informed the Village it is honoring the final year of the agreement, therefore, no Board approval of this agreement is required.
- **Delta Dental:** Delta Dental is the Village's dental insurance provider. The 2013 agreement reflects the premiums charged for participation in the Preferred Provider Option Low and High Plans which were included with the health insurance premiums approved by the Village Board on November 5, 2012. The renewal rates for 2013 are the same as those charged in 2012. Because the amount expended by the Village does not exceed \$25,000, this agreement will be executed by the Interim Village Manager.
- **Mutual of Omaha:** Mutual of Omaha provides basic employer-paid group term life and accidental death and dismemberment (AD&D) insurance and optional, employee-paid group term life and accidental death and dismemberment insurance for employees, their spouses and eligible dependents. The 2013 renewal agreement reflects premiums charged for employer-paid basic group term life and accidental death and dismemberment insurance, and age-graded tables for employees to purchase, at their own cost, optional term life and accidental death and dismemberment insurance for themselves, their spouses and eligible dependents. The amounts charged in 2013 for the Village-paid basic life insurance (\$0.13 per \$1,000 of coverage) and AD&D (\$0.02 per \$1,000 of coverage) are the same as those charged in 2012. Because the amount expended by the Village does not exceed \$25,000, this agreement will be executed by the Interim Village Manager.
- **Allied Benefit Systems:** Through an agreement with Allied Benefit Systems, Allied acts as a third party administrator for a cafeteria plan within the meaning of Section 125 (S-125) of the Internal Revenue Code. The S-125 Flexible Spending Program enables employees to have up to \$2,500 deducted from their paychecks on a pre-tax basis for eligible medical expenses, and pre-tax deductions up to \$5,000 for eligible dependent care expenses.

- Through the International City/County Management Association (ICMA)/Retirement Corporation (RC), the Village offers employees a deferred compensation retirement savings plan within the meaning of Section 457 of the Internal Revenue Code (deferred compensation plans of State and local governments and tax-exempt organizations). The deferred compensation program enables employees to have up to \$17,500 (the 2013 normal contribution limit) deducted from their paychecks on a pre-tax basis. This is an ongoing program which does not need to be reapproved.
- Through the International City/County Management Association (ICMA)/Retirement Corporation (RC), the Village proposes to offer employees a new Roth Individual Retirement Account (IRA) savings plan benefit. Employees will be permitted to make post-tax contributions up to \$5,500, the 2013 limit established by the Internal Revenue Service, through payroll deductions to a Roth IRA to supplement their retirement earnings at no cost to the Village. This is a new benefit.
- Public Transit Pre-Tax S-125 Flexible Benefit Plan. The Public Transit Pre-Tax S-125 Flexible Benefit Plan is a Village plan permitting an employee to make pre-tax contributions, subject to limits established by the Internal Revenue Service, through payroll deductions to a public transit flexible benefit plan to pay for eligible transit-related expenses such as public transportation, qualified parking expenses, and qualified bicycle expenses including the purchase, improvement, repair and storage of a bicycle regularly used to travel between the employee's residence and place of employment.
- Optional Health Insurance Opt-Out Program. The Village incentivizes employees who have health insurance available through their spouse or domestic partner's employer, for themselves and other members of their family eligible for coverage under the Village's health insurance plan, to receive cash payment to elect coverage in their spouse or domestic partner's health insurance plan. Employees who opt-out of individual coverage for themselves or their family members receive a monthly payment of \$75, or \$900 annually. Employees whose spouse, domestic partner and eligible dependents receive coverage through another employer receive a monthly payment of \$200 or \$2,400 annually. The total expenditure for this program is estimated to be \$94,500 for 2013. However, this expenditure is recouped in health care cost savings as well as in the reduced amount of the Village's contribution to health insurance for these dependents.

**Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies**

As noted above, the group health coverage including a prescription drug program, dental insurance, group term life and accidental death and dismemberment insurance, and a flexible spending S-125 program are offered to employees of the Oak Park Public Library, Oak Park Township and the West Suburban Consolidated Dispatch Center through a "Group Benefit Terms and Conditions of Participation Agreement" with each agency through 2013.

**Item Budget Commentary: (Account #; Balance; Cost of contract)**

Funding for the Village's insurance and benefit program is through the Employee Health Insurance Fund (Fund 6028). The Village, participating employees, and the three outside agencies contribute to the Health Insurance Fund through payroll deductions and premium payments from which claims for medical services and prescription drugs, dental and life insurance, administrative fees associated with the insurance and benefit program, and payments made to Village employees participating in the health insurance opt-out program are paid. Employees participating in the insurance program

also impact the Health Insurance Fund by lowering Village expenses through co-pays, and required payment of deductibles and out-of-pocket expenses for specific services.

Listed below are the estimated annual Village expenses included in the proposed 2013 Fund 6028 budget for the insurance and benefit programs listed above.

- Blue Cross/Blue Shield: \$6,741,000 to cover anticipated health care costs including the payment of claims, administrative fees associated with the two PPOs and HMOs and aggregate and individual stop-loss insurance for high claims.
- Catamaran: \$1,575,000 for the payment of prescription drugs after applicable employee co-pays.
- Delta Dental: \$10,800 resulting from a monthly payment of \$13.88 for approximately 65 sworn, public safety employees enrolled in the Delta Dental PPO Low Plan.
- Mutual of Omaha: \$18,840 to provide basic group term life and accidental death and dismemberment insurance for eligible Village employees.
- Allied Benefits Systems: \$11,400 for the S-125 Flexible Spending Program that consists of an annual \$500 fee and a monthly "per participant" charge of \$5.00. The pre-tax nature of the payroll deduction for health and dependent care expenses reduces the amount of taxable income subject to Medicare and Social Security taxes for the Village and the participating employees. Fees to administer the COBRA program include \$17 for processing the COBRA election package (forms), a monthly charge of \$8.00 per COBRA participant, \$2.00 to forward a COBRA termination letter and \$8.00 for a HIPPA Certification per terminated employee.
- ICMA/RC 457, Deferred Compensation: There are no Village expenses associated with this program. In fact, the pre-tax nature of the payroll deduction reduces the amount of taxable income subject to Medicare and Social Security taxes for the Village and the participating employees.
- ICMA/RC Roth IRA: There are no Village expenses associated with this program as all contributions to the Roth IRA are made by employees through payroll deduction and a prior waiver of plan administration and mutual fund service fees for continued use of ICMA/RC E-Z Link and wire transfer for employee contribution processing and submittals.
- Public Transit Pre-Tax S-125 Flexible Benefit Plan: There are no Village expenses associated with this program. In fact, the pre-tax nature of the payroll deduction reduces the amount of taxable income subject to Medicare and Social Security taxes for the Village and the participating employees.
- Optional Health Insurance Opt-Out Program: \$94,500.

**Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why.)**

Several employee benefits listed above are specifically stated in collective bargaining agreements the Village has with nine separate unions making the consideration of options or alternatives unfeasible.

**Proposed Recommended Action:** Approve the following Resolutions authorizing agreements with various benefit providers where Village costs exceed \$25,000 (excluding previously authorized multi-

year agreements including 2013 in their term, and agreements where Village costs are less than \$25,000) that include the following:

- 1) The 2013 Blue Cross/Blue Shield agreement consisting of benefit program applications for the two PPOs and two HMOs as well as individual and aggregate stop gap insurance for the PPOs and HMOs;
- 2) The Allied Benefit Systems S-125 Flexible Benefit Spending Plan;
- 3) Plan documents from Mutual of Omaha for basic and optional life and AD&D insurance;
- 4) The Village-specific insurance opt-out program;
- 5) The Village S-125 public transit pre-tax benefit program; and
- 6) The new ICMA/RC Roth IRA retirement savings program.

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH BLUE  
CROSS/BLUE SHIELD OF ILLINOIS FOR PPO AND HMO HEALTH INSURANCE  
INCLUDING AGGREGATE AND INDIVIDUAL STOP LOSS COVERAGE AND THIRD PARTY  
ADMINISTRATOR SERVICES.**

BE IT RESOLVED by the President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois, that the Village Manager is hereby authorized and directed to execute agreements with Blue Cross/Blue Shield of Illinois for HMO and PPO Health insurance aggregate and individual stop loss coverage and for third party administrator services for the Village's self insured health fund. Those agreements shall conform substantially to the terms set forth on the HMO and PPO Benefit Program Applications in Exhibit A, and the stop loss coverage and excess coverage for the PPO and HMO, respectively in Exhibit B.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED this 10<sup>th</sup> day of December, 2012 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ADOPTED AND APPROVED by me this 10<sup>th</sup> day of December, 2012.

---

David G. Pope  
Village President

ATTEST:

---

Teresa Powell  
Village Clerk

# ASO



**Benefit Program Application ("ASO BPA")**  
Applicable to Administrative Services Only (ASO) Group Accounts  
administered by Blue Cross and Blue Shield of Illinois, a division of Health Care Service Corporation,  
a Mutual Legal Reserve Company, hereinafter referred to as "Claim Administrator" or "HCSC"

Group Status: Renewing ASO Account

If former HCSC Insured Group converting to ASO, on what basis? Not applicable

Employer Account Number (6-digits): 010156      Group Number(s): P10156; P10251      Section Number(s): see attached

Legal Employer Name: Village of Oak Park  
(Specify the employer or the employee trust applying for coverage. Names of subsidiary or affiliated companies to be covered must also be included. AN EMPLOYEE BENEFIT PLAN MAY NOT BE NAMED.)

ERISA Plan:  Yes  No      If yes, specify ERISA Plan Year: n/a  
ERISA Plan Administrator: n/a      Plan Administrator's address: n/a  
Effective Date of Coverage: 01/01/2013      Anniversary Date: 01/01/2014

**ACCOUNT INFORMATION**

NO CHANGES

Address: 123 Madison Street  
City: Oak Park      State: IL      Zip: 60302-4205  
Standard Industry Code (SIC): 8990      Employer Identification Number (EIN): 366006027

Subsidiaries:  
Affiliated Companies:  
(If Affiliated Companies listed above are to be covered, a separate "Addendum to the Benefit Program Application Regarding Affiliated Companies" must be completed, signed by the Employer's authorized representative, and attached to this Benefit Program Application.)

Administrative Contact: Mr. Frank Spataro      Phone Number: 708-358-5652      Fax Number:  
Title: Human Resource Director      Email Address: spataro@oak-park.us  
Blue Access for Employers (BAE) Contact: Mr. Frank Spataro      Phone Number: 708-358-5652      Fax Number:  
(The BAE Contact is the Employee of the Account authorized by the Employer to access and maintain its account via BAE.)      Email Address: spataro@oak-park.us

**SCHEDULE OF ELIGIBILITY**

NO CHANGES

- 1. Eligible Person means:
  - A full-time employee of the Employer.
  - A full-time employee who is a member of: (name of union)
  - Other: Retirees: Policemen and Firemen must be at least age 50 with 20 years of service. Regular full-time employees must be at least age 55 with 8 years of service.
- 2. Full-Time Employee means:
  - A person who is regularly scheduled to work a minimum of 35 hours per week and who is on the permanent payroll of the Employer.
  - Other:

3. The Effective Date of termination for a person who ceases to meet the definition of Eligible Person:
- The date such person ceases to meet the definition of Eligible Person.
  - The last day of the calendar month in which such person ceases to meet the definition of an Eligible Person.
  - Other: coverage ends the end of the month the employee terminates.
4. Civil Union Partners covered:
- i.  Yes. Check "Yes" if Employer is an Illinois county, municipality, the State of Illinois, subject to the Illinois School Code, a church plan or other non-ERISA plan. For such Employers, a Civil Union Partner and his or her dependents are automatically eligible to enroll for coverage and, once enrolled, eligible for continuation of coverage as described in the Employer's Plan. Skip to item 5 below.
  - ii. For all other Employers,  Yes  No  
*If yes: A Civil Union Partner and his or her dependents are eligible to enroll for coverage.*  
*If yes, are Civil Union Partners and his or her dependents eligible for continuation of coverage?*  Yes  No
- The Employer is responsible for providing notice of possible tax implications to those Covered Employees with coverage for Civil Union Partners.

5. Domestic Partners covered:  Yes  No  
*If yes: A Domestic Partner is eligible to enroll for coverage.*  
*If yes, are Domestic Partners eligible for continuation of coverage?*  Yes  No  
*If yes, are dependents of Domestic Partners eligible to enroll for coverage?*  Yes  No  
*If yes, are dependents of Domestic Partners eligible for continuation of coverage?*  Yes  No
- The Employer is responsible for providing notice of possible tax implications to those Covered Employees with coverage for Domestic Partners.

6. The Limiting Age for covered children is **Twenty-six (26)** years, regardless of presence or absence of a child's financial dependency, residency, student status, employment, marital status or any combination of those factors. For plan years beginning before January 1, 2014, an ASO grandfathered group health plan may exclude an adult child under 26 from coverage only if the child is eligible to enroll in an eligible employer sponsored health plan (as defined in Section 5000A(f)(2) of the Internal Revenue Code) other than a group health plan of a parent.

If Employer is an Illinois county, municipality, the State of Illinois, or subject to the Illinois School Code, this Limiting Age is extended to **thirty (30) years**, for unmarried eligible military personnel as described in the Employer's Plan.

To cover dependent children age twenty-six (26) and over other than unmarried eligible military personnel described above, you may select and complete option i. or ii. below:

- i.  The Limiting Age for covered children age twenty-six (26) or over,
  - who are unmarried
  - regardless of marital status,
 is \_\_\_\_\_ years. (Twenty-seven (27) through thirty (30) are the available options.)
- ii.  The Limiting Age for covered children **who are full-time students** and age twenty-six (26) or over,
  - who are unmarried
  - regardless of marital status,
 is \_\_\_\_\_ years (Twenty-seven (27) through thirty (30) are the available options.)

Coverage based on the Limiting Age(s) elected above terminates on:

- The birthday on which the Limiting Age is reached.
- The last day of the calendar month in which the Limiting Age is reached.

However, such coverage shall be extended in accordance with any applicable federal or state law.



7. The Eligibility Date for a person who becomes an Eligible Person after the Effective Date of the Employer's health care plan:
- The date of employment.
  - The day of employment.
  - The day of the month following month(s) or days of employment.
  - The day of the month following the date of employment.
  - Other: if hired the 1<sup>st</sup> through the 15<sup>th</sup> of the month, the eligibility date is the first of the following month. If hired the 16<sup>th</sup> through the last day of the month, eligibility is the 1<sup>st</sup> of the month following 30 days.

8. Enrollment:

*Special Enrollment:* An Eligible Person may apply for coverage, Family coverage or add dependents within thirty-one (31) days of a qualifying event if he/she did not apply prior to his/her Eligibility Date or when eligible to do so. Such person's Coverage Date, Family Coverage Date, and/or dependent's Coverage Date will be the effective date of the qualifying event or, in the event of Special Enrollment due to termination of previous coverage, the date of application of coverage. In the case of a qualifying event due to loss of coverage under Medicaid or a state children's health insurance program, however, this enrollment opportunity is not available unless the Eligible Person requests enrollment within sixty (60) days after such coverage ends.

*Late Enrollment:* An Eligible Person may apply for coverage, Family coverage or add dependents if he/she did not apply prior to his/her Eligibility Date or did not apply when eligible to do so. Such person's Coverage Date, Family Coverage Date, and/or dependent's Coverage Date will be a date mutually agreed to by the Claim Administrator and the Employer.

*Open Enrollment:*  Yes  No

An Eligible Person may apply for coverage, Family coverage or add dependents if he/she did not apply prior to his/her Eligibility Date or did not apply when eligible to do so, during the Employer's Open Enrollment Period.

- Specify Open Enrollment Period: the months of November and December for a January 1<sup>st</sup> effective date

Such person's Coverage Date, Family Coverage Date, and/or dependent's Coverage Date will be a date mutually agreed to by the Claim Administrator and the Employer. Such date shall be subsequent to the Open Enrollment Period.

9. Extension of benefits due to Temporary Layoff, Disability or Leave of Absence:

Temporary Layoff: 0 days      Disability: 365 days      Leave of Absence: 365 days

*However, benefits shall be extended for the duration of an Eligible Person's leave in accordance with any applicable federal or state law.*

10. COBRA Auto Cancel?  Yes  No

*Member's COBRA/Continuation of Coverage will be automatically cancelled at the end of the member's eligibility period.*

<b>LINES OF BUSINESS</b> (Check all applicable products/services)	
<input checked="" type="checkbox"/> <b>NO CHANGES</b>	
<input checked="" type="checkbox"/> Participating Provider Option	<input type="checkbox"/> Outpatient Prescription Drugs:
<input type="checkbox"/> Point of Service (BlueChoice)	<input type="checkbox"/> Outpatient Prescription Drug Program
<input type="checkbox"/> Blue Choice Select	<input type="checkbox"/> Covered under the medical benefit
<input type="checkbox"/> Comprehensive Major Medical	<input type="checkbox"/> Dental
<input type="checkbox"/> Base Plus	<input checked="" type="checkbox"/> Blue Care Connection®
<input checked="" type="checkbox"/> Stop Loss (if purchased, complete separate Exhibit)	<input type="checkbox"/> Health Care Account (HCA) Administrative Services

*to the Stop Loss Coverage Policy)*

*(if purchased, complete separate HCA BPA)*

Dearborn National Life Insurance *(if purchased, complete separate Life application)*

BlueEdge FSA (Vendor: ConnectYourCare) *(available 1/1/2013)*

HCSC COBRA Administrative Services *(if purchased, complete separate COBRA Administrative Services Addendum)*

**FEE SCHEDULE**

**Fee Schedule Period**

To begin on Effective Date of Coverage and continue for:

12 Months     Other (please specify): \_\_\_\_\_ Months

**Administrative Charge(s)**

NO CHANGES

Applies to all coverages

Different percentage(s) or amount(s) for the following types of coverages. Please specify:

Subscriber Share Methodology for Illinois Network Provider Claims Applies:  Yes     No

(If no, a letter declining Subscriber Share Methodology for Claims processing must be attached to this Benefit Program Application.)

**Administrative Charge Chart:**

Each column can be used to differentiate rates between product types or employee tiers. All columns do not need to be used. All fees listed are per employee per month.

Product / Service	P10156	P10251		
Administrative Fee	\$52.09	\$52.09	\$	\$
Choose an Item	\$	\$	\$	\$
Choose an Item	\$	\$	\$	\$
Choose an Item	\$	\$	\$	\$
Choose an Item	\$	\$	\$	\$
Prescription Drug Rebate Credit per Covered Employee per month is the guaranteed Prescription Drug Rebate savings reflected as a Prescription Drug Rebate credit. Expected rebate amounts to be received by the Claim Administrator are passed back to the Employer with one hundred percent (100%) of the expected amount applied as a credit on the monthly billing statement on a per Covered Employee per month basis. Rebate credits are paid prospectively to the Employer and shall not continue after termination of the Prescription Drug Program. (Further information concerning this credit is included in the governing Administrative Services Agreement to which this ASO BPA is attached under the section titled "CLAIM ADMINISTRATOR'S SEPARATE FINANCIAL ARRANGEMENTS WITH PHARMACY BENEFIT MANAGERS.")	\$	\$	\$	\$
<b>Blue Care Connection® ("BCC") Program: Enhanced</b>	<b>\$included</b>	<b>\$included</b>	\$	\$
<b>BCC Program Buy Up(s):</b>				
Description: Choose an Item	\$	\$	\$	\$
Description: Choose an Item	\$	\$	\$	\$
Description: Choose an Item	\$	\$	\$	\$
Other: _____	\$	\$	\$	\$
Other: _____	\$	\$	\$	\$
Other: _____	\$	\$	\$	\$
Other: _____	\$	\$	\$	\$
Other: _____	\$	\$	\$	\$

**Legacy Carve Out Disease Management:** Not applicable

Additional Comments (Provide any additional details regarding the fee structure):

<b>Claim Administrator Provider Access Fee(s)</b>	
<input type="checkbox"/> NO CHANGES	
Group Number(s): P10156 / P10251	
<input checked="" type="checkbox"/> % of ADP Savings: 2.51%	
<input type="checkbox"/> \$ per Covered Employee per month: \$	
<b>Complete for Groups with multiple Provider Access Fees by products (i.e., CMM, PPO and/or POS plans):</b>	
Group Number(s):	
<input type="checkbox"/> % of ADP Savings: %	
<input type="checkbox"/> \$ per Covered Employee per month: \$	
BlueCard Program/Network access fees: Available upon request.	
<b>Other Service and/or Program Fee(s)</b>	
<input checked="" type="checkbox"/> NO CHANGES	
Not applicable to Grandfathered Plans	
<b>External Review Coordination:</b> If selected, Employer acknowledges and agrees: (i) to a fee of \$700 for each external review requested by a Covered Person that the Claim Administrator coordinates for the Employer in relation to the Employer's Plan; (ii) that the Claim Administrator's coordination shall include reviewing external review requests to ensure that they meet eligibility requirements, referring requests to accredited external independent review organizations, and reversing the Plan's determinations if so indicated by external independent review organizations; and (iii) that the external reviews shall be performed by an independent third party entity or organization and not the Claim Administrator. Amounts received by Claim Administrator and external independent review organizations may be revised from time to time and may be paid each time an external review is undertaken. Further, Employer elects for external reviews to be performed under the process selected below (select one):	
<input type="checkbox"/> State of Illinois External Review Process	<input checked="" type="checkbox"/> Federal Affordable Care Act Process
<b>Reimbursement Provision:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes: It is understood and agreed that in the event the Claim Administrator makes a recovery on a third-party liability claim, the Claim Administrator will retain 25% of any recovered amounts other than recovered amounts received as a result of or associated with any Workers' Compensation Law.	
<b>Conversion Privilege:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, conversion fee: \$6,000 per conversion.</i>	
<b>Claim Administrator's Third Party Recovery Vendor:</b> It is understood and agreed that in the event the Claim Administrator's Third Party Recovery Vendor makes a recovery on a claim, the Employer will pay no more than 25% of any recovered amount.	
<b>Termination Administrative Charge</b>	
As applies to the Run-Off Period indicated in the Payment Specifications section below:	
i. <b>For service charges (including, but not limited to, access fees) billed on a per Covered Employee basis at the time of termination,</b> the Termination Administrative Charge will be the amount equal to ten percent (10%) of the annualized charges based on the service charges in effect as of the termination date and the Plan participation of the two (2) months immediately preceding the termination date. Such aggregate amount will be due the Claim Administrator within ten (10) days of the Claim Administrator's notification to the Employer of the Termination Administrative Charge described herein.	
ii. <b>For service charges (including, but not limited to, access fees) billed on a basis other than per Covered Employee at the time of termination,</b> the Termination Administrative Charge will be such service charges in effect at the time of termination to be applied and billed by the Claim Administrator, and paid by the Employer, in the same manner as prior to termination.	
Termination Administrative Charges assume the continuation of the Plan benefit program(s) and the administrative services in effect prior to termination. Should such Plan benefit program(s) and/or administrative services change, or in the event the average Plan enrollment during the three (3) months immediately preceding termination varies by ten percent (10%) or more from the enrollment used to determine the service charges in effect at the time of termination, the Claim Administrator reserves the right to adjust the rates for service charges (including, but not limited to, access fees) to	

be used to compute the Termination Administrative Charge.

### Payment Specifications

NO CHANGES

Employer Payment Method:  Online Bill Pay  Electronic  Check

Employer Payment Period:  Weekly (cannot be selected if Check is selected as payment method above)

Twice-Monthly  Monthly  Other (please specify):

Claim Settlement Period:  Monthly  Other (please specify):

Run-Off Period: Employer Payments are to be made for 12 months following end of Fee Schedule Period.  
Standard is twelve (12) months.

Final Settlement: Final Settlement is to be made within 60 days after end of Run-Off Period.  
Standard is sixty (60) days.

### Broker/Consultant Compensation

The Employer acknowledges that if any broker/consultant acts on its behalf for purposes of purchasing services in connection with the Employer's Plan under the Administrative Services Agreement to which this ASO BPA is attached, the Claim Administrator may pay the Employer's broker/consultant a commission and/or other compensation in connection with such services under the Agreement. If the Employer desires additional information regarding commissions and/or other compensation paid the broker/consultant by the Claim Administrator in connection with services under the Agreement, the Employer should contact its broker/consultant.

### OTHER PROVISIONS

NO CHANGES

1. Certificate of Creditable Coverage:  Yes  No

*If yes: The Employer directs the Claim Administrator to issue to individuals, whose coverage under the Plan terminates during the term of the Administrative Services Agreement to which this ASO BPA is attached, a Certificate of Creditable Coverage. The Certificate of Creditable Coverage shall be based upon information required for issuance of a Certificate of Creditable Coverage to be provided to the Claim Administrator by the Employer and coverage under the Plan during the term of the Administrative Services Agreement.*

2. Summary of Benefits & Coverage:

a. Claim Administrator will create Summary of Benefits & Coverage (SBC)?

Yes. If yes, please answer question b. The SBC Addendum is attached.

No. If No, then the Employer acknowledges and agrees that the Employer is responsible for the creation and distribution of the SBC as required by Section 2715 of the Public Health Service Act (42 USC 300gg-15) and SBC regulations (45 CFR 147.200), as supplemented and amended from time to time, and that in no event will the Claim Administrator have any responsibility or obligation with respect to the SBC. The Claim Administrator is not obligated to respond to or forward misrouted calls, but may, at its option, provide participants and beneficiaries with Employer's contact information. A new clause (e) is added to Subsection C. in the Additional Provisions as follows: "(e) the SBC". (Skip question b.)

b. Claim Administrator will distribute Summary of Benefits & Coverage (SBC) to participants and beneficiaries?

No. Claim Administrator will create SBC (only for benefits Claim Administrator administers under the Agreement) and provide SBC to Employer in electronic format. Employer will then distribute SBC to participants and beneficiaries (or hire a third party to distribute) as required by law.

Yes. Claim Administrator will create SBC (only for benefits Claim Administrator administers under the Agreement) and provide SBC to Employer in electronic format. Employer will then distribute to participants and beneficiaries as required by law, except that Claim Administrator will send the SBC in response to the occasional request received directly from individuals.

Yes. Claim Administrator will create SBC (only for benefits Claim Administrator administers under the Agreement) and distribute SBC to participants and beneficiaries via regular hardcopy mail or electronically. Distribution Fee for hardcopy mail is \$1.30 per package. The distribution fee will not apply to SBCs that Claim Administrator sends in response to the occasional request received directly from individuals.

3. Case Management Program/Medical Services Advisory:  Yes  No

*If yes: The undersigned representative authorizes provision of alternative benefits for services rendered to Covered Persons in accordance with the provisions of the Administrative Services Agreement to which this ASO BPA is attached and the Employer's plan document.*

4. Employer acknowledges and agrees to utilize Claim Administrator's standard list of services and supplies for which pre-certification is required:  Yes  No If no, Employer authorizes Claim Administrator to post Employer's pre-certification requirements on Claim Administrator's Website:  Yes  No

5. The Massachusetts Health Care Reform Act requires employers to provide, or contract with another entity to provide, a written statement to individuals residing in Massachusetts who had "creditable coverage" at any time during the prior calendar year through the employer's group health plan and to file a separate electronic report to the Massachusetts Department of Revenue verifying information in the individual written statements.

a. The Employer directs Claim Administrator to provide written statements of creditable coverage to its Covered Employees who reside, or have enrolled dependents who reside, in Massachusetts and file electronic reports to the Massachusetts Department of Revenue in a manner consistent with the requirements under the Massachusetts Health Care Reform Act. Such written statements and electronic reporting shall be based on information provided to the Claim Administrator by the Employer and coverage under the Plan during the term of the Administrative Services Agreement. The Employer hereby certifies that, to the best of its knowledge, such coverage under the Plan is "creditable coverage" in accordance with the Massachusetts Health Care Reform Act. The Employer acknowledges that the Claim Administrator is not responsible for verifying nor ensuring compliance with any tax and/or legal requirements related to this service. The Employer or its Covered Employees should seek advice from their legal or tax advisors as necessary.

Yes  No

b. If no: The Employer acknowledges it will provide written statements and electronic reporting to the Massachusetts Department of Revenue as required by the Massachusetts Health Care Reform Act.

6. This ASO Benefit Program Application (ASO BPA) is incorporated into and made a part of the Administrative Services Agreement with both such documents to be referred to collectively as the "Agreement" unless specified otherwise.

#### **ADDITIONAL PROVISIONS:**

- A. **Grandfathered Health Plans:** Employer shall provide Claim Administrator with written notice prior to renewal (and during the plan year, at least 60 days advance written notice) of any changes that would cause any benefit package of its group health plan(s) (each hereafter a "plan") to not qualify as a "grandfathered health plan" under the Affordable Care Act and applicable regulations. Any such changes (or failure to provide timely notice thereof) can result in retroactive and/or prospective changes by Claim Administrator to the terms and conditions of administrative services. In no event shall Claim Administrator be responsible for any legal, tax or other ramifications related to any plan's grandfathered health plan status or any representation regarding any plan's past, present and future grandfathered status. The grandfathered health plan form ("Form"), if any, shall be incorporated by reference and part of the BPA and Agreement, and Employer represents and warrants that such Form is true, complete and accurate.
- B. **Retiree Only Plans, Excepted Benefits and/or Self-Insured Nonfederal Governmental Plans:** If the BPA includes any retiree only plans, excepted benefits and/or self-insured nonfederal governmental plans (with an exemption election), then Employer represents and warrants that one or more such plans is not subject to some or all of the provisions of Part A (Individual and Group Market Reforms) of Title XXVII of the Public Health Service Act (and/or related provisions in the Internal Revenue Code and Employee Retirement Income Security Act) (an "exempt plan status"). Any determination that a plan does not have exempt plan status can result in retroactive and/or prospective changes by Claim Administrator to the terms and conditions of administrative services. In no event shall Claim Administrator be responsible for any legal, tax or other ramifications related to any plan's exempt plan status or any representation regarding any plan's exempt plan status.
- C. Employer shall indemnify and hold harmless Claim Administrator and its directors, officers and employees against any and all loss, liability, damages, fines, penalties, taxes, expenses (including attorneys' fees and costs) or other costs or obligations resulting from or arising out of any claims, lawsuits, demands, governmental inquiries or actions, settlements or judgments brought or asserted against Claim Administrator in connection with (a) any plan's grandfathered health plan status, (b) any plan's exempt plan status, (c) any plan's design (including but not limited to any directions, actions and interpretations of the Employer), (d) any provision of inaccurate information, and/or (e) the

SBC. Changes in state or federal law or regulations or interpretations thereof may change the terms and conditions of administrative services.

The provisions of paragraphs A-C (directly above) shall be in addition to (and do not take the place of) the other terms and conditions of administrative services between the parties.

Effective 01/01/2013, renewal with rate changes. Plan changes include the following:

P10156:

- increase PPO deductible to \$100 Individual / \$250 Family
- increase non-PPO deductible to \$500 Individual / \$1000 Family
- increase PPO out-of-pocket maximum to \$750 Individual / \$1500 Family
- implement \$40 specialist copay
- all women's preventive services apply.
- add Urgent Care Visit Copay of \$75; increase ER copayment to \$150

P10251:

- implement \$40 specialist copay
- all women's preventive services apply
- add Urgent Care Visit Copay of \$75; increase ER copayment to \$150

Judy Ott

Sales Representative

890 630-824-5602 /  
312-552-1686

District Phone & FAX Numbers

Mr. Jim Cornelius

Producer Representative

Corporate Benefit Consultants, Inc.

Producer Firm

2800 S. River Road, Suite 130  
Des Plaines, IL 60018

Producer Address

847-390-3700

Producer Phone & FAX Numbers

jcornelius@cbcinc.com

Producer Email Address

36-4024403

Tax I.D. No.

Signature of Authorized Purchaser

Title

Date

REVIEWED AND APPROVED  
AS TO FORM

DEC 04 2012

LAW DEPARTMENT

# PROXY

The undersigned hereby appoints the Board of Directors of Health Care Service Corporation, a Mutual Legal Reserve Company, or any successor thereof ("HCSC"), with full power of substitution, and such persons as the Board of Directors may designate by resolution, as the undersigned's proxy to act on behalf of the undersigned at all meetings of members of HCSC (and at all meetings of members of any successor of HCSC) and any adjournments thereof, with full power to vote on behalf of the undersigned on all matters that may come before any such meeting and any adjournment thereof. The annual meeting of members shall be held each year in the corporate headquarters on the last Tuesday of October at 12:30 p.m. Special meetings of members may be called pursuant to notice mailed to the member not less than thirty (30) nor more than sixty (60) days prior to such meetings. This proxy shall remain in effect until revoked in writing by the undersigned at least twenty (20) days prior to any meeting of members or by attending and voting in person at any annual or special meeting of members.

Group No.: P10156 / P10251 By: Cara Paulicok  
Print Signer's Name Here  
→  
Signature and Title

Group Name: Village of Oak Park  
Address: 123 Madison Street  
City: Oak Park State: IL Zip Code: 60302  
Dated this \_\_\_\_\_ day of \_\_\_\_\_  
Month Year

REVIEWED AND APPROVED  
AS TO FORM

DEC 04 2012  
Amir M. Bani  
LAW DEPARTMENT





**BlueCross BlueShield  
of Illinois**

**The HMOs of Blue Cross  
and Blue Shield of Illinois**

## Benefit Program Application ("BPA")

Employer Account Number: 010156  
 HMO Illinois Employer Group Number(s): H10156  
 HMO Illinois Section Number(s): see attached  
 BlueAdvantage® HMO Employer Group Number(s): B10156  
 BlueAdvantage HMO Section Number(s): see attached

Employer Name: Village of Oak Park

(Specify the Employer, the employee trust or the association applying for coverage. Names of subsidiary or affiliated companies to be covered must also be included below. An employee benefit plan may not be named.)

Address: 123 Madison Street

City: Oak Park State: IL Zip Code: 60302

Billing Address (if different from above): \_\_\_\_\_

Employer Identification Number ("EIN"): 366006027

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Subsidiaries: \_\_\_\_\_

Affiliated Companies: \_\_\_\_\_

(If Affiliated Companies to be covered are listed above, a separate "Addendum to the Benefit Program Application Regarding Affiliated Companies" must be completed, signed by the Employer's authorized representative, and attached to this BPA.)

Administrative Contact: Mr. Frank Spataro Phone: 708-358-5852 Fax : \_\_\_\_\_ Email: spataro@oak-park.us

Blue Access for Employers (BAE) Contact: Mr. Frank Spataro

(The BAE Contact is the employee of the account authorized by the Employer to access and maintain its account via BAE.)

Title: Human Resource Director Phone: 708-358-5852 Fax : \_\_\_\_\_ Email: spataro@oak-park.us

Policy Effective Date: 01/01/2013 Policy Anniversary Date: 01/01/2014

ERISA Plan:  Yes  No If Yes, specify ERISA Plan Year: \_\_\_\_\_

ERISA Plan Administrator: n/a

ERISA Plan Administrator's Address: n/a

City: n/a State: n/a Zip Code: n/a

ERISA Plan Administrator's Email: n/a

1. Eligible Person means a person who resides in the Service Area of a Participating IPA and is:

- A full-time employee of the Employer.  
 A member of (name of union or association): \_\_\_\_\_  
 Other (please specify): Retirees: Policemen and Firemen must be at least age 50 with 20 years of service. Regular full-time employees must be at least age 55 with at least 8 years of service.

2. Full-Time Employee means:

A Division of Health Care Service Corporation, a Mutual Legal Reserve Company,  
an Independent Licensee of the Blue Cross and Blue Shield Association

A person who is regularly scheduled to work a minimum of 35 hours per week and is on the payroll of the Employer.

Other (please specify): \_\_\_\_\_

3. Civil Union Partner Coverage:

A Civil Union Partner and his or her dependents are automatically eligible to enroll for coverage and, once enrolled, eligible for continuation of coverage as described in the Certificate Booklet. The Employer as Policyholder is responsible for providing notice of possible tax implications to those Insureds with coverage for Civil Union Partners.

4. Domestic Partner Coverage:  Yes  No

If Yes, a Domestic Partner, as defined in the Certificate Booklet, shall be considered eligible for coverage. The Employer as Policyholder is responsible for providing notice of possible tax implications to those Insureds with Domestic Partner Coverage.

Domestic Partner Coverage Continuation (only available if Domestic Partners are covered):  Yes  No

5. **The Limiting Age for covered children is twenty-six (26) years.** Hereafter, covered children means a natural child, a stepchild, an adopted child (including a child involved in a suit for adoption,) a child for whom the Insured is the legal guardian, under twenty-six (26) years of age, regardless of presence or absence of a child's financial dependency, residency, student status, employment status (if applicable under the Policy), marital status, or any combination of those factors. If the covered child is eligible military personnel, the Limiting Age is thirty (30) years as described in the Certificate Booklet.

To cover children age twenty-six (26) or over, you may select option (a) or (b) below:

(a)  Limiting Age for covered children age twenty-six (26) or over,  who are married  who are unmarried  regardless of marital status, is \_\_\_\_\_ years. (twenty-seven (27) – thirty (30) are the available options.) If the covered child is eligible military personnel, the Limiting Age is thirty (30) years as described in the Certificate Booklet.

(b)  Limiting Age for covered children who are full-time students and age twenty-six (26) or over,  who are married  who unmarried  regardless of marital status, is \_\_\_\_\_ years. (twenty-seven (27) – thirty (30) are the available options.) If the covered child is eligible military personnel, the Limiting Age is thirty (30) years as described in the Certificate Booklet.

Coverage will terminate:

At the end of the period for which premium has been accepted.

At the end of the month in which the Limiting Age is reached.

At the end of the calendar year in which the Limiting Age is reached.

On the Limiting Age Birthday.

Other (please specify): \_\_\_\_\_.

However, coverage shall be extended due to a leave of absence in accordance with any applicable federal or state law.

6. Total number of employees: (indicate the total number of actual employees, not enrollees)

Of the Employer 800 Illinois employees 800 National employees 0

7. Eligibility Date for a person who becomes an Eligible Person after the Effective Date of the Employer's health care plan:

The date of employment.

The \_\_\_\_\_ day of employment.

The \_\_\_\_\_ day of the month following \_\_\_\_\_ month(s) or \_\_\_\_\_ days of employment.

The \_\_\_\_\_ day of the month following the date of employment.

Other (please specify): If hired the 1<sup>st</sup> through the 15<sup>th</sup> of the month, the eligibility date is the first of the following month. If hired the 16<sup>th</sup> through the last day of the month, the eligibility date is the first of the month following 30 days.

A full month's premium will be charged for the first month of coverage for those employees whose Coverage Dates fall between the first and fifteenth day of the Premium Period. No premium will be charged for the first month of coverage for those employees whose Coverage Dates fall between the sixteenth day and the end of the Premium Period.

8. Special Enrollment: An Eligible Person may apply for coverage, Family coverage or add dependents within thirty-one (31) days of a Special Enrollment event if he/she did not apply prior to his/her Eligibility Date or when eligible to do so. Such person's Coverage Date, Family Coverage Date, and/or dependent's Coverage Date will be the effective date of the Special Enrollment event or, in the event of Special Enrollment due to termination of previous coverage, the date of application for coverage. In the case of a Special Enrollment event due to loss of coverage under Medicaid or a state children's health insurance program, however, this enrollment opportunity is not available unless the Eligible Person requests enrollment within sixty (60) days after such coverage ends.

Open Enrollment: Specify Open Enrollment Period the months of November and December for a January 1<sup>st</sup> effective date. An Eligible Person may apply for coverage, Family coverage or add dependents if he/she did not apply prior to his/her Eligibility Date or did not apply when eligible to do so, during the Employer's Open Enrollment Period. Such person's Coverage Date, Family Coverage Date, and/or dependent's Coverage Date will be a date mutually agreed to by Blue Cross and Blue Shield of Illinois, A Division of Health Care Service Corporation, A Mutual Legal Reserve Company ("HCSC") and the Employer. Such date shall be subsequent to the open enrollment period.

9. Effective Date of Termination for a person who ceases to meet the definition of an Eligible Person:

The date such person ceases to meet the definition of Eligible Person.

The last day of the calendar month in which such person ceases to meet the definition of an Eligible Person.

Other (please specify): \_\_\_\_\_.

10. Extension of Benefits due to Temporary Layoff, Disability or Leave of Absence:

Temporary Layoff: 0 days; Disability: 365 days; Leave of Absence: 365 days

Other (please specify): \_\_\_\_\_

However, benefits shall be extended for the duration of an Eligible Person's leave in accordance with any applicable federal or state law.

11. Funding Arrangement:  Premium Prospective (complete section 10.)  Cost Plus (complete section 12.)

12. Employer Contribution:

HMO Illinois: 88% of the Individual Coverage Premium, and 88% of the Family Coverage Premium.

BlueAdvantage HMO: 88% of the Individual Coverage Premium, and 88% of the Family Coverage Premium.

Other (please specify): \_\_\_\_\_.

13. Premium Period:

The first day of each calendar month through the last day of each calendar month. (This option applies to all coverages if the Employer has BlueCare<sup>®</sup> Dental HMO Coverage.)

The \_\_\_\_\_ day of each calendar month through the \_\_\_\_\_ day of the next calendar month. (This option is not available for any coverage if the Employer has BlueCare Dental HMO Coverage.)



**Premium Rates: (Indicate "N/A" in any rate field that does not apply)**

Health Coverage		
1. Employee only	HMO Illinois \$	BlueAdvantage HMO \$
2. Employee plus one dependent (i.e. Employee plus one spouse or one child)	HMO Illinois \$	BlueAdvantage HMO \$
3. Employee plus two or more dependents	HMO Illinois \$	BlueAdvantage HMO \$
4. Employee plus Spouse	HMO Illinois \$	BlueAdvantage HMO \$
5. Employee plus Child(ren) (i.e. Employee plus one or more children)	HMO Illinois \$	BlueAdvantage HMO \$
6. Family	HMO Illinois \$	BlueAdvantage HMO \$
Single Tier rate structure – complete item 1.		
Two Tier rate structure – complete items 1. and 6.		
Three Tier rate structure – complete items 1., 2., and 3.		
Four Tier rate structure – complete items 1., 4., 5., and 6.		
Medicare Eligible Rates (When HCSC is Secondary Payer)		
Single Coverage	HMO Illinois \$	BlueAdvantage HMO \$
Family Coverage	HMO Illinois \$	BlueAdvantage HMO \$

14. Cost Plus Program:

a) Service Charges for Claim Payments:

HMO Illinois: \_\_\_\_\_% of Claim Payments; \$35.45 per Enrollee per month for health Claim Payments.

BlueAdvantage HMO: \_\_\_\_\_% of Claim Payments; \$35.45 per Enrollee per month for health Claim Payments.

b) Physician's Services Fees:

HMO Illinois: \$155.27 per month per single Enrollee; \$438.51 per month per Enrollee with one or more Dependents.

BlueAdvantage HMO: \$155.27 per month per single Enrollee; \$438.51 per month per Enrollee with one or more Dependents.

c)  Transfer Payment Method:

Wire Transfer     Draft     Electronic Fund Transfer     Other (please specify): \_\_\_\_\_

Tentative Final Settlement Period - Transfer payments required after termination for:

3 months     6 months     9 months     12 months     Other (please specify): \_\_\_\_\_

d)  Post Payment Method

e) Payment Period:

Daily  Weekly  Bi-Weekly  Monthly  Other (please specify): \_\_\_\_\_

f) Claim Settlement Period:  
 Monthly  Quarterly  Other (please specify) \_\_\_\_\_

g) Prescription Drug Rebate:  
\$n/a per Enrollee per month is the guaranteed Prescription Drug Rebate savings reflected as a Prescription Drug Rebate credit.

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Changes in state or federal law or regulations or interpretations thereof may change the terms and conditions of coverage.

The undersigned representative is authorized and responsible for purchasing insurance on behalf of the Employer, has provided the information requested in this Benefit Program Application ("BPA") and on behalf of the Employer offers to purchase the benefit program as outlined in the proposal document submitted to the Employer by the Sales Representative. The benefit program and funding arrangements are as outlined in this BPA. It is understood and agreed that the actual terms and conditions of the benefit program are those contained in the Policy. This BPA is subject to acceptance by Blue Cross and Blue Shield of Illinois, a Division of Health Care Service Corporation, A Mutual Legal Reserve Company ("HCSC"). Upon acceptance, HCSC shall issue a Policy to the Employer and this BPA shall be incorporated and made a part of the Policy. Upon acceptance of this BPA and issuance of the Policy, the Employer shall be referred to as the Policyholder. In the event of any conflict between the proposal document and the Policy, the provisions of the Policy shall prevail.

The undersigned representative acknowledges that any broker/producer is acting on behalf of the Employer for purposes of purchasing the Employer's insurance, and that if HCSC accepts this BPA and issues a Policy to the Employer, HCSC may pay the Employer's broker/producer a commission and/or other compensation in connection with the issuance of such Policy. The undersigned representative further acknowledges that if the Employer desires additional information regarding any commissions or other compensation paid to the broker/producer by HCSC in connection with the issuance of a Policy, the Employer should contact its broker/producer.

The undersigned representative hereby acknowledges that the Employee Retirement Income Security Act of 1974, as amended, ("ERISA"), establishes certain requirements for employee welfare benefit plans. As defined in Section 3 of ERISA, the term "employee welfare benefit plan" includes any plan, fund or program which is established or maintained by an employer or by an employee organization, or by both, to the extent that such plan, fund or program was established or is maintained for the purpose of providing for its participants or their beneficiaries, through the purchase of insurance or otherwise, medical, surgical or hospital benefits, or benefits in the event of sickness, accident or disability. The undersigned representative further acknowledges that: (i) an employee welfare benefit plan must be established and maintained through a separate plan document which may include the terms hereof or incorporate the terms hereof by reference, and that (ii) an employee welfare benefit plan document may provide for the allocation and delegation of responsibilities thereunder. However, notwithstanding anything contained in the employee welfare benefit plan document of the Employer (or any group member if the group is an association), the Employer agrees that no allocation or delegation of any fiduciary or non-fiduciary responsibilities under the employee welfare benefit plan of the Employer (or any group member if the group is an association) is effective with respect to or accepted by HCSC except to the extent specifically provided and accepted in this BPA or the Policy or otherwise accepted in writing by HCSC.

#### OTHER PROVISIONS:

1. Certificate of Creditable Coverage:  Yes  No (The "yes/no" option is applicable to 100 plus only; A Certificate of Creditable Coverage is issued automatically under 100 lives.)

If yes: It is understood and agreed that HCSC will issue a Certificate of Creditable Coverage consistent with the requirements under the Health Insurance Portability and Accountability Act of 1996. The Certificate of Creditable Coverage shall be based upon coverage under the Plan during the term of the Policy and information provided to HCSC by the Employer.

If no: The Certificate of Creditable Coverage Release and Indemnification letter is attached to this BPA and made part of the Policy.

2. It is understood and agreed that in the event HCSC makes a recovery on a third-party liability claim, HCSC will retain 25% of any recovered amounts (under cost-plus funding) or deduct 25% of any recovered amounts from the amount credited to the group's experience (under premium funding), other than recovery amounts received as a result of, or associated with, any Workers' Compensation Law.

3. Excess Loss Coverage purchased:  Yes  No

If yes: Complete separate Application for Excess Loss Coverage.

**ADDITIONAL PROVISIONS:**

- A. Grandfathered Health Plans:** Policyholder shall provide HCSC with written notice prior to renewal (and during the plan year, at least 60 days advance written notice) of any changes in its Contribution Rate Based on Cost of Coverage or Contribution Rate Based on a Formula towards the cost of any tier of coverage for any class of Similarly Situated Individuals as such terms are described in applicable regulations. Any such changes (or failure to provide timely notice thereof) can result in retroactive and/or prospective changes by HCSC to the terms and conditions of coverage. In no event shall HCSC be responsible for any legal, tax or other ramifications related to any benefit package of any group health insurance coverage (each hereafter a "plan") qualifying as a "grandfathered health plan" under the Affordable Care Act and applicable regulations or any representation regarding any plan's past, present and future grandfathered status. The grandfathered health plan form ("Form"), if any, shall be incorporated by reference and part of the BPA and Group Policy, and Policyholder represents and warrants that such Form is true, complete and accurate. If Policyholder fails to timely provide HCSC with any requested grandfathered health plan information, HCSC may make retroactive and/or prospective changes to the terms and conditions of coverage, including changes for compliance with state or federal laws or regulations or interpretations thereof.
- B. Retiree Only Plans and/or Excepted Benefits:** If the BPA includes any retiree only plans and/or excepted benefits, then Policyholder represents and warrants that one or more such plans is not subject to some or all of the provisions of Part A (Individual and Group Market Reforms) of Title XXVII of the Public Health Service Act (and/or related provisions in the Internal Revenue Code and Employee Retirement Income Security Act) (an "exempt plan status"). Any determination that a plan does not have exempt plan status can result in retroactive and/or prospective changes by HCSC to the terms and conditions of coverage. In no event shall HCSC be responsible for any legal, tax or other ramifications related to any plan's exempt plan status or any representation regarding any plan's past, present and future exempt plan status.
- C.** Policyholder shall indemnify and hold harmless HCSC and its directors, officers and employees against any and all loss, liability, damages, fines, penalties, taxes, expenses (including attorneys' fees and costs) or other costs or obligations resulting from or arising out of any claims, lawsuits, demands, governmental inquiries or actions, settlements or judgments brought or asserted against HCSC in connection with (a) any plan's grandfathered health plan status, (b) any plan's exempt plan status, (c) any directions, actions and interpretations of the Policyholder, (d) any provision of inaccurate information, and/or (e) the SBC. Changes in state or federal law or regulations or interpretations thereof may change the terms and conditions of coverage.

The provisions of paragraphs A-C (directly above) shall be in addition to (and do not take the place of) the other terms and conditions of coverage and/or administrative services between the parties.

**Renewals Only:** If this BPA is blank, it is intentional and this BPA is an addendum to the existing BPA. In such case, all terms of the existing BPA as amended from time to time shall remain in force and effect. However, beginning with the Policyholder's first renewal date on or after September 23, 2010, the provisions of paragraphs A-C (above) shall be part of (and be in addition to) the terms of the existing BPA as amended from time to time.

Any reference in this Benefit Program Application to eligible dependents may include Domestic Partners or Civil Union partners, but will include dependent covered children under the Limiting Age of twenty-six (26).

Any reference in this Benefit Program Application to the "Employee plus one dependent" rate structure means "Employee plus one spouse (includes Civil Union partner and/or, if elected, Domestic Partner) or one child."

Any reference in this Benefit Program Application to the "Employee plus Child(ren)" rate structure means "Employee plus one or more children."

**Summary of Benefits & Coverage:**

1). BCBSIL will create Summary of Benefits & Coverage (SBC)?

- Yes. If yes, please answer question #2. The SBC Addendum is attached.
- No. If No, then the Policyholder acknowledges and agrees that the Policyholder is responsible for the creation and distribution of the SBC as required by Section 2715 of the Public Health Service Act (42 USC 300gg-15) and SBC regulations (45 CFR 147.200), as supplemented and amended from time to time, and that in no event will BCBSIL have any responsibility or obligation with respect to the SBC. BCBSIL may, but is not required to, monitor Policyholder's performance of its SBC obligations, audit the Policyholder with respect to the SBC, request and receive information, documents and assurances from Policyholder with respect to the SBC, provide its own SBC (or SBC corrections) to participants and beneficiaries, communicate with participants and beneficiaries regarding

the SBC, respond to SBC-related inquiries from participants and beneficiaries, and/or take steps to avoid or correct potential violations of applicable laws or regulations. BCBSIL is not obligated to respond to or forward misrouted calls, but may, at its option, provide participants and beneficiaries with Policyholder's contact information. A new clause (e) is added to Subsection C. in the Additional Provisions as follows: "(e) the SBC". (Skip question #2.)

2). BCBSIL will distribute Summary of Benefits & Coverage (SBC) to participants and beneficiaries?

- No. BCBSIL will create SBC (only for benefits BCBSIL insures under the Policy) and provide SBC to the Policyholder in electronic format. Policyholder will then distribute SBC to participants and beneficiaries (or hire a third party to distribute) as required by law.
- Yes. BCBSIL will create SBC (only for benefits BCBSIL insures under the Policy) and distribute SBC to participants and beneficiaries via regular hardcopy mail or electronically in response to occasional requests received directly from individuals. All other distribution is the responsibility of the Policyholder.

Effective 01/01/2013, renewal with rate changes. Plan changes include the following:

B/H10156:

- add Specialist Copay of \$40
- all women's preventive services apply.

Judy Ott

Sales Representative

890 630-824-5602 / 312-552-1686

District Phone No.

Mr. Jim Cornelius

Producer Representative

Signature of Producer Representative

Corporate Benefit Consultants, Inc.

Producer Firm

2800 S. River Road, Suite 130  
Des Plaines, IL 60018

Producer Address

36-4024403

Producer Tax ID No.

Signature of Authorized Purchaser

*Interim Village Manager*

Title

Date

Witness

\$\_\_\_\_\_ Amount Submitted (not required for renewals)

**UNDERWRITING AUTHORIZATION**

INTERNAL  
USE  
ONLY

Date BPA approved by Underwriting: \_\_\_\_\_

Printed Name and Signature of Underwriter  
\_\_\_\_\_

REVIEWED AND APPROVED  
AS TO FORM

DEC 04 2012

*James M. Burt*  
LAW DEPARTMENT







**BlueCross BlueShield  
of Illinois**

EXHIBIT B -- PPO

**EXHIBIT TO THE  
STOP LOSS COVERAGE POLICY**

**(ASO Accounts Only)**

**Employer Group Name:** Village of Oak Park  
**Employer Group Address:** 123 Madison Street  
**City:** Oak Park **State of Situs:** IL **Zip Code:** 60302  
**Account Number:** 010156  
**Employer Group Number(s):** P10156 / P10251  
**Effective Date of Policy** 01/01/2013  
**Policy Period:** These specifications are for the Policy Period commencing on 01/01/2013 and ending on 12/31/2013

The specifications below shall become effective on the first day of the Policy Period specified above and shall continue in full force and effect until the earliest of the following dates: (1) The last day of the Policy Period; (2) The date the Policy terminates; or (3) The date this Exhibit is superseded in whole or in part by a later executed Exhibit.

**A. Aggregate Stop Loss Insurance:**  Yes  No  
If yes, complete items 1. through 9. below.

1.  New Coverage  Renewal of Existing Coverage

2. Stop Loss Coverage Period:

New Coverage (Select one from below):

Standard: Claims incurred and paid during the Policy Period.

Standard with "Run-in" included: Claims incurred on or after \_\_\_\_\_ and paid during the Policy Period.

"Run-in" includes claims paid by Policyholder's prior claim administrator: Yes  No

If yes, such claims must be reported by the Policyholder to the Company (Blue Cross and Blue Shield of Illinois, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company) within 12 months of the Effective Date of Policy and paid by the Policyholder's prior claim administrator within 6 months after the Effective Date of Policy.

Renewal of Existing Coverage:

Claims incurred on or after the original Effective Date of Policy and paid during the Policy Period.

3. Aggregate Stop Loss Insurance shall apply to:

Medical Claims  Vision Claims

Outpatient Prescription Drug Claims  Dental Claims

A Division of Health Care Service Corporation, a Mutual Legal Reserve Company  
an Independent Licensee of the Blue Cross and Blue Shield Association

For Hospital Employer Groups only: *Excludes* \_\_\_\_\_% of Home Hospital Medical claims

Other (please specify): \_\_\_\_\_

4. Average Claim Value: \$896.83 (per employee per month)

Includes Claim Administrator's Provider Access Fee

Excludes Claim Administrator's Provider Access Fee

Attachment Factor: 135% of the Average Claim Value

5. Aggregate Attachment Claim Liability:

Employer's Claim Liability for each Policy Period shall be the sum of the Monthly amounts obtained by multiplying the number of Individual and Family Coverage Units for each Month by the following factor:

\$1,210.72 for each Coverage Unit

6. Aggregate Stop Loss Coverage includes coverage of Run-Off Paid Claims:  Yes  No

Run-Off Attachment Claim Liability Factors:

Employer's Run-Off Claim Liability shall be an amount equal to 15% of the annualized Employer Claim Liability based on the participation of the two calendar months immediately preceding termination. Settlement for the final accounting period will be described in the section of the Policy entitled SETTLEMENTS.

7. Aggregate Stop Loss Coverage:

a. The amount of Paid Claims during the current Policy Period, less Individual (Specific) Stop Loss Claims, if any, that exceed the Point of Attachment. The Point of Attachment shall equal the sum of the Employer's Claim Liability amounts calculated Monthly as described in Item 5. above for the indicated Policy Period. However, for the indicated Policy Period the minimum Point of Attachment shall be \$4,955,719.

b. The following applies if the answer to item 6. above is "Yes:" (Aggregate Stop Loss Coverage includes coverage of Run-Off Paid Claims):  
In the event of termination at the end of a Policy Period, Aggregate Stop Loss Coverage shall equal the amount of Final Settlement Paid Claims that exceed the Final Settlement Point of Attachment. Final Settlement Paid Claims shall equal the sum of the Paid Claims during the Final Policy Period and the Paid Claims during the Run-Off Period, less Individual (Specific) Stop Loss Claims, if any. The Final Settlement Point of Attachment shall equal the sum of the Employer's Claim Liability amount for the Final Policy Period and the Employer's Run-Off Claim Liability calculated as described in items 5. and 6. above. However, for the Final Settlement Period the minimum Point of Attachment shall be the minimum Point of Attachment in item 7.a. above increased by 15%.

8. Premium (Select one):

Annual Premium (Due on the first day of the Policy Period): \$16,282.

The following applies if the answer to item 6. above is "Yes:" (Aggregate Stop Loss Coverage includes coverage of Run-Off Paid Claims): In the event of termination at the end of a Policy Period, an additional premium amount equal to 15% of the Annual Premium will be due within 10 calendar days of receipt of the billing.

Monthly Premium shall be equal to the amounts obtained by multiplying the number of Individual and Family Coverage Units for a particular Month by:

\$\_\_\_\_\_ for each Coverage Unit

The following applies if the answer to item 6. above is "Yes:" (Aggregate Stop Loss Coverage includes coverage of Run-Off Paid Claims):

In the event of termination at the end of a Policy Period, an additional premium amount equal to 15% of the annualized Premium based on the participation of the two months immediately preceding termination will be due within 10 calendar days of receipt of the billing.

9. The premium is based upon a current membership of 152 Individual Coverage Units and 227 Family Coverage Units.

**B. Individual (Specific) Stop Loss Insurance:**  Yes  No

If yes, complete items 1. through 6. below.

1.  New Coverage  Renewal of Existing Coverage

2. Stop Loss Coverage Period:

- New Coverage (Select one from below):

Standard: Claims incurred and paid during the Policy Period.

Standard with "Run-in" included: Claims incurred on or after \_\_\_\_\_ and paid during the Policy Period.

"Run-in" includes claims paid by Policyholder's prior claim administrator: Yes  No

If yes, such claims must be reported by the Policyholder to the Company (Blue Cross and Blue Shield of Illinois, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company) within 12 months of the Effective Date of Policy and paid by the Policyholder's prior claim administrator within 6 months after the Effective Date of Policy.

- Renewal of Existing Coverage:

Claims incurred on or after the original Effective Date of Policy and paid during the Policy Period.

3. Individual (Specific) Stop Loss Insurance shall apply to:

- Medical Claims  Vision Claims  
 Outpatient Prescription Drug Claims  Dental Claims  
 For Hospital Employer Groups only: *Excludes* \_\_\_\_\_ % of Home Hospital Medical claims  
 Other (please specify): \_\_\_\_\_

4. Individual (Specific) Stop Loss Coverage

- a. Individual Stop Loss Coverage equals the amount of Paid Claims for a Covered Person during the current Policy Period in excess of the Point of Attachment of \$125,000 per Covered Person. Such amount shall apply for the Policy Period.

Point of Attachment  Includes Claim Administrator's Provider Access Fee  
 Excludes Claim Administrator's Provider Access Fee

- b. Employer's Claim Liability equals the sum of Paid Claims for a Covered Person during the Policy Period up to the Point of Attachment specified in 4.a. above.

5. Individual Stop Loss Coverage includes coverage of Run-Off Paid Claims:  Yes  No

The following applies if the answer to item 5. above is "Yes" (Individual Stop Loss Coverage includes coverage of Run-Off Paid Claims):

- a. In the event of termination at the end of the Policy Period, Individual Stop Loss Coverage shall equal the amount of Final Settlement Paid Claims that exceed the Point of Attachment specified in 4.a. above. Final Settlement Paid Claims shall equal the sum of Paid Claims for a Covered Person during the Final Policy Period and the Run-Off Period.
- b. In the event of termination at the end of the Policy Period, Employer's Final Settlement Claim Liability equals the sum of Paid Claims for a Covered Person during the Final Policy Period and Run-Off Period up to the Point of Attachment specified in Item 4.a. above.

Settlement for the final accounting period will be described in the section of the Policy entitled SETTLEMENTS.

6. Premium (select one):

Annual Premium (Due on the first day of the Policy Period): \$\_\_\_\_\_.

The following applies if the answer to item B.5. is "Yes" (Individual Stop Loss Coverage includes coverage of Run-Off Paid Claims): In the event of termination at the end of a Policy Period, an additional premium amount equal to 20% of the Annual Premium will due within 10 calendar days of receipt of the billing.

Monthly Premium shall be equal to the amounts obtained by multiplying the number of Individual and Family Coverage Units for a particular Month by:

\$76.75 for each Coverage Unit

The following applies if the answer to item B.5. above is "Yes" (Individual Stop Loss Coverage includes coverage of Run-Off Paid Claims): In the event of termination at the end of a Policy Period, an additional premium amount equal to 20% of the annualized Premium based on the participation of the two months immediately preceding termination will be due within 10 calendar days of receipt of the billing.

7. The premium is based upon a current membership of 152 Individual Coverage Units and 227 Family Coverage Units.

**Additional Provisions:**

\_\_\_\_\_

The undersigned person represents that he/she is authorized and responsible for purchasing stop loss coverage on behalf of the Employer Group. It is understood that the actual terms and conditions of coverage are those contained in this Exhibit and the Stop Loss Coverage Policy into which this Exhibit shall be incorporated at the time of acceptance by Blue Cross and Blue Shield of Illinois, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company ("HCSC"). Upon acceptance, HCSC shall issue a Stop Loss Coverage Policy to the Employer Group. Upon acceptance of this Exhibit and issuance of the Stop Loss Coverage Policy, the Employer Group shall be referred to as the "Policyholder."

Judy Ott  
Sales Representative

\_\_\_\_\_  
Signature of Authorized Purchaser

Rich Poltorak  
Name of Underwriter

REVIEWED AND APPROVED  
AS TO FORM

\_\_\_\_\_  
Title of Authorized Purchaser

DEC 04 2012  
*[Signature]*  
LAW DEPARTMENT

\_\_\_\_\_  
Date

INTERNAL USE ONLY	Date Application approved by Underwriting: Name of Underwriter:
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**BlueCross BlueShield  
of Illinois**

**APPLICATION FOR EXCESS LOSS COVERAGE  
(HMO Cost-Plus Accounts Only)**

Customer Number: 010156  
 Employer Group Name: Village of Oak Park  
 Employer Group Address: 123 Madison Street  
 Village of Oak Park IL 60302  
 Employer Group Number(s): B10156 / H10156  
 Effective Date of Policy: 01/01/2013

**Is this a Unified group (HMO Excess Loss Coverage and Indemnity Excess Loss Coverage)?**

Yes  No

If yes, complete separate HMO and Indemnity Excess Loss Coverage Applications.

**Aggregate Excess Loss Coverage:**  Yes  No

If yes, complete items 1 through 8 below.

1. Excess Loss Coverage Period:

From 01/01/2013 to 01/01/2014

2. Aggregate Excess Loss Coverage shall apply to:

HMO Claims (not including fixed amounts paid to Participating IPAs)

\_\_\_\_\_

3. Average Claim Value: \$5,195.04 (per employee).

4. Attachment Point: 135% of the Average Claim Value.

5. Aggregate Excess Loss Limit Claim Value: \$7,013.28  
(equals the Average Claim Value multiplied by the Attachment Point)

6. Aggregate Excess Loss Coverage Limit:

The Aggregate Excess Loss Coverage Limit shall equal the average number of employees during the Excess Loss Coverage Period multiplied by the Aggregate Excess Loss Limit Claim Value. In no event shall the Aggregate Excess Loss Coverage Limit be less than \$1,117,223, as specified in Section III of the Policy.

7. Excess Loss Premium

Monthly: \$9,930 each month

Annual (Due on the Effective Date of Policy): \$

8. The premium is based upon a current membership of 66 Individual Coverage Units and 111 Family Coverage Units.

A Division of Health Care Service Corporation, a Mutual Legal Reserve Company,  
an Independent Licensee of the Blue Cross and Blue Shield Association

**Individual Excess Loss Coverage:**

Yes

No

If yes, complete items 1 through 5 below.

1. Excess Loss Coverage Period:

From 01/01/2013 to 01/01/2014

2. Individual Excess Loss Coverage shall apply to:

HMO Claims (not including fixed amounts paid to Participating IPAs)

3. Individual Excess Loss Coverage Limit: \$125,000 per Covered Person during the Excess Loss Coverage Period

4. Excess Loss Premium (select one):

Monthly: \$ \_\_\_\_\_ each month or \$38.70 per Enrollee each month

Annual (Due on the Effective Date of Policy): \$ \_\_\_\_\_

5. The premium is based upon a current membership of 66 Individual Coverage Units and 111 Family Coverage Units.

**Additional Provisions:**

The undersigned person represents that he/she is authorized and responsible for purchasing excess loss coverage on behalf of the Employer Group. It is understood that the actual terms and conditions of coverage are those contained in this Application and the Excess Loss Coverage Policy into which this Application for Excess Loss Coverage shall be incorporated at the time of acceptance by Blue Cross and Blue Shield of Illinois, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company (HCSC). Upon acceptance, HCSC shall issue an Excess Loss Coverage Policy to the Employer Group. Upon acceptance of this Application and issuance of the Excess Loss Coverage Policy, the Employer Group shall be referred to as "The Policyholder."

Judy Ott

\_\_\_\_\_  
Sales Representative

Rich Poltorak

\_\_\_\_\_  
Printed Name of Underwriter

\_\_\_\_\_  
Signature of Underwriter

\_\_\_\_\_  
Signature of Authorized Purchaser

\_\_\_\_\_  
Title of Authorized Purchaser

\_\_\_\_\_  
Date

REVIEWED AND APPROVED  
AS TO FORM

DEC 04 2012  
*[Signature]*  
LAW DEPARTMENT

2

**RESOLUTION AUTHORIZING A HEALTH INSURANCE OPT-OUT PROGRAM FOR VILLAGE  
EMPLOYEES FOR 2013**

**BE IT RESOLVED** by the Village President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois, that the Interim Village Manager is hereby authorized and directed to implement a health insurance opt-out program for Village employees to provide a financial incentive in the form of a cash payment to employees who have health insurance available through another employer, such as a spouse or domestic partner's employer, which covers the employee, the employee's spouse, domestic partner or dependents who are eligible to be covered under the Village's health insurance, pursuant to the terms and conditions set forth in the Optional 2013 Health Insurance Opt-Out Program attached hereto.

**THIS RESOLUTION** shall be in full force and effect from and after its adoption and approval as provided by law.

**ADOPTED** this 10<sup>th</sup> day of December, 2012 pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**ADOPTED AND APPROVED** by me this 10<sup>th</sup> day of December, 2012.

\_\_\_\_\_  
**David G. Pope**  
Village President

**ATTEST:**

\_\_\_\_\_  
**Teresa Powell**  
Village Clerk





## OPTIONAL 2013 HEALTH INSURANCE OPT-OUT PROGRAM

### For Currently Employed Village of Oak Park Full-Time Employees Only

The Village of Oak Park offers the optional 2013 Health insurance opt-out program to provide a financial incentive for employees to elect not to cover themselves, their spouse, domestic partner or dependents through the Village's Health Insurance Program.

#### **To Whom Does This Apply**

Employees who have health insurance available through another employer, such as a spouse's employer, which covers the employee, the employee's spouse, domestic partner or dependents who are eligible to be covered under the Village's health insurance.

#### **What is the program**

The Village offers a financial incentive, in the form of a cash payment, to employees who elect to receive health insurance for themselves or their family through their spouse or domestic partner's employer. This program only applies to the Village health insurance coverage. Dental and Life Insurance are not included in this incentive opt-out program. This incentive will be paid monthly in an employee's payroll check throughout the plan year.

These elections are made annually during open enrollment, provided however, that if an employee, spouse, domestic partner or dependent experiences a qualifying event during the year, coverage decisions may be changed. However, exclusions for pre-existing conditions may apply pursuant to the respective plan document if coverage is provided at any time other than the Village's Open Enrollment period.

Employees who opt out of individual coverage will receive a monthly payment of \$75.00 or \$900 annually.

Employees who opt out of dependent coverage receive a monthly cash payment of \$200.00 or \$2,400 annually.

Be advised that this income is fully taxable as income and subject to IMRF pension.

#### **Who should take advantage of this incentive**

The decision to convert to individual coverage or cancel all coverage should be weighed very carefully. Employees should evaluate their insurance options to determine if it is cost effective to take advantage of this incentive. The additional premium associated with providing coverage under a spouse's plan may be offset by the Village's Opt-Out incentive.

#### **What do I have to do to sign up**

Employees wishing to participate in the insurance opt-out program must provide evidence that their spouse or domestic partner and/or dependents are insured elsewhere **and also have their spouse or partner sign the authorization form.**

**Please Note:** Anyone interested in participating in the opt-out option **must** execute the appropriate election form(s) attached to this memorandum. Employees electing to completely opt-out of the Village Health

insurance (Individual and Dependent Coverage) are required to execute both election forms. **Election form(s) is (are) due in the Human Resource Department no later than December 7, 2012.**

Please contact Jackie Jamison at (708) 358-5655 if you have any questions.

**VILLAGE OF OAK PARK, ILLINOIS  
HUMAN RESOURCE DEPARTMENT**

REQUEST TO WAIVE DEPENDENT HEALTH INSURANCE — 2013 PLAN YEAR

OPT-OUT INCENTIVE - \$1,500 PER YEAR

The Health Insurance Benefits provided by the Village of Oak Park have been thoroughly explained to me. **I ELECT NOT TO PROVIDE HEALTH INSURANCE FOR MY QUALIFIED DEPENDENTS.**

I understand that if I elect not to provide health insurance for my dependents, any eligible dependent(s) currently covered by the health insurance provided by the Village of Oak Park **WILL NOT** be entitled to Health Insurance Benefits provided by any Health Insurance Plan the Village provides effective January 1, 2013.

I understand if I wish to provide coverage for my dependents at a later date, I may do so only during the Village's annual open enrollment period, unless my dependent experiences a qualifying event, such as the loss of the other insurance coverage. I understand that if this is the case, I must enroll my dependents within 31 days of the loss of coverage or other qualifying event, provided the dependent(s) has (have) not voluntarily relinquished his/her/their alternative health insurance during the plan year.

I have attached documents showing that my dependent(s) is (are) covered by health insurance under some other policy, e.g., my spouse's employer. I understand and agree that approval to discontinue coverage is at the discretion of the Village of Oak Park.

**I Have Read and Fully Understand the Contents of This Form and the Memo Which Accompanied It:**

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE OF SPOUSE: \_\_\_\_\_ DATE: \_\_\_\_\_

Description of Attached Alternative Insurance Documentation (Plan Document; ID Card, etc)

\_\_\_\_\_

**VILLAGE OF OAK PARK, ILLINOIS  
HUMAN RESOURCE DEPARTMENT**

REQUEST TO WAIVE INDIVIDUAL HEALTH INSURANCE 2013 PLAN YEAR

OPT-OUT INCENTIVE - \$75.00 PER MONTH/\$900 PER YEAR

The Health Insurance Benefits provided by the Village of Oak Park have been thoroughly explained to me. **I ELECT NOT TO COVER MYSELF THROUGH THE VILLAGE'S HEALTH PLAN.**

I understand if I elect to opt-out of health insurance coverage, I WILL NOT be entitled to Health Insurance Benefits the Village provides individually to employees, effective January 1, 2013.

I understand if I wish to renew coverage for myself at a later date, I may only do so only during the Village's annual open enrollment period, unless I have experienced a qualifying event, such as the loss of my other health coverage, in which case I have 31 days from the date of such loss to enroll under the Village's health plan provided I have not voluntarily relinquished my alternative health insurance during the plan year. I understand and agree that approval to discontinue coverage is at the discretion of the Village of Oak Park.

**I Have Read and Fully Understood the Contents of This Form and the Memo Which Accompanied It:**

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Description of Attached Alternative Insurance Documentation

\_\_\_\_\_

RESOLUTION AUTHORIZING A S-125 FLEXIBLE PUBLIC TRANSIT PRE-TAX BENEFIT  
PLAN for VILLAGE EMPLOYEES FOR PLAN YEAR 2013

3

**BE IT RESOLVED** by the Village President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois, that the Interim Village Manager is hereby authorized and directed to implement a S-125 Flexible Public Transit Pre-Tax Benefit Program for Village employees pursuant to the terms and conditions set forth in the attached S-125 Flexible Benefit Plan for Plan Year 2013 attached hereto.

**THIS RESOLUTION** shall be in full force and effect from and after its adoption and approval as provided by law.

**ADOPTED** this 10<sup>th</sup> day of December, 2012 pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**ADOPTED AND APPROVED** by me this 10<sup>th</sup> day of December, 2012.

---

**David G. Pope**  
Village President

**ATTEST:**

---

**Teresa Powell**  
Village Clerk



**S-125 FLEXIBLE BENEFIT PLAN for PLAN YEAR 2013  
ELECTION FORM AND COMPENSATION REDUCTION AGREEMENT for PUBLIC  
TRANSIT PRE-TAX BENEFIT PLAN**

**Please Note:** Anyone interested in participating in the **PUBLIC TRANSIT PRE-TAX BENEFIT PLAN** must complete and return this form to the Human Resource Department **no later than December 7, 2012.** Please contact Jackie Jamison at (708) 358-5655 if you have any questions.

Employer Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Address: \_\_\_\_\_

Employee Social Security Number: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Plan Year: **January 1, 2013 to December 31, 2013**

As an eligible employee in the above plan, I acknowledge that I have received the Summary Plan Description that is part of this agreement document. I have read the Summary Plan Description and understand the benefits available to me as well as other rights and obligations that I have under the plan.

In accordance with my rights under the plan, I designate the following amounts for each benefit I have selected for the plan year specified above. The Village of Oak Park and I agree that my cash compensation will be reduced by the total annual amounts set forth below and deducted in a pro-rata distribution for the first two pay periods of each month and plan year (or during such portion of the year as remains after the date if this agreement.)

**ELECTION OF PUBLIC TRANSIT REIMBURSEMENTS**

( ) I elect to receive pre-tax transit benefits for the plan year.

**Salary redirection:** The total compensation redirection will be \$ \_\_\_\_\_ for Plan Year 2013. The total amount of compensation redirection in 2013 for the pre-tax transit benefit may not exceed \$5,520. Please see Calculation Worksheet.

The annual plan limit for 2013 that may be allocated to the public transit reimbursement account is:

- \$125 a month, or \$1,500 annually for public transportation; and
- \$240 a month, or \$2,880 annually for qualified parking expenses; or
- \$365 a month, or \$4,380 annually for commuter transportation and parking.
- \$20 times the number of months an employee uses a bicycle for commuting to work, or a maximum of \$240 annually. Allowable expenses include the purchase, -maintenance, repair and storage expenses related to travel between the employee's residence and place of employment.

I understand that:

- Reimbursements will be available only for "qualifying public transit expenses" as defined in IRS Section 132(f). Generally, qualifying public transit expenses are the costs associated with the use public transit for commuting purposes.

- I agree to notify the Village of Oak Park if I have reason to believe that any expense for which I have obtained reimbursement is not a qualifying expense. I also agree to indemnify and reimburse the Village of Oak Park on demand for any liability it may incur for failure to withhold federal or state income tax or Social Security tax from any reimbursement I receive of a non-qualifying expense, up to the amount of additional tax owed by me.
- This section of the agreement will automatically terminate if the Plan is terminated or discontinued.
- If I cease my employment with the Village of Oak Park, my participation in the Plan will cease. No further contributions will be made on my behalf, although I may be entitled to reimbursements for transit claims incurred prior to my date of termination.

**OTHER TERMS AND CONDITIONS**

I understand that:

- I cannot change or revoke my elections or this compensation reduction agreement at any time during the plan year unless I have a change in family status; termination or commencement of employment of a spouse; change in my or my spouse’s employment status; my spouse or I taking an unpaid leave of absence, or such other events as the Plan Administrator determines will permit a change or revocation of an election.
- The Plan Administrator may reduce or cancel my compensation reduction or otherwise modify this agreement in the event it is believed to be advisable in order to satisfy certain provisions of the Internal Revenue Code.
- The reductions in my cash compensation under this agreement shall be in addition to any reductions under other agreements or benefit programs maintained by my Employer.
- Any amounts not used during a plan year to provide benefits will be forfeited and may not be paid to me in cash or used to provide benefits specifically for me in a later plan year.
- Prior to the first day of each plan year I will be offered an opportunity to change my benefit elections for the following plan year. If I do not complete and return a new election form at that time, I will be treated as having elected not to continue in the program.

THIS AGREEMENT IS SUBJECT TO AND SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH APPLICABLE LAWS, SHALL TAKE EFFECT AS A SEALED INSTRUMENT UNDER APPLICABLE LAWS, AND REVOKES ANY PRIOR ELECTION AND COMPENSATION REDUCTION AGREEMENT RELATING TO SUCH PLAN.

\_\_\_\_\_  
Employee’s Signature Date

Accepted and agreed to by the Village of Oak Park

BY: \_\_\_\_\_ Date

REVIEWED AND APPROVED  
AS TO FORM

DEC 03 2012

  
LAW DEPARTMENT

M:\HUMAN RESOURCES\INSURANCE\DIS INSURANCE\Final Agenda Commentaries & Resolutions\Final Agenda Commentaries and Resolutions\VOP Public Transit Pre-Tax Benefit Plan\_2012-12-11 Resolutions and Attached Plans.doc

**2013 Pre-Tax Transit Benefit Plan Worksheet/Receipt Certification Affidavit**

To assist you in calculating your compensation reduction amount for the Plan Year, please take into consideration the following:

1. What is the total amount you annually spend in public transportation costs? To calculate the amount, multiply the round-trips you will take utilizing public transportation by the amount you pay. Please take into consideration holidays, vacation and other paid leave days you believe you will take in the plan year. Maximum allowed is \$125/monthly or \$1,500 /annually.

$$\frac{\text{Est. \# of Round Trips}}{\text{Est. \# of Round Trips}} \times \$ \frac{\text{Cost}}{\text{Cost}} = \$ \frac{\text{Qualifying Deduction}}{\text{Qualifying Deduction}}$$

2. If you pay for commuter parking as part of your use of public transportation, utilize the same calculation above to determine the eligible amount of commuter parking fees for the plan. Maximum allowed is \$240/monthly or \$2,880/annually. NOTE: You cannot have more commuter lot uses than the number of public transit round trips.

$$\frac{\text{Est. \# of Commuter Lot Uses}}{\text{Est. \# of Commuter Lot Uses}} \times \$ \frac{\text{Cost}}{\text{Cost}} = \$ \frac{\text{Qualifying Deduction}}{\text{Qualifying Deduction}}$$

3. Add the two category costs together to determine the approximate amount of plan usage. Pro-Rata deductions from the first and second paychecks of the month will occur. (i.e. \$1,000 deduction will result in \$41.66 being deducted from the 1<sup>st</sup> and 2<sup>nd</sup> paycheck of each month.)

-----  
**Receipt Certification Affidavit**

For transit systems that do not provide a receipt for the purchase of fare cards and other transit-related services, please utilize the following calculations and affidavit for receiving reimbursement from the Village of Oak Park's Pre-Tax Transit Benefit Plan.

I hereby certify that I have utilized Public Transportation for commuting purposes between the Village of Oak Park and my residence. I further certify that I purchased a

\_\_\_\_\_

from \_\_\_\_\_  
Transit agency

That agency does not provide transaction receipts and I therefore attest that the amount purchased and the amounts being submitted for this plan reimbursement were only utilized for the purpose of this program.

$$\frac{\text{\# of Round Trips}}{\text{\# of Round Trips}} \times \$ \frac{\text{Cost}}{\text{Cost}} = \$ \frac{\text{Qualifying Deduction}}{\text{Qualifying Deduction}}$$

\_\_\_\_\_ Employee \_\_\_\_\_ Date



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RESOLUTION AUTHORIZING THE EXECUTION OF AN S-125 FLEXIBLE SPENDING PROGRAM ADMINISTERED BY ALLIED BENEFIT SYSTEMS FOR ELIGIBLE MEDICAL AND DEPENDENT CARE EXPENSES, IN ACCORDANCE WITH THE 2013 PLAN DOCUMENT AND FEE SCHEDULE ATTACHED HERETO.

BE IT RESOLVED by the Village President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois, that the Interim Village Manager is hereby authorized and directed to execute the Allied Benefit Systems Plan Document for Allied Benefits Systems to administer the Village's S-125 Flexible Spending program for the pre-tax payment of eligible medical and dependent care expenses and administration of the Village's S-125 Flexible Spending Program in accordance with the terms and conditions set forth in the attached exhibit.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED this 10<sup>th</sup> day of December, 2012 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ADOPTED AND APPROVED by me this 10<sup>th</sup> day of December, 2012.

\_\_\_\_\_  
David G. Pope  
Village President

ATTEST:

\_\_\_\_\_  
Teresa Powell  
Village Clerk

**VILLAGE OF OAK PARK  
FLEXIBLE BENEFITS PLAN**

**PLAN DOCUMENT  
Effective January 1, 2013**

**VILLAGE OF OAK PARK**  
**FLEXIBLE BENEFITS PLAN DOCUMENT Effective January 1, 2013**

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**ARTICLE I**  
**ESTABLISHMENT OF THE PLAN**

**1. Establishment of Plan.**

Village of Oak Park (the "Employer") hereby establishes a cafeteria plan within the meaning of Section 125 of the Internal Revenue Code of 1986, as amended, for its eligible Employees effective January 1, 2013, to be known as the "Village of Oak Park Flexible Benefits Plan" (the "Plan").

The purpose of this Plan is to provide eligible Employees a method of obtaining a reimbursement of health coverage and other permissible benefits. Such benefits are provided in a manner which allows the Employee the discretion to choose those benefits which are best suited to the Employee's needs and obtain them with advantageous tax treatment.

**2. Applicability of Plan.**

The provisions of this Plan are applicable only to the Employees of the Employer in current employment on or after the Effective Date.

An Employee who retired or separated from employment prior to the Effective Date shall not be entitled to benefits after the Effective Date under the provisions of this Plan unless the Employee is rehired and then becomes eligible for benefits.

The provisions of this Plan for the reimbursement of health coverages are intended to qualify as a medical reimbursement plan within the meaning of Code Section 105(b). The provisions of this Plan for the reimbursement of dependent care assistance (DCA) expenses are intended to qualify as a DCA plan within the meaning of Code Section 129.

The provisions of this Plan are also intended to comply with the Patient Protection and Affordable Care Act ("ACA"). As such, Participants are allowed to make pre-tax salary reduction contributions for health benefits (including a health flexible spending account) for children who have not attained age 27 as of the end of the taxable year, who pursuant to ACA, are properly enrolled in coverage for such benefits.

The above provisions do not, and are not intended in any way to, expand the definition of "child" contained in any applicable medical, dental and/or vision plans.

**ARTICLE II**  
**DEFINITIONS**

**1. Definitions.**

The following terms shall have the respective meanings set forth below. When the defined meaning is intended, the term is capitalized.

- (a) The term "Child" means the son, daughter, stepson, or stepdaughter of the Participant, and a Child includes both a legally adopted individual of the Participant and an individual who is lawfully placed with the Participant for legal adoption by the Participant. A Child also includes an "eligible foster child," defined as an individual who is placed with the Participant by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction.
- (b) The term "Code" means the Internal Revenue Code of 1986, as amended.
- (c) The term "Effective Date" means January 1, 2013.
- (d) The term "Employee" means a common-law employee of the Employer.

- (e) The term "Employer" means Village of Oak Park and to the extent described in a supplemental agreement to this Plan, an affiliated organization which adopts this Plan pursuant to Article XII of this Plan.
- (f) The term "Flexible Benefits Plan Enrollment Form" means the agreement, which permits the Employer to reduce the Participant's current salary and contribute the amount of the reduction to purchase benefits on behalf of the Participant.
- (g) The term "Highly Compensated Employee" means any Employee who (1) was at any time during the current or preceding Plan Year a 5-percent owner of the Employer; or (2) for the preceding Plan Year, received compensation from the Employer in excess of the amount established by the Internal Revenue Service and was in a group consisting of the top 20 percent of the Employees when ranked on the basis of compensation paid during such year; or (3) any other individual who falls within the provisions of Section 125(e) of the Code or Section 414(q) of the Code (as amended).
- (h) The term "Key Employee" means any Employee who at any time during the Plan Year is (1) an officer of the Employer receiving compensation from the Employer in excess of the amount established by the Internal Revenue Service, or (2) a 5-percent owner of the Employer; or (3) a 1-percent owner of the Employer having an annual compensation from the Employer of more than the amount established by the Internal Revenue Service; or (4) any other individual who falls within the provisions of Section 416(i)(1) of the Code (as amended).
- (i) The term "Participant" means an Employee who meets the conditions of Article III.
- (j) The term "Plan" means the "Village of Oak Park Flexible Benefits Plan" which is intended to qualify as a cafeteria plan within the meaning of Code Section 125. This plan also serves as the written plan document for the Employer's program of DCA reimbursement which is intended to qualify as a DCA plan within the meaning of Code Section 129.
- (k) The term "Plan Administrator" means the person or entity responsible for the day-to-day functions and management of the Plan. The plan administrator may employ persons or firms to perform certain Plan connected services. The plan administrator is the Employer.
- (l) The term "Plan Fiduciary" means the person or entity who has the authority to control and manage the operation and administration of the Plan. The Plan Fiduciary is the Employer.
- (m) The term "Plan Sponsor" means Village of Oak Park and to the extent described in a supplemental agreement to this Plan.
- (n) The term "Plan Supervisor" means the entity providing consulting services to the Employer in connection with the operation of the Plan and performing other functions, including processing of claims. The Plan Supervisor is Allied Benefit Systems, Inc., 200 W. Adams Street, Suite 500, Chicago, IL 60606.
- (o) The term "Plan Year" means each calendar year basis beginning each January 1 and ending each December 31.

## 2. Gender and Number.

Except when otherwise indicated by the context, any masculine terminology shall also include the feminine and the definition of any term in the singular shall also include the plural.

**ARTICLE III**  
**ELIGIBILITY AND PARTICIPATION**

1. Date of Participation.

A person who is an Employee of the Employer who was hired the 1st through the 15th of the month, working full-time of at least thirty seven and one-half (37.5) hours per week, shall become a Participant in the Plan on the first of the following month after meeting the eligibility requirements and upon completion of the necessary enrollment forms.

A person who is an Employee of the Employer who was hired the 16th through the last day of the month, working full-time of at least thirty seven and one-half (37.5) hours per week, shall become a Participant in the Plan on the first of the month following thirty (30) days after meeting the eligibility requirements and upon completion of the necessary enrollment forms.

A Flexible Benefits Plan Enrollment Form must be completed to enroll in the health flexible spending account (FSA) expenses and dependent care assistance (DCA) expenses portions of the Plan. If a Flexible Benefits Plan Enrollment Form or the applicable enrollment form(s) are not completed, participation will not begin until a subsequent open enrollment period or a Change in Status event occurs.

2. Duration.

A Participant shall cease to be a Participant when the conditions of section 1 are no longer satisfied.

**ARTICLE IV**  
**BENEFITS**

1. Election.

The Plan offers the Participant a choice between certain taxable and nontaxable benefits. Accordingly, prior to the beginning of each Plan Year, a Participant will choose benefits, pledge an amount to pay for the cost of those benefits and then decide whether the cost of that coverage will be paid on a pre-tax or an after-tax basis. Any pre-tax premium payments shall be made directly by the Employer on behalf of the Participant through the applicable enrollment form(s) provided by the Employer. The enrollment in the qualified insurance premiums portion of the Plan will be automatically renewed each year unless the Participant otherwise notifies the Employer in writing within (30) days from the start of a new Plan Year if they wish to not pay for benefits on a pre-tax basis.

The maximum contribution levels for the Plan Year are as follows:

- qualified insurance premiums: specified by the Employer.
- health flexible spending account (FSA) expenses: \$2,500 maximum
- dependent care assistance (DCA) expenses: \$5,000 maximum (\$2,500 maximum for married couples filing separate tax returns.)

The amount stated above shall be determined at the discretion of the Employer prior to the commencement of each Plan Year and shall be uniformly applicable to all Participants. That amount shall be subject to review and final approval by the Employer. A Participant's rate of salary shall not include any bonus payments, fringe benefits or other special compensation. The Employer reserves the right to reduce the amount of the Participant's Flexible Benefits Plan Enrollment Form in order to assure compliance with the requirements of the Code for favorable tax treatment.

## 2. Nondiscrimination.

It shall be the responsibility of the Employer to ensure compliance with any applicable nondiscrimination requirements. The Plan will not discriminate in favor of Highly Compensated Employees as to benefits or contributions for the Plan Year.

The benefits provided to Key Employees shall not exceed 25% of the aggregate of such benefits provided for all Participants under the Plan.

Not more than 25% of the amounts paid by the Employer for DCA during the Plan Year may be provided to individuals owning more than 5% of the Employer. In addition, the average benefit provided to non-highly compensated Employees will be at least 55% of the average benefit to Highly Compensated Employees.

Any reduction required of a Participant's salary shall be done on a reasonable and nondiscriminatory basis and will be done on a common dollar value basis rather than a pro-rata basis.

## 3. New Participants.

If an Employee becomes a Participant in the Plan after the beginning of a Plan Year, the amount pledged will be pro-rated based upon the Participant's eligibility date for the FSA expenses or DCA expenses portions of the Plan only.

## 4. Terminating Participants.

If a Participant terminates employment prior to the end of a Plan Year, his or her participation in the Plan shall cease. However, in regards to FSA expenses portion of the Plan, expenses incurred prior to termination date are reimbursable, and may be submitted for reimbursement up to 90 days after the end of the Plan Year. However, a Participant who terminates employment and is eligible for continuation coverage (COBRA) may be allowed to continue to contribute to the FSA expenses portion of the Plan on an after-tax basis only. Also, those Participants who separate from service or otherwise cease to be eligible under the DCA expenses portion of the Plan, may continue to submit for reimbursement eligible claims incurred during the Plan Year. DCA expenses incurred after the Plan Year ends are not reimbursable. Except as indicated above, no additional contributions to the Plan are allowed.

## 5. Flexible Benefits Plan Enrollment Form.

The Flexible Benefits Plan Enrollment Form shall be in a form which permits the Employer to reduce the Participant's current salary and contribute the amount of the reduction to purchase benefits on behalf of the Participant. The Flexible Benefits Plan Enrollment Form shall apply only to amounts of the Participant's pay that have not been actually or constructively received as of the date of the Flexible Benefits Plan Enrollment Form. Any amounts so elected shall not become currently available to the Participant. Each Participant may complete a Flexible Benefits Plan Enrollment Form which will reduce his or her salary by an amount equal to that necessary to provide for the type of coverage elected under this Plan. The amount of the Flexible Benefits Plan Enrollment Form elected by the Participant shall be deemed to be Employer contribution for purposes of the Code.

Each Plan Year, the Participant will be required to complete a new Flexible Benefits Plan Enrollment Form for the FSA expenses and DCA expenses portions of the Plan. Failure to submit a completed Flexible Benefits Plan Enrollment Form during a designated open enrollment period to elect to participate in the FSA expenses and DCA expenses portions of the Plan, will not be able to participate in these portions of the Plan for that Plan Year (unless a Change of Status event occurred).

## 6. Revocation of Election.

Generally, once a Participant under the terms of the Plan has made a decision with respect to benefits, the Participant may not revoke that election during the Plan Year. A Participant may change his or her election during a Plan Year in the following limited situations. Notification of a Change in Status must be made to Employer in writing within thirty (30) days of the event. Failure to notify the Employer in writing within thirty (30) days, the Participant must wait until the next annual open enrollment period to make an election change.

### A. Changes in Status

#### 1. Change in status events

A Participant may revoke an election during the Plan Year and make a new election for the remaining period of coverage under the Plan if there is a change in status as described below and if the election change is on account of and corresponds with a change in status that affects eligibility for coverage under an employer's plan. The Plan Administrator shall determine whether a requested change is on account of and corresponds with a change in status.

- (a) Legal marital status. Events that change a Participant's legal marital status, including the following: marriage; death of spouse; divorce; legal separation; and annulment.
- (b) Number of dependents. Events that change a Participant's number of dependents, including the following: birth; death; adoption; and placement for adoption, as well as a Child becoming newly eligible for coverage or eligible for coverage beyond the date on which the Child otherwise would have lost coverage.
- (c) Employment status. Events that change the employment status of a Participant, a Participant's spouse, or a Participant's dependent, including the following: a termination or commencement of employment; a strike or lockout; a commencement of or return from an unpaid leave of absence; a change in worksite, and the switching from part-time to full-time employment status or from full-time to part-time status by a Participant or a Participant's spouse or dependent.
- (d) Dependent satisfies or ceases to satisfy eligibility requirements. Events that cause a Participant's dependent to satisfy or cease to satisfy eligibility requirements for coverage on account of attainment of age, student status, or any similar circumstances.
- (e) Residence. A change in the place of residence of a Participant, spouse or dependent. Note: The change in residence must result in the Participant, Participant's spouse or dependent gaining or losing eligibility under a plan.

If the change in status is (a) a Participant's divorce, annulment or legal separation from a spouse, the death of a spouse or dependent or (b) a dependent ceasing to satisfy the eligibility requirements for coverage, then a Participant may only elect to cancel coverage for the affected spouse or dependent. Canceling coverage for any other individual under these circumstances would fail to correspond with that change in status and therefore is not a permitted election change.

If a Participant, spouse or dependent gains eligibility for coverage under a plan sponsored by the employer of the Participant's spouse or dependent as a result of a change in Legal marital status or change in Employment Status, a Participant may change an election to cease or decrease coverage for that individual under the Plan only if coverage for that individual becomes applicable (i.e. effective) or is increased under the other employer's plan.



Applicability to DCA expenses portion of the Plan: An election change relating to the DCA expenses portion of the Plan is permitted only if (a) the election change is on account of and corresponds with a change in status that affects eligibility for coverage under an employer's plan or (b) the election change is on account of and corresponds with a change in status that affects DCA expenses available under Section 129 of the Internal Revenue Code. (For example: A DCA expenses election may be canceled where a dependent child turns age 13 in the middle of the plan year).

B. Cost or Coverage Changes

1. Automatic increase or decrease for cost changes.

If the cost of a qualified benefits plan increases or decreases during a period of coverage, the Plan may, on a reasonable and consistent basis, automatically make a prospective increase or decrease in the affected Participants' elective contributions to reflect such cost changes.

2. Significant cost increases.

If the cost of a benefit package option (such as a PPO option or HMO option under a health plan) significantly increases during a period of coverage as determined by the Plan Administrator, a Participant may elect to make a corresponding prospective increase in his or her payments, or to revoke his or her election and, in lieu thereof, to receive on a prospective basis coverage under another benefit package option providing similar coverage.

Applicability to the DCA expenses portion of the Plan: A Participant in the DCA expenses portion of the Plan may change an election based upon a significant increase in cost of the dependent care provider only if the cost change is imposed by a dependent care provider who is not a relative of the Participant (For example, the Participant's parent(s), child(ren), brother(s), sister(s), etc.)

3. Coverage changes.

If the coverage under a plan is significantly curtailed or ceases during a period of coverage, an affected Participant may revoke his or her election and make a new election on a prospective basis for coverage under another benefit package option providing similar coverage. Coverage is considered significantly curtailed only if there is an overall reduction in coverage provided to participants under a plan so as to constitute reduced coverage to participants generally.

If a plan adds a new benefit package option or other coverage option (or eliminates an existing benefits package option or other coverage option), an affected Participant may elect the newly-added option (or elect another option if an option has been eliminated) prospectively on a pre-tax basis and make a corresponding election change with respect to other benefit package options providing similar coverage.

Applicability to DCA expenses portion of the Plan: The availability of dependent care services from a new child care provider during the Plan Year does constitute a significant change in coverage similar to a benefit package option becoming available. Accordingly, a Participant is permitted to revoke his or her previous election under the DCA expenses portion of the Plan and make a corresponding new election to reflect the cost of the new child care provider. In addition, a change in the number of hours of work performed by a child care provider constitutes a change in coverage enabling a Participant to make a corresponding new election to reflect the new cost of the child care provider.

Applicability to the FSA expenses portion of the Plan: Election changes related to the FSA expenses portion of the plan are not permitted under this section B (Cost or Coverage Changes).

C. Other Permitted Mid-year Election Changes

1. Special Enrollment Rights under HIPAA

A Participant may revoke an election for coverage under a group health plan during a period of coverage and make a new election that corresponds with the special enrollment rights provided under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

2. Judgment, Decree or Order.

The Plan may change a Participant's election to provide coverage for the Participant's child if a judgment, decree, or order resulting from a divorce, legal separation, annulment or change in legal custody requires health coverage for the child. If a judgment, decree or order requires a Participant's spouse, former spouse, or other individual to cover the child, the Participant may change his/her election to revoke coverage for the child.

3. Entitlement to Medicare or Medicaid

A Participant may change an election on a prospective basis to cancel or reduce coverage of the Participant or Participant's spouse or dependent under a plan if the Participant, Participant's spouse or dependent who is enrolled in a plan subsequently becomes enrolled under Part A or Part B of Medicare or entitled to Medicaid. Conversely, a Participant may change an election on a prospective basis to commence or increase coverage of the Participant or Participant's spouse or dependent if the Participant or Participant's spouse or dependent who had been entitled to Medicare or Medicaid subsequently loses eligibility for coverage under Medicare or Medicaid.

4. The Family and Medical Leave Act

A Participant taking leave under the Family and Medical Leave Act (FMLA) may revoke an existing election of group health plan coverage and make such other election for the remaining portion of the period of coverage as may be provided for under the FMLA.

5. Change in Coverage of Spouse or Dependent under other Employer's plan

A Participant may change an election on a prospective basis that is on account of and corresponds with a change made under the plan of a spouse's or dependent's employer if

- (a) the plan of the spouse's or dependent's employer permits participants to make election changes that would be permitted under IRS regulations under Section 125 of the Code or
- (b) the Plan permits participants to make an election for a period of coverage that is different from the period of coverage under the plan of the spouse's or dependent's employer.

6. Changes Allowed Under Current Regulations

A Participant may change an election on a prospective basis that is on account of and corresponds with any other permitted change under the current IRS regulations under Section 125 of the Code.

If a Participant revokes an election during a Plan Year for any reason other than those specifically allowed by the Internal Revenue Code and the regulations thereunder, the amount of the Participant's contribution during that Plan Year may be included in the Participant's gross income.

## 7. Choice of Benefits.

A Participant may make an election under the terms of the Plan with respect to any of the following benefits:

### (a) Qualified Insurance Premiums

A Participant may allow the Employer to reduce his or her current salary pursuant to the applicable enrollment form(s) provided by the Employer and make premium payments for coverage under the Employer's qualified insurance plans. Premium payments shall be made directly by the Employer, and benefits shall be paid pursuant to the terms of the applicable plans. The benefit descriptions and all other provisions in such plans and any applicable contracts, as in effect from time to time, are hereby incorporated by reference into this Plan.

Such qualified insurance premiums apply to the Participant, the Participant's spouse or Participant's dependents (as defined in Section 152 of the Code), as well as the Participant's Children who have not attained age 27 as of the end of the taxable year.

### (b) Health Flexible Spending Account (FSA) Expenses

A Participant may allow the Employer to reduce his or her current salary pursuant to a Flexible Benefits Plan Enrollment Form and make payments on behalf of the Participant for the subsequent reimbursement of certain FSA expenses. The following health expenses may be submitted for reimbursement under the FSA expenses portion of the Plan:

- (1) Expenses for medical care as allowed by Section 213 of the Code.
- (2) For expenses incurred of medicines and drugs purchased with a prescription to alleviate or treat personal injuries or sickness if substantiated by a receipt showing, at a minimum, 1) the date purchased, 2) the amount of the purchase, 3) the specific item(s) purchased, 4) the name of the person for whom the prescription applies, and 5) a copy of the prescription or other documentation that a prescription has been issued. A "prescription" means a written or electronic order for a medicine or drug that meets the legal requirements of a prescription in the state in which the medical expense is incurred, and that is issued by an individual who is legally authorized to issue a prescription in that state. Insulin is also a qualifying expense with or without a prescription.
- (3) Any other expense allowed by the IRS as reimbursable under a flexible spending account.

There are certain expenses that do not qualify. Over-the-counter medicines and drugs (other than insulin) that are not prescribed are not qualifying expenses, and thus are not reimbursable. In addition, participants cannot obtain reimbursement for health club dues, non-prescription eyeglasses or sunglasses, programs or prescriptions to control weight (unless a medical necessity exists) and cosmetic procedures (including teeth bleaching, electrolysis, hair transplants and prescriptions) unless necessary because of injuries the participant may receive or related to a congenital disfigurement.

Such expenses may be incurred by the Participant, the Participant's spouse or the Participant's dependents (as defined in Section 152 of the Code), as well as the Participant's Children who have not attained age 27 as of the end of the taxable year. The expense will only be reimbursed to the extent that the Participant or other person is not reimbursed for the expense through any other insurance or other source. Any reimbursement to a Participant under this Plan may not otherwise be claimed as a credit or deduction under the Code.

The rules governing eligibility for the Plan are explained in Article III, the maximum amount of reimbursement is set forth in Article IV and the procedure for filing claims is stated in Article VII. All other provisions of the Plan apply to the medical expense reimbursement program as well.

(c) Dependent Care Assistance (DCA) Expenses

A Participant may allow the Employer to reduce his or her current salary pursuant to a Flexible Benefits Plan Enrollment Form and make payments on behalf of the Participant for the subsequent reimbursement of certain DCA expenses in accordance with Section 129 of the Code.

A Participant may request reimbursement for those dependent care expenses incurred in connection with the following qualifying individuals:

- i. A dependent of the Participant who is under age 13 and with respect to whom the Participant is entitled to a deduction under Section 151(c) of the Code.
- ii. A dependent of the Participant who is physically or mentally incapable of caring for himself or herself.
- iii. The spouse of the Participant, if he or she is physically or mentally incapable of caring for himself or herself.
- iv. Any other individual defined under Section 21(b) of the Code.

Expenses will only be reimbursed to the extent they allow the Participant and spouse, if any, to be gainfully employed. Such expenses include costs for the care of a qualifying individual described above and related household services.

Also, a Participant may request reimbursement for those expenses incurred outside the Participant's home for the care of a qualifying individual described in (1) above or for the care of those qualifying individuals described in (2) and (3) above if those individuals regularly spend at least eight (8) hours each day in the Participant's household.

Expenses incurred outside the Participant's home at a dependent care center are reimbursable only if such center complies with all applicable laws and regulations of the appropriate State or unit of local government or any other requirement under the Code.

Expenses paid to the spouse or other dependent of the Participant for the care of any qualifying individual are not reimbursable. Any reimbursement under this Plan may not otherwise be claimed as a credit or deduction under the Code. Notwithstanding the above, only expenses specifically allowed by Sections 21, 129 or any other related section of the Code will be reimbursed.

The rules governing eligibility for the Plan are explained in Article III, the maximum amount of reimbursement is set forth in Article IV and the procedure for filing claims is stated in Article VII. All other provisions of the Plan apply to the DCA program as well.

8. Uniform Coverage.

Under the FSA portion of the Plan only, the total amount of a Participant's elective annual contribution will be available for reimbursement at any time during the Plan Year.

#### 9. Loss of Benefits.

If the Participant does not use all of the amounts contributed to the FSA or DCA portions of the Plan during the Plan Year, they will lose these amounts and they will be returned to the Employer. Participants cannot commingle their salary reduction amounts among the various portions of the Plan. Therefore, Participants should be conservative in estimating their expenses.

The Heroes Earnings Assistance and Relief Tax Act of 2008 ("HEART Act"), allows military reservists called to active duty for a period of at least 180 days (or for an indefinite period of time) who are a Participant in the Plan to obtain distributions of their unused balances from their FSA. These distributions will be made during the period beginning on the date of the call to active duty, and end on the last date reimbursements could be made under the FSA for that Plan Year. The Participant must notify the Human Resources Department by the last date reimbursements end for that Plan Year to receive the distribution. The distribution is taxable to the Participant.

#### 10. Notification.

The Employer shall communicate in writing to all Participants a summary of the terms and conditions of the Plan. The summary shall be interpreted in a manner consistent with this document. The summary plan description for this Plan is meant to be the summary plan description for the DCA plan as well.

#### 11. Rights Against the Employer.

The Plan shall not be deemed to constitute a contract between the Employer and any Employee or to be a consideration for, or an inducement or condition of, the employment of any Employee. Nothing in the Plan shall be deemed to give any Employee the right to be retained in the service of the Employer or to interfere with the right of the Employer to discharge any Employee at any time. The establishment of the Plan, including any modifications thereto or distributions thereunder, shall not be construed as giving to any Participant or other person any legal or equitable right against the Employer, its shareholders, directors or officers.

#### 12. Non-Alienation of Benefits.

No benefit payable under the provisions of any plan incorporated by reference into this Plan shall be subject in any manner to anticipation, alienation, sale, transfer, assignment, pledge, encumbrance or charge, and any attempt so to anticipate, alienate, sell, transfer, assign, pledge, encumber or charge shall be void; nor shall such benefits be in any manner liable for or subject to the debts, contracts, liabilities, engagements, or torts of, or claims against, any Participant, dependent or beneficiary, including claims of creditors, claims of alimony or support, and any like or unlike claims.

#### 13. Rights of Recovery, Reimbursement and Subrogation.

To the fullest extent permitted by law, the Employer reserves its rights of recovery, reimbursement and subrogation as may be stated in any health or welfare plan incorporated by reference into this Plan. Accordingly, such provisions are by reference made a part of this Plan.

#### 14. Taxation.

It is the Employer's intent that the benefits provided herein be deductible by the Employer under Section 162 of the Code and excludable from taxation by the Participant under Sections 105, 106 and 125 of the Code, as amended or supplemented, and all provisions herein shall be interpreted consistently with this intent. It is also the Employer's intent that the applicable amount be excludable from taxation under Section 79 of the Code.

It is the Employer's intent that the Plan be in compliance with Section 125 of the Code. This Plan, however, has not been and may not be submitted to the Internal Revenue Service for approval, and thus there can be and is no assurance that the intended tax benefits will be available. Any Employee, by accepting a benefit under this Plan, agrees to be liable for any tax that may be imposed with respect to those benefits, plus interest, if any, as may be imposed by the Internal Revenue Service.

#### **ARTICLE V** **ACCOUNTS AND RECORDS**

The Employer shall establish and maintain accounts and records in the name of each Participant. Such records will show the Participant's choices under the Plan, salary reduction amounts and premium payments. The salary reduction of a Participant shall be made pursuant to a signed Flexible Benefits Plan Enrollment Form and in accordance with normal payroll practices.

#### **ARTICLE VI** **CONTRIBUTIONS AND FINANCING**

All premium payments for coverage under the Plan shall be made directly by the Employer in accordance with the provisions of Article IV. Such premium payments shall be deemed to be a Employer contribution for purposes of the Code. No contributions shall be required of the Participant, except as otherwise specifically provided. The entire cost of this Plan shall be borne by the Employer.

#### **ARTICLE VII** **ADMINISTRATION**

##### **1. Fiduciaries.**

The fiduciary shall be responsible for the management, control, operation and administration of the Plan and shall act solely in the interests of the Participants and their beneficiaries and in accordance with governing plan documents. In exercising its fiduciary and other responsibilities, the Employer, as Plan Administrator and Plan Fiduciary, shall have the discretionary authority to determine eligibility for benefits, review any denied claims for benefits and construe disputed plan terms. The Employer shall be deemed to have properly exercised such authority, unless it has abused its discretion by acting arbitrarily and capriciously.

##### **2. Administration.**

The Employer shall administer the Plan and shall have the authority to exercise the powers and discretion conferred on it by the Plan and shall have such other powers and authorities necessary or proper for the administration of the Plan as shall be determined from time to time.

The Employer shall keep complete records and accounts necessary or proper to administer the Plan.

The Employer may adopt such rules and regulations for the administration of the Plan as it shall consider advisable and shall have full power and authority to enforce, construe, interpret and administer the Plan. All interpretations under this Plan and all determinations of fact made in good faith by the Employer shall be binding on the Participants, their beneficiaries and all other persons interested.

##### **3. Claims Procedure.**

Claims for benefits under any qualified insurance plans should be submitted in accordance with the procedures established by the applicable plans. Reimbursement claims for FSA expenses (*non-Allied Flex Debit Card*) and DCA expenses must be submitted in writing on the form provided. Expenses may only be reimbursed if the Participant provides a written statement stating that the expense has been incurred during the Plan Year, the amount of such expense and that the expense

has not been reimbursed or is not reimbursable under any other plan. Use of the Allied Flex Debit Card is only available through a FSA. The Allied Flex Debit Card can only be used to pay for legitimate medical expenses (See Choice of Benefits Section b). A Participant is required to keep all receipts in order to substantiate the claim. All such claims must be submitted within 90 days following the end of the Plan Year. Failure to do so will result in the denial of the charges.

After a FSA or DCA claim is processed and an e-mail address was provided by the Employee, an electronic notification will be e-mailed to the Employee by the Plan Administrator showing the calculation of the total amount payable for the claim, charges not payable, and the reason. Otherwise, the Employee will receive an explanation of benefits with their reimbursement check, if the Employee hadn't chosen direct deposit. If the claim is denied or reduced in whole or in part, it is considered an "Adverse Benefit Determination" and is subject to the provisions detailed below.

The Plan will notify the claimant of an Adverse Benefit Determination within 30 days after receipt of the claim. However, in certain cases an extension of up to 15 days may be utilized if the Plan determines that the extension is necessary due to matters beyond the control of the Plan and the claimant is notified prior to the expiration of the initial 30 day period, of the circumstances requiring the extension of time and the date by which the Plan expects to render a decision. If such an extension is necessary due to a failure of claimant to submit the information necessary to decide the claim, the notice of extension shall specifically describe the required information, and the claimant shall be given at least 45 days within which to provide the specified information.

A notice of Adverse Benefit Determination will include the following:

- The specific reason or reasons for the adverse determination.
- Reference to specific plan provisions on which the adverse determination is based.
- A description of any additional material or information necessary for the claimant to perfect the claim and an explanation of why such material or information is necessary.
- If an internal rule, guideline, protocol, or other similar criterion was relied upon in making the adverse determination, either the specific rule, guideline, protocol, or other similar criterion will be set forth in the notice of Adverse Benefit Determination; or the notice will contain a statement that such a rule, guideline, protocol, or other similar criterion was relied upon in making the adverse determination and that a copy of such rule, guideline, protocol, or other criterion will be provided free of charge to the claimant upon request.
- If the Adverse Benefit Determination is based on a medical necessity or experimental treatment or similar exclusion or limit, either an explanation of the scientific or clinical judgment for the determination, applying the terms of the Plan to the claimant's medical circumstances, will be set forth in the notice of Adverse Benefit Determination, or the notice will contain a statement that such explanation will be provided free of charge upon request.

#### 4. Appeals.

A Participant or his or her authorized representative may appeal an Adverse Benefit Determination by filing a written application with the Plan. In appealing an Adverse Benefit Determination, the Plan will provide the Participant or his or her authorized representative:

- The opportunity to submit written comments, documents, records, and other information relating to the claim for benefits.
- Upon request and free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to the claim.

- A full and fair review that takes into account all comments, documents, records, and other information submitted by the claimant relating to the claim, without regard to whether such information was submitted or considered in the initial benefit determination.
- A full and fair review that does not afford deference to the initial benefit determination and is conducted by an appropriate named fiduciary of the Plan who is neither the individual who made the initial Adverse Benefit Determination that is the subject of the appeal, nor the subordinate of such individual.
- In deciding an appeal of an Adverse Benefit Determination that is based in whole or in part on a medical judgment, including determinations with regard to whether a particular treatment, drug, or other item is experimental, investigational, or not medically necessary or appropriate, that the appropriate named fiduciary shall consult with a health care professional who has appropriate training and experience in the field of medicine involved in the medical judgment and that the health care professional consulted shall neither be an individual who was consulted in connection with the initial Adverse Benefit Determination that is the subject of the appeal, nor the subordinate of any such individual.
- Upon request, the identification of medical or vocational experts whose advice was obtained on behalf of the Plan in connection with a claimant's Adverse Benefit Determination, without regard to whether the advice was relied upon in making the benefit determination.

An appeal must be filed within 180 days after the Adverse Benefit Determination is received. The Plan will notify the Participant or his or her authorized representative of the Plan's determination within 60 days after receipt of an appeal.

The Plan's determination:

- will be in writing setting forth specific reasons for the decision and reference to the specific plan provisions upon which the determination is based.
- will contain a statement that the Participant is entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to the claim for benefits.
- if an internal rule, guideline, protocol, or other similar criterion was relied upon in making the Adverse Benefit Determination, either the specific rule, guideline, protocol, or other similar criterion will be set forth in the determination; or the determination will contain a statement that such rule, guideline, protocol, or other similar criterion was relied upon in making the adverse determination and that a copy of the rule, guideline, protocol, or other similar criterion will be provided free of charge to the Participant upon request.
- if the Adverse Benefit Determination is based on a medical necessity or experimental treatment or similar exclusion or limit, either an explanation of the scientific or clinical judgment for the determination, applying the terms of the Plan to the claimant's medical circumstances, will be set forth in the determination or the determination will contain a statement that such explanation will be provided free of charge upon request.

##### 5. Indemnification.

To the extent permitted by law, Employees of the Employer and all agents and representatives of the Employer, shall be indemnified by the Employer and saved harmless against any claims, and the expenses of defending against such claims, resulting from any action or conduct relating to the administration of the Plan except claims arising from gross negligence, willful neglect or willful



misconduct. The Employer reserves the right to select and approve counsel and also the right to take the lead in any action in which it may be liable as an indemnitor.

6. Expenses of Administration.

Any expense incurred by the Employer relative to the administration of the Plan shall be paid by the Employer.

7. Rights of the Employer to Inspect the Records of the Plan.

The Employer may at its own expense at any time cause an examination of the books and records of the Plan to be made by such attorneys, accountants, auditors or other agents as it shall select for that purpose and may cause a report of such examination to be made.

**ARTICLE VIII**  
**STANDARDS FOR PRIVACY AND SECURITY OF INDIVIDUALLY IDENTIFIABLE HEALTH**  
**INFORMATION ISSUED PURSUANT TO THE HEALTH INSURANCE PORTABILITY AND**  
**ACCOUNTABILITY ACT OF 1996, AS AMENDED ("HIPAA")**

A. Privacy Standards.

1. Disclosure of Protected Health Information ("PHI") to the Plan Sponsor for Plan Administration Purposes.

In order that the Plan Sponsor may receive and use PHI for Plan Administration purposes, the Plan Sponsor agrees to:

- a. Not use or further disclose PHI other than as permitted or required by the Plan documents or as required by law (as defined in the Privacy Standards);
- b. Ensure that any agents, including a subcontractor, to whom the Plan Sponsor provides PHI received from the Plan agree to the same restrictions and conditions that apply to the Plan Sponsor with respect to such PHI;
- c. Not use or disclose PHI for employment-related actions and decisions or in connection with any other benefit or employee benefit plan of the Plan Sponsor, except pursuant to an authorization which meets the requirements of the Privacy Standards;
- d. Report to the Plan any PHI use or disclosure that is inconsistent with the uses or disclosures provided for of which the Plan Sponsor becomes aware;
- e. Make available PHI in accordance with Section 164.524 of the Privacy Standards (45 CFR 164.524);
- f. Make available PHI for amendment and incorporate any amendments to PHI in accordance with Section 164.526 of the Privacy Standards (45 CFR 164.526);
- g. Make available the information required to provide an accounting of disclosures in accordance with Section 164.528 of the Privacy Standards (45 CFR 164.528);
- h. Make its internal practices, books and records relating to the use and disclosure of PHI received from the Plan available to the Secretary of the U.S. Department of Health and Human Services ("HHS"), or any other officer or employee of HHS to whom the authority involved has been delegated, for purposes of determining compliance by the Plan with Part 164, Subpart E, of the Privacy Standards (45 CFR 164.500 et seq);

- i. If feasible, return or destroy all PHI received from the Plan that the Plan Sponsor still maintains in any form and retain no copies of such PHI when no longer needed for the purpose for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the PHI infeasible; and
- j. Ensure that adequate separation between the Plan and the Plan Sponsor, as required in Section 164.504(f)(2)(iii) of the Privacy Standards (45 CFR 164.504(f)(2)(iii)), is established as follows:
  - i. The following employees, or classes of employees, or other persons under control of the Plan Sponsor, shall be given access to the PHI to be disclosed:

- Human Resources Manager
    - Staff designated by Human Resources Manager
    - Chief Financial Officer
    - Staff designated by Chief Financial Officer

- ii. The access to and use of PHI by the individuals described in subsection (i) above shall be restricted to the Plan Administration functions that the Plan Sponsor performs for the Plan.
      - iii. In the event any of the individuals described in subsection (i) above do not comply with the provisions of the Plan Documents relating to use and disclosure of PHI, the Plan Administrator shall impose reasonable sanctions as necessary, in its discretion, to ensure that no further non-compliance occurs. Such sanctions shall be imposed progressively (for example, an oral warning, a written warning, time off without pay and termination), if appropriate, and shall be imposed so that they are commensurate with the severity of the violation.

“Plan Administration” functions are activities that would meet the definitions of treatment, payment and health care operations. “Plan Administration” functions include, but are not limited to quality assurance, claims processing, auditing, monitoring, management and eligibility information requests. It does not include any employment-related functions or functions in connection with any other benefit or benefit plans.

The Plan shall disclose PHI to the Plan Sponsor only upon receipt of a certification by the Plan Sponsor that (a) the Plan Documents have been amended to incorporate the above provisions and (b) the Plan Sponsor agrees to comply with such provisions.

## 2. Disclosure of Certain Enrollment Information to the Plan Sponsor.

Pursuant to Section 164.504(f)(1)(iii) of the Privacy Standards (45 CFR 164.504(f)(1)(iii)), the Plan may disclose to the Plan Sponsor information on whether an individual is participating in the Plan or is enrolled in or has disenrolled from a health insurance issuer or health maintenance organization offered by the Plan to the Plan Sponsor.

## 3. Other Disclosures and Uses of PHI.

With respect to all other uses and disclosures of PHI, the Plan shall comply with the Privacy Standards.

### B. Security Standards.

#### 1. Definitions.

- a. The term “Electronic Protected Health Information” (“E PHI”) has the meaning set forth in Section 160.103 of the Security Standards (45 C.F.R. 160.103) and generally means individually identifiable health information that is transmitted or maintained in any electronic media.

- b. The term "Security Incidents" has the meaning set forth in Section 164.304 of the successful unauthorized access, use, disclosure, modification, or destruction of information or interference with systems operations in an information system.

## 2. Plan Sponsor Obligations.

Where EPHI will be created, received, maintained, or transmitted to or by the Plan Sponsor on behalf of the Plan, the Plan Sponsor shall reasonably safeguard the EPHI as follows:

- a. Plan Sponsor shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of EPHI that Plan Sponsor creates, receives, maintains, or transmits on behalf of the Plan;
- b. Plan Sponsor shall ensure that the adequate separation that is required by Section 164.504 (f) (2) (iii) of the Security Standards (45 C.F.R. 164.504 (f) (2) (iii)) is supported by reasonable and appropriate security measures;
- c. Plan Sponsor shall ensure that any agents, including a subcontractor, to whom it provides EPHI agrees to implement reasonable and appropriate security measures to protect such EPHI; and
- d. Plan Sponsor shall report to the Plan any Security Incidents of which it becomes aware as described below:
  - i.) Plan Sponsor shall report to the Plan within a reasonable time after the Plan Sponsor becomes aware of any Security Incident that results in unauthorized access, use, disclosure, modification, or destruction of the Plan's EPHI; and
  - ii.) Plan Sponsor shall report to the Plan any other Security Incident on an aggregate basis every quarter, or more frequently upon the Plan's request.
- e. Plan Sponsor shall make its internal practices, books, and records relating to its compliance with the Security Standards to the Secretary of the U.S. Department of Health and Human Services ("HHS"), or any other officer or employee of HHS to whom the authority involved has been delegated, for purposes of determining compliance by the Plan with the Security Standards.

## **ARTICLE IX AMENDMENT AND TERMINATION**

The Employer expects the Plan to be permanent, but since future conditions affecting the Employer cannot be anticipated or foreseen, the Employer must necessarily and does hereby reserve the right to amend, modify, revoke or terminate the Plan, in whole or in part, at any time. The authority to make any such changes to the Plan rests with an authorized representative of the Employer. Any such amendment, modification, revocation or termination of the Plan shall be made by a written plan amendment signed by an authorized representative. The Employer may make modifications or amendments to the Plan that are necessary or appropriate to qualify or maintain the Plan as a plan meeting the requirements of the applicable sections of the Code. The Plan shall not at any time be used for or diverted to purposes other than for the exclusive benefit of Participants or their beneficiaries, and no amendment shall divest any person of his or her interest therein, except as may be required by the Internal Revenue Service or other governmental authority, or give any person any assignable or exchangeable interest or any right or thing of exchangeable value, in advance of the time distribution is to be made to such person. Notice of termination of, or material modifications to, the Plan shall be made in accordance with any applicable provisions of the Code.

The termination of this Plan does not necessarily terminate any health or welfare plan incorporated by reference.

**ARTICLE X**  
**ILLEGALITY OF PARTICULAR PROVISION**

The illegality or invalidity of any particular provision, or any portion of any provision, of this Plan shall not affect the other provisions, and the Plan shall be construed in all respects as if such invalid provision were omitted.

**ARTICLE XI**  
**EFFECT OF MISTAKE**

In the event of a mistake as to the eligibility or participation of an Employee, the contributions made for or on behalf of any Participant or the amount of distributions made or to be made to a Participant or other person, the Employer shall, to the extent it deems possible, cause to be allocated or cause to be withheld or accelerated, or otherwise make adjustment of, such amounts as will in its judgment accord to such Participant or other person the contributions or distributions to which he or she is properly entitled under the Plan.

**ARTICLE XII**  
**OTHER PARTICIPATING EMPLOYERS**

Upon the approval of the Employer, this Plan may be adopted by any affiliated organization (as defined in the Code). The adopting organization shall execute and deliver to the Employer a supplemental agreement providing for the adoption of this Plan and such other documents the Employer shall deem necessary or desirable. The provisions of this Plan shall be applicable to such organization to the extent provided in the supplemental agreement.

**ARTICLE XIII**  
**APPLICABLE LAWS**


To the extent not preempted by federal law, the Plan shall be interpreted under the laws of the State of Illinois.

**IN WITNESS WHEREOF**, Village of Oak Park has caused this instrument to be executed, effective as of January 1, 2013.

By: \_\_\_\_\_  
Cara Pavlicek

Title: Interim Village Manager

REVIEWED AND APPROVED  
AS TO FORM

DEC 04 2012  
  
LAW DEPARTMENT

## ADMINISTRATIVE FEES

### Flexible Spending Benefit

- \$5.00 per participant per month as of the first of each month, with a \$150 monthly minimum
- \$500 annual administration fee
- Printing Expense: Cost to Print plus 20% of this Cost
- \$150.00 Form 5500 preparation fee, if requested.

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RESOLUTION AUTHORIZING CONTINUATION OF THE AGREEMENT WITH MUTUAL OF  
OMAHA FOR VILLAGE-PAID BASIC LIFE AND ACCIDENTAL DEATH AND  
DISMEMBERMENT (AD&D) INSURANCE AS WELL AS EMPLOYEE-PAID OPTIONAL LIFE  
AND AD&D INSURANCE FOR EMPLOYEES, THEIR SPOUSE, QUALIFIED DOMESTIC  
PARTNER AND QUALIFIED DEPENDENTS.

**BE IT RESOLVED** by the Village President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois, that the Interim Village Manager is hereby authorized and directed to continue the agreement effective 2010 with the Mutual of Omaha Insurance Company for Village-paid basic life and accidental death and dismemberment (AD&D) insurance as well as employee-paid optional life and AD&D insurance for employees, their spouse or domestic partner, and qualified dependents in accordance with the terms and conditions set forth in the attached exhibits.

**THIS RESOLUTION** shall be in full force and effect from and after its adoption and approval as provided by law.

**ADOPTED** this 10<sup>th</sup> day of December, 2012 pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**ADOPTED AND APPROVED** by me this 10<sup>th</sup> day of December, 2012.

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**David G. Pope**  
Village President

**ATTEST:**

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**Teresa Powell**  
Village Clerk

# UNITED *of* OMAHA LIFE INSURANCE COMPANY

Home Office: Mutual of Omaha Plaza, Omaha, Nebraska 68175

**A Stock Company**  
(herein called the Company)

has issued this Policy to **Village of Oak Park**

(herein called Policyholder)

This Policy is issued in consideration of:

- (a) the terms, conditions and limitations of this Policy; and
- (b) the application for this Policy, a copy of which is attached.

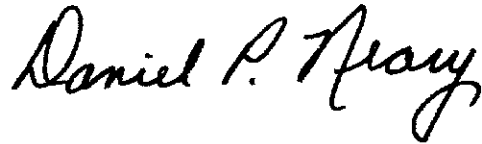
This Policy is effective January 1, 2010, at 12:01 a.m., Standard Time, at the main office of the Policyholder.

The Company agrees to pay the Insured Persons the benefits to which they are entitled, subject to the terms, conditions and limitations of this Policy.

The Certificate of Insurance, Form 7000CI-U-EZ No. 6, is made a part of this Policy.

This Policy is issued in and is subject to Illinois law.

UNITED OF OMAHA LIFE INSURANCE COMPANY



Chairman of the Board and Chief Executive Officer



Corporate Secretary

**GROUP POLICY NO. GVTL-AEUS**

(herein called Policy)  
(As Revised January 1, 2012)



**Mutual of Omaha**



## GENERAL PROVISIONS

Capitalized terms not defined in these GENERAL PROVISIONS are defined in the Certificate or any other document made a part of this Policy.

### 1. CHANGE IN PREMIUM RATES

The Company has issued this Policy based upon current information regarding:

- (a) the industry of the Policyholder and the age, gender, occupation, earnings, location, and size of the Policyholder's employee population; and
- (b) laws, regulations and judicial and administrative orders and decisions affecting benefits and the cost of administration.

Accordingly, the Company reserves the right to change premium rates on or after the date there is a change in any of the factors described in (a) or (b) above resulting from or relating to:

- (1) an increase in premium tax, guarantee or uninsured fund assessment, or other governmental charge based upon or related to premium;
- (2) a merger or consolidation, or an acquisition or divestiture (through stock, assets or exchange) of all or part of a business enterprise affecting the Policyholder's employee population; or
- (3) the enactment, issuance, amendment, or enforcement of any law, regulation, judicial or administrative order or decision.

In addition to the right to change premium rates in accordance with the preceding paragraphs, the Company may change premium rates:

- (a) any time after the most recent Rate Guarantee Date shown in this Policy, provided the Company has given at least 60 days advance written notice of the premium rate increase;
- (b) on or after the date there is a change in benefits or eligibility for benefits under the Policy; or
- (c) on or after the date there is an increase or a decrease of 10% or more in the number of employees insured under the Policy.

### 2. PAYMENT OF PREMIUMS

The first premium Due Date is the effective date of this Policy for the Period of Coverage beginning on that date and ending on the last day of the same month. Premiums for each subsequent Period of Coverage are due by the corresponding Due Date:

<u>Period of Coverage</u>	<u>Due Date</u>
January 1 through January 31	January 1
February 1 through February 28 or 29	February 1
March 1 through March 31	March 1
April 1 through April 30	April 1
May 1 through May 31	May 1
June 1 through June 30	June 1
July 1 through July 31	July 1
August 1 through August 31	August 1

September 1 through September 30  
October 1 through October 31  
November 1 through November 30  
December 1 through December 31

September 1  
October 1  
November 1  
December 1

The premium payable for each Period of Coverage is the sum of the individual premiums for each Insured Person, including any dependents' premiums. Individual premiums are based on an Insured Person's classification when a Period of Coverage begins.

Payment should be made to the Company:

- (a) at a lockbox designated by the Company;
- (b) at its Home Office; or
- (c) at another location authorized in writing by an officer of the Company.

Premium shall be considered to be paid on the date the premium is received at the location described in (a), (b) or (c) in the preceding paragraph.

If this Policy terminates for any reason:

- (a) the Policyholder is liable for all premiums to the date of termination, including premiums for any grace period or part of any grace period; and
- (b) all unpaid premiums are due no later than the date of termination.

### **3. GRACE PERIOD**

Premium is due and payable on or before the Due Date shown in the GENERAL PROVISION 2. herein (PAYMENT OF PREMIUMS). After the first premium has been paid, a grace period of 31 days from each Due Date shall be granted for payment of premium. If the Policyholder does not pay the premium by the end of the grace period, this Policy shall automatically terminate at the end of the grace period in accordance with GENERAL PROVISION 4. herein (POLICY TERMINATION BY THE POLICYHOLDER). This Policy will remain in force during the grace period; except, if the Policyholder has given advance written notice to the Company that this Policy will terminate prior to the end of the grace period, this Policy will remain in force only until the termination date.

### **4. POLICY TERMINATION BY THE POLICYHOLDER**

This Policy shall be considered terminated by the Policyholder on the earliest of:

- (a) the end of the grace period, if all due premium is not paid by then;
- (b) the day chosen by the Policyholder, if advance written notice is given to the Company; or
- (c) the day a premium increase is effective but has not been accepted in writing by the Policyholder.

### **5. POLICY TERMINATION BY THE COMPANY**

Following at least 31 days advance written notice to the Policyholder, the Company has the right:

- (a) to terminate this Policy if the number of employees insured is less than 10 or less than 25% of those eligible for insurance;

- (b) to terminate either this Policy or any dependents' insurance if the number of employees with dependents insured is less than (Not Applicable) of those employees who have eligible dependents; or
- (c) to terminate this Policy any time after the most recent Rate Guarantee Date shown in this Policy, unless this termination right is inconsistent with any Termination Rider which is made a part of this Policy.

**6. REINSTATEMENT AFTER TERMINATION OF THIS POLICY**

If this Policy terminates for any reason, it may be reinstated at the Company's sole discretion. The Company may choose not to reinstate the Policy. The Policy may be reinstated only if:

- (a) an officer of the Company agrees in writing to reinstate the Policy;
- (b) the Policyholder agrees in writing to accept any written conditions of reinstatement imposed by the Company; and
- (c) the Policyholder pays the Company all premiums then due and unpaid, including any premium for the time insurance was in effect during the grace period.

**7. INDIVIDUAL CERTIFICATE**

The Company will issue the Policyholder individual Certificates for delivery to Insured Persons. The Certificate describes insurance coverage under the Policy and any conversion rights available upon termination of coverage.

**8. MISSTATEMENT OF AGE**

If the age of an Insured Person has been misstated, the Company will make an adjustment either:

- (a) in premiums; or
- (b) in the amount of insurance, if the amount of insurance depends on age. If the amount of insurance is increased, the Company must first receive all additional premiums.

**9. INCONTESTABLE CLAUSE**

The Company will not contest the validity of this Policy after it has been in force one year, except for nonpayment of premium.

**10. INFORMATION TO BE FURNISHED BY THE POLICYHOLDER/PRIVACY**

The Policyholder is responsible for keeping confidential insurance records. These records are to be kept in a way which will assure the privacy of medical and other personal information. The records must show:

- (a) persons insured by classification and any persons eligible but not insured;
- (b) the amount of money contributed by the Policyholder toward premiums; and
- (c) any other insurance information which the Company may reasonably request.

These records and any other insurance information which the Policyholder has or reviews will be used by the Policyholder only for the purpose of Policy administration.

The Policyholder will furnish, as the Company requires, any insurance information on the Company's forms which are needed for insurance administration.

The Policyholder's books and records which may have a bearing on the insurance under this Policy shall be open to the Company for inspection. The books and records may be inspected at any reasonable time while this Policy is in force, and for one year afterwards.

The Policyholder shall provide the Company written notice within 60 days after any Insured Person's eligibility for coverage under this Policy ends. If the Company does not receive such written notice within this 60 day time period, the Policyholder shall pay to the Company a late notice charge equal to the amount of the premium that would otherwise be payable for the coverage for such person and any dependents of such person from the date the person's eligibility ended until 60 days prior to the date on which the Company received written notice of ineligibility from the Policyholder.

In addition to the Policyholder's obligation to pay the late notice charge, at its sole discretion, the Company may require the Policyholder to reimburse the Company in an amount equal to:

- (a) the amount of any claims paid on behalf of the ineligible person and/or any dependents of such person during the time the person was ineligible; less
- (b) the amount of the late notice charge.

The Policyholder shall pay the late notice charge and/or reimburse the Company for claims in accordance with this provision within 60 days after receipt of the Company's written request for payment. The Company may satisfy the late notice charge by retaining an amount equal to the charge from any premium remitted by the Policyholder to the Company on behalf of any ineligible person and any dependents of such person. The late notice charge and any amount of claims reimbursed to the Company in accordance with this provision shall not be considered to be premium for coverage under the Policy.

The Company's right to receive the late notice charge and reimbursement for claims in accordance with this provision shall not preclude the Company from pursuing any other remedies available to the Company.

In no event shall the Company provide coverage under the Policy beyond the date a person's eligibility ended, unless coverage is continued in accordance with the terms of the Policy. If coverage is continued in accordance with the terms of the Policy, and the applicable premium is paid for such coverage, the late notice charge and the obligation to reimburse the Company for claims as described herein shall not apply.

## UNITED *of* OMAHA LIFE INSURANCE COMPANY

If required by state law, Countersigned by:

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Licensed Resident Agent

**ELIGIBILITY ADDENDUM**

GVTL-AEUS

**Effective Date:** January 1, 2012

Insurance for persons covered under a state mandated continuation law will be in accord with that law.

## PREMIUM RIDER

This rider is made a part of Group Policy GVTL-AEUS.

This rider is effective January 1, 2012.

The premiums for the policy will be as follows:

### CLASSIFICATION(S)

All eligible active School Crossing Guards

All eligible Village of Oak Park Building Maintenance, Fleet Maintenance, IAMA District 8, Fire Fighters, Police, Service Officers, Water & Sewer, non-union employees below Department Directors and Dispatchers

All other eligible active employees

### LIFE INSURANCE PREMIUMS

1. The monthly premium for each \$1,000 of Life Insurance for each employee is as follows:

<b>Age of Employee</b>	<b>Monthly Premium</b>
Less than 30 .....	\$0.049
30 but less than 35.....	\$0.054
35 but less than 40.....	\$0.066
40 but less than 45.....	\$0.103
45 but less than 50.....	\$0.175
50 but less than 55.....	\$0.291
55 but less than 60.....	\$0.454
60 but less than 65.....	\$0.709
65 but less than 70.....	\$1.272
70 but less than 75.....	\$2.278
75 but less than 80.....	\$3.756
Age 80 and over.....	\$7.608

2. The monthly premium for each \$1,000 of Life Insurance for each dependent spouse is as follows:

<b>Age of Employee</b>	<b>Monthly Premium</b>
Less than 30 .....	\$0.049
30 but less than 35.....	\$0.054
35 but less than 40.....	\$0.066
40 but less than 45.....	\$0.103
45 but less than 50.....	\$0.175
50 but less than 55.....	\$0.291
55 but less than 60.....	\$0.454
60 but less than 65.....	\$0.709
65 but less than 70.....	\$1.272

3. The monthly premium for all dependent child(ren) of a family unit is \$0.093 per month for each \$1,000 of insurance.

**HEALTH INSURANCE PREMIUMS**

The monthly premium for Accidental Death and Dismemberment Benefits is:

Employee .....\$0.042 per month for each \$1,000 of insurance.  
Spouse .....\$0.042 per month for each \$1,000 of insurance.  
All dependent child(ren) of a family unit .....\$0.040 per month for each \$1,000 of insurance.

**RATE GUARANTEE DATE**

January 1, 2014

Notwithstanding anything to the contrary in the GRACE PERIOD provision in the Policy, the Policyholder and the Company agree as follows:

If, in addition to this Policy, the Policyholder has any other insurance policy (“Insurance Policy”) or Administrative Services Agreement or other type of service agreement (“Service Agreement”) with the Company or any affiliate of the Company, and an administration fee or other payment described in a Service Agreement (“Fee”) is not paid in full by the required due date or premium is not paid in full during the grace period for this Policy or an Insurance Policy, the total amount of premium and Fees paid for this Policy and each Insurance Policy and Service Agreement during the month in which the premium or Fee is not paid in full (“the Delinquent Month”) will be allocated to this Policy and each Insurance Policy and Service Agreement on a pro-rata basis.

The amount of premium and Fees allocated to this Policy and each Insurance Policy and Service Agreement will be determined by multiplying (a) the amount of premium due for this Policy and each Insurance Policy during the Delinquent Month and the amount of Fees due for each Service Agreement during the Delinquent Month by (b) the percentage equal to (i) the total amount of premium and Fees paid for this Policy and each Insurance Policy and Service Agreement during the Delinquent Month divided by (ii) the total amount of premium and Fees due for this Policy and each Insurance Policy and Service Agreement during the Delinquent Month.

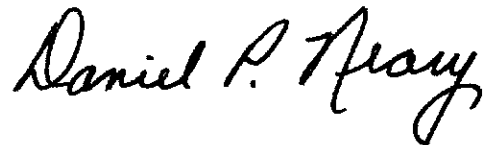


The Policyholder and the Company acknowledge and agree that the method of allocating premium and Fees described in this provision will result in (a) the full amount of premium not being paid during the grace period for this Policy and each Insurance Policy, and (b) the full amount of Fees not being paid by the required due date for each Service Agreement. Accordingly, notwithstanding anything to the contrary in this Policy or any Insurance Policy or Service Agreement, the following will occur:

1. This Policy and any other Insurance Policy will automatically terminate on the date described in this Policy and such other Insurance Policy for non-payment of premium; and
2. Any Service Agreement will automatically terminate at the end of the Delinquent Month.

Dated: November 27, 2012

UNITED OF OMAHA LIFE INSURANCE COMPANY

A handwritten signature in black ink, reading "Daniel P. Freay". The signature is written in a cursive style with a large, prominent initial "D".

Chairman of the Board and Chief Executive Officer

## **PORTABILITY RIDER**

This Rider is made a part of Group Policy GVTL-AEUS.

This Rider is effective January 1, 2012.

If the provisions of this Rider and those of the Policy do not agree, the provisions of this Rider will apply.

If a Policyholder's Plan includes a Portability provision the following will apply:

1. The last paragraph of the GENERAL PROVISIONS entitled Payment of Premiums is changed to read:

If the Policyholder withdraws participation in this coverage for any reason:

- (a) except for premiums billed directly by United to the Insured Person, the Policyholder is liable for all premiums, to the date of withdrawal, including premiums for any grace period or part of any grace period; and
  - (b) all unpaid premiums are due no later than the date of withdrawal.
2. GENERAL PROVISIONS 4, 5 and 6 and any references to these provisions are changed to read:

4. **WITHDRAWAL OF PARTICIPATION BY THE POLICYHOLDER**

If the Policyholder withdraws participation in this coverage, coverage will continue under the Policy until all Certificates issued under the Portability Provision of this Policy have terminated.

**Exception**

In the event the Policyholder withdraws participation under this Policy and within 31 days obtains a similar group plan for its employees with another carrier, existing Certificate holders will NOT be eligible to elect the continuation (Portability) provision.

5. **WITHDRAWAL OF COVERAGE BY UNITED**

Following at least 60 days' advance written notice to the Policyholder, United has the right to withdraw availability of coverage to anyone not currently covered under this Policy. Existing Certificate holders may exercise their right of continuation (Portability).

6. **REINSTATEMENT AFTER WITHDRAWAL OF PARTICIPATION**

If coverage is withdrawn for any reason, it can be reinstated only:

- (a) by an officer of United;

(b) in writing; and

(c) subject to any written conditions at the time of reinstatement imposed by United.

This Rider applies to Life Insurance and Accidental Death and Dismemberment Benefits.

UNITED OF OMAHA LIFE INSURANCE COMPANY

A handwritten signature in black ink that reads "Daniel P. Freay". The signature is written in a cursive style with a large, prominent 'F'.

Chairman of the Board and Chief Executive Officer

**NOTICE OF  
PROTECTION PROVIDED BY  
ILLINOIS LIFE AND HEALTH INSURANCE GUARANTY ASSOCIATION**

This notice provides a brief summary description of the Illinois Life and Health Guaranty Association ("the Association") and the protection it provides for policyholders. This safety net was created under Illinois law, which determines who and what is covered and the amounts of coverage.

The Association was established to provide protection in the unlikely event that your member life, annuity or health insurance company becomes financially unable to meet its obligations and is taken over by its Insurance Department. If this should happen, the Association will typically arrange to continue coverage and pay claims, in accordance with Illinois law, with funding from assessments paid by other insurance companies.

The basic protections provided by the Association per insolvency are:

- Life Insurance
  - \$300,000 in death benefits
  - \$100,000 in cash surrender or withdrawal values
- Health Insurance
  - \$500,000 in hospital, medical and surgical insurance benefits \*
  - \$300,000 in disability insurance benefits
  - \$300,000 in long-term care insurance benefits
  - \$100,000 in other types of health insurance benefits
- Annuities
  - \$250,000 in withdrawal and cash values

\* The maximum amount of protection for each individual, regardless of the number of policies or contracts, is \$300,000, except special rules apply with regard to hospital, medical and surgical insurance benefits for which the maximum amount of protection is \$500,000.

**Note: Certain policies and contracts may not be covered or fully covered.** For example, coverage does not extend to any portion(s) of a policy or contract that the insurer does not guarantee, such as certain investment additions to the account value of a variable life insurance policy or a variable annuity contract. There are also residency requirements and other limitations under Illinois law.

To learn more about the above protections, as well as protections relating to group contracts or retirement plans, please visit the Association's website at [www.ilhiga.org](http://www.ilhiga.org) or contact:

Illinois Life and Health Insurance Guaranty Association 8420 West Bryn Mawr Avenue, Suite 550 Chicago, Illinois 60631-3404 (773) 714-8050	Illinois Department of Insurance 4th Floor 320 West Washington Street Springfield, Illinois 62767 (217) 782-4515
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**Insurance companies and agents are not allowed by Illinois law to use the existence of the Association or its coverage to encourage you to purchase any form of insurance. When selecting an insurance company, you should not rely on Association coverage. If there is any inconsistency between this notice and Illinois law, then Illinois law will control.**

# UNITED of OMAHA LIFE INSURANCE COMPANY

Home Office: Mutual of Omaha Plaza, Omaha, Nebraska 68175

**A Stock Company**  
(herein called the Company)

has issued this Policy to **Village of Oak Park**

(herein called Policyholder)

This Policy is issued in consideration of:

- (a) the terms, conditions and limitations of this Policy; and
- (b) the application for this Policy, a copy of which is attached.

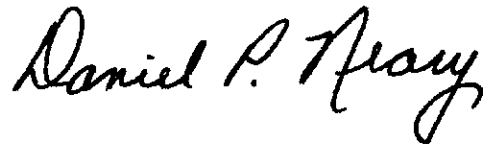
This Policy is effective January 1, 2010, at 12:01 a.m., Standard Time, at the main office of the Policyholder.

The Company agrees to pay the Insured Persons the benefits to which they are entitled, subject to the terms, conditions and limitations of this Policy.

The Certificate of Insurance, Form 7000CI-U-EZ No. 6, is made a part of this Policy.

This Policy is issued in and is subject to Illinois law.

UNITED OF OMAHA LIFE INSURANCE COMPANY



Chairman of the Board and Chief Executive Officer



Corporate Secretary

**GROUP POLICY NO. GLUG-AEUS**

(herein called Policy)  
(As Revised January 1, 2012)



**Mutual of Omaha**

## GENERAL PROVISIONS

Capitalized terms not defined in these GENERAL PROVISIONS are defined in the Certificate or any other document made a part of this Policy.

### 1. CHANGE IN PREMIUM RATES

The Company has issued this Policy based upon current information regarding:

- (a) the industry of the Policyholder and the age, gender, occupation, earnings, location, and size of the Policyholder's employee population; and
- (b) laws, regulations and judicial and administrative orders and decisions affecting benefits and the cost of administration.

Accordingly, the Company reserves the right to change premium rates on or after the date there is a change in any of the factors described in (a) or (b) above resulting from or relating to:

- (1) an increase in premium tax, guarantee or uninsured fund assessment, or other governmental charge based upon or related to premium;
- (2) a merger or consolidation, or an acquisition or divestiture (through stock, assets or exchange) of all or part of a business enterprise affecting the Policyholder's employee population; or
- (3) the enactment, issuance, amendment, or enforcement of any law, regulation, judicial or administrative order or decision.

In addition to the right to change premium rates in accordance with the preceding paragraphs, the Company may change premium rates:

- (a) any time after the most recent Rate Guarantee Date shown in this Policy, provided the Company has given at least 60 days advance written notice of the premium rate increase;
- (b) on or after the date there is a change in benefits or eligibility for benefits under the Policy; or
- (c) on or after the date there is an increase or a decrease of 10% or more in the number of employees insured under the Policy.

### 2. PAYMENT OF PREMIUMS

The first premium Due Date is the effective date of this Policy for the Period of Coverage beginning on that date and ending on the last day of the same month. Premiums for each subsequent Period of Coverage are due by the corresponding Due Date:

<u>Period of Coverage</u>	<u>Due Date</u>
January 1 through January 31	January 1
February 1 through February 28 or 29	February 1
March 1 through March 31	March 1
April 1 through April 30	April 1
May 1 through May 31	May 1
June 1 through June 30	June 1
July 1 through July 31	July 1
August 1 through August 31	August 1

September 1 through September 30  
October 1 through October 31  
November 1 through November 30  
December 1 through December 31

September 1  
October 1  
November 1  
December 1

The premium payable for each Period of Coverage is the sum of the individual premiums for each Insured Person. Individual premiums are based on an Insured Person's classification when a Period of Coverage begins.

Payment should be made to the Company:

- (a) at a lockbox designated by the Company;
- (b) at its Home Office; or
- (c) at another location authorized in writing by an officer of the Company.

Premium shall be considered to be paid on the date the premium is received at the location described in (a), (b) or (c) in the preceding paragraph.

If this Policy terminates for any reason:

- (a) the Policyholder is liable for all premiums to the date of termination, including premiums for any grace period or part of any grace period; and
- (b) all unpaid premiums are due no later than the date of termination.

### **3. GRACE PERIOD**

Premium is due and payable on or before the Due Date shown in the GENERAL PROVISION 2. herein (PAYMENT OF PREMIUMS). After the first premium has been paid, a grace period of 31 days from each Due Date shall be granted for payment of premium. If the Policyholder does not pay the premium by the end of the grace period, this Policy shall automatically terminate at the end of the grace period in accordance with GENERAL PROVISION 4. herein (POLICY TERMINATION BY THE POLICYHOLDER). This Policy will remain in force during the grace period; except, if the Policyholder has given advance written notice to the Company that this Policy will terminate prior to the end of the grace period, this Policy will remain in force only until the termination date.

### **4. POLICY TERMINATION BY THE POLICYHOLDER**

This Policy shall be considered terminated by the Policyholder on the earliest of:

- (a) the end of the grace period, if all due premium is not paid by then;
- (b) the day chosen by the Policyholder, if advance written notice is given to the Company; or
- (c) the day a premium increase is effective but has not been accepted in writing by the Policyholder.

### **5. POLICY TERMINATION BY THE COMPANY**

Following at least 31 days advance written notice to the Policyholder, the Company has the right:

- (a) to terminate this Policy if the number of employees insured is less than 10 or less than 100% of those eligible for insurance;



- (b) to terminate either this Policy or any dependents' insurance if the number of employees with dependents insured is less than (Not Applicable) of those employees who have eligible dependents; or
- (c) to terminate this Policy any time after the most recent Rate Guarantee Date shown in this Policy, unless this termination right is inconsistent with any Termination Rider which is made a part of this Policy.

#### **6. REINSTATEMENT AFTER TERMINATION OF THIS POLICY**

If this Policy terminates for any reason, it may be reinstated at the Company's sole discretion. The Company may choose not to reinstate the Policy. The Policy may be reinstated only if:

- (a) an officer of the Company agrees in writing to reinstate the Policy;
- (b) the Policyholder agrees in writing to accept any written conditions of reinstatement imposed by the Company; and
- (c) the Policyholder pays the Company all premiums then due and unpaid, including any premium for the time insurance was in effect during the grace period.

#### **7. INDIVIDUAL CERTIFICATE**

The Company will issue the Policyholder individual Certificates for delivery to Insured Persons. The Certificate describes insurance coverage under the Policy and any conversion rights available upon termination of coverage.

#### **8. MISSTATEMENT OF AGE**

If the age of an Insured Person has been misstated, the Company will make an adjustment either:

- (a) in premiums; or
- (b) in the amount of insurance, if the amount of insurance depends on age. If the amount of insurance is increased, the Company must first receive all additional premiums.

#### **9. INCONTESTABLE CLAUSE**

The Company will not contest the validity of this Policy after it has been in force one year, except for nonpayment of premium.

#### **10. INFORMATION TO BE FURNISHED BY THE POLICYHOLDER/PRIVACY**

The Policyholder is responsible for keeping confidential insurance records. These records are to be kept in a way which will assure the privacy of medical and other personal information. The records must show:

- (a) persons insured by classification and any persons eligible but not insured;
- (b) the amount of money contributed by the Policyholder toward premiums; and
- (c) any other insurance information which the Company may reasonably request.

These records and any other insurance information which the Policyholder has or reviews will be used by the Policyholder only for the purpose of Policy administration.

The Policyholder will furnish, as the Company requires, any insurance information on the Company's forms which are needed for insurance administration.

The Policyholder's books and records which may have a bearing on the insurance under this Policy shall be open to the Company for inspection. The books and records may be inspected at any reasonable time while this Policy is in force, and for one year afterwards.

The Policyholder shall provide the Company written notice within 60 days after any Insured Person's eligibility for coverage under this Policy ends. If the Company does not receive such written notice within this 60 day time period, the Policyholder shall pay to the Company a late notice charge equal to the amount of the premium that would otherwise be payable for the coverage for such person from the date the person's eligibility ended until 60 days prior to the date on which the Company received written notice of ineligibility from the Policyholder.

In addition to the Policyholder's obligation to pay the late notice charge, at its sole discretion, the Company may require the Policyholder to reimburse the Company in an amount equal to:

- (a) the amount of any claims paid on behalf of the ineligible person during the time the person was ineligible; less
- (b) the amount of the late notice charge.

The Policyholder shall pay the late notice charge and/or reimburse the Company for claims in accordance with this provision within 60 days after receipt of the Company's written request for payment. The Company may satisfy the late notice charge by retaining an amount equal to the charge from any premium remitted by the Policyholder to the Company on behalf of any ineligible person. The late notice charge and any amount of claims reimbursed to the Company in accordance with this provision shall not be considered to be premium for coverage under the Policy.

The Company's right to receive the late notice charge and reimbursement for claims in accordance with this provision shall not preclude the Company from pursuing any other remedies available to the Company.

## UNITED *of* OMAHA LIFE INSURANCE COMPANY

If required by state law, Countersigned by:

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Licensed Resident Agent

**ELIGIBILITY ADDENDUM**

GLUG-AEUS

**Effective Date:** January 1, 2012

Insurance for persons covered under a state mandated continuation law will be in accord with that law.

**PREMIUM RIDER**

This rider is made a part of Group Policy GLUG-AEUS.

This rider is effective January 1, 2012.

The premiums for the policy will be as follows:

**CLASSIFICATION(S)**

Oak Park Township

Park District of OP Non-Union Emp.

Park Dist. of OP SEIU Employees

VOP SEIU #73, VOP IAM #701, VOP IAM #8, VOP IAFF #95, VOP CSO, VOP FOP #8, VOP FOP  
Lts & Sgts, VOP Water & Sewer, VOP Teamsters #705, VOP non-union/non-director, OPPL Fac.Mgr,  
WSCDC non director

VOP Dept Directors and Equivalent, West Sub Cons Disp Ctr Dir.

Eligible active Village of Oak Park Manager

All eligible retired sworn Fire Fighters

**LIFE INSURANCE PREMIUMS**

Employee .....\$0.130 per month for each \$1,000 of insurance

**HEALTH INSURANCE PREMIUM**

**Applies to active employees only**

The monthly premium for Accidental Death and Dismemberment Benefits is:

Employee .....\$0.020 per month for each \$1,000 of insurance

**RATE GUARANTEE DATE**

January 1, 2014

Notwithstanding anything to the contrary in the GRACE PERIOD provision in the Policy, the Policyholder and the Company agree as follows:

If, in addition to this Policy, the Policyholder has any other insurance policy ("Insurance Policy") or Administrative Services Agreement or other type of service agreement ("Service Agreement") with the Company or any affiliate of the Company, and an administration fee or other payment described in a Service Agreement ("Fee") is not paid in full by the required due date or premium is not paid in full during the grace period for this Policy or an Insurance Policy, the total amount of premium and Fees paid for this Policy and each Insurance Policy and Service Agreement during the month in which the premium or Fee is not paid in full ("the Delinquent Month") will be allocated to this Policy and each Insurance Policy and Service Agreement on a pro-rata basis.

The amount of premium and Fees allocated to this Policy and each Insurance Policy and Service Agreement will be determined by multiplying (a) the amount of premium due for this Policy and each Insurance Policy during the Delinquent Month and the amount of Fees due for each Service Agreement during the Delinquent Month by (b) the percentage equal to (i) the total amount of premium and Fees paid for this Policy and each Insurance Policy and Service Agreement during the Delinquent Month divided by (ii) the total amount of premium and Fees due for this Policy and each Insurance Policy and Service Agreement during the Delinquent Month.

The Policyholder and the Company acknowledge and agree that the method of allocating premium and Fees described in this provision will result in (a) the full amount of premium not being paid during the grace period for this Policy and each Insurance Policy, and (b) the full amount of Fees not being paid by the required due date for each Service Agreement. Accordingly, notwithstanding anything to the contrary in this Policy or any Insurance Policy or Service Agreement, the following will occur:

1. This Policy and any other Insurance Policy will automatically terminate on the date described in this Policy and such other Insurance Policy for non-payment of premium; and
2. Any Service Agreement will automatically terminate at the end of the Delinquent Month.

Dated: November 27, 2012

UNITED OF OMAHA LIFE INSURANCE COMPANY

A handwritten signature in black ink that reads "Daniel P. Feary". The signature is written in a cursive, flowing style.

Chairman of the Board and Chief Executive Officer

## PORTABILITY RIDER

This Rider is made a part of Group Policy GLUG-AEUS.

This Rider is effective January 1, 2012.

If the provisions of this Rider and those of the Policy do not agree, the provisions of this Rider will apply.

If a Policyholder's Plan includes a Portability provision the following will apply:

1. The last paragraph of the GENERAL PROVISIONS entitled Payment of Premiums is changed to read:

If the Policyholder withdraws participation in this coverage for any reason:

- (a) except for premiums billed directly by United to the Insured Person, the Policyholder is liable for all premiums, to the date of withdrawal, including premiums for any grace period or part of any grace period; and
- (b) all unpaid premiums are due no later than the date of withdrawal.

2. GENERAL PROVISIONS 4, 5 and 6 and any references to these provisions are changed to read:

4. **WITHDRAWAL OF PARTICIPATION BY THE POLICYHOLDER**

If the Policyholder withdraws participation in this coverage, coverage will continue under the Policy until all Certificates issued under the Portability Provision of this Policy have terminated.

**Exception**

In the event the Policyholder withdraws participation under this Policy and within 31 days obtains a similar group plan for its employees with another carrier, existing Certificate holders will NOT be eligible to elect the continuation (Portability) provision.

5. **WITHDRAWAL OF COVERAGE BY UNITED**

Following at least 60 days' advance written notice to the Policyholder, United has the right to withdraw availability of coverage to anyone not currently covered under this Policy. Existing Certificate holders may exercise their right of continuation (Portability).

6. **REINSTATEMENT AFTER WITHDRAWAL OF PARTICIPATION**

If coverage is withdrawn for any reason, it can be reinstated only:

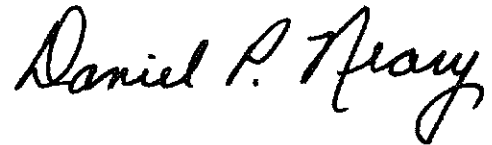
- (a) by an officer of United;

(b) in writing; and

(c) subject to any written conditions at the time of reinstatement imposed by United.

This Rider applies to Life Insurance and Accidental Death and Dismemberment Benefits.

UNITED OF OMAHA LIFE INSURANCE COMPANY

A handwritten signature in black ink that reads "Daniel P. Feary". The signature is written in a cursive style with a large, prominent 'D' and 'F'.

Chairman of the Board and Chief Executive Officer

**NOTICE OF  
PROTECTION PROVIDED BY  
ILLINOIS LIFE AND HEALTH INSURANCE GUARANTY ASSOCIATION**

This notice provides a brief summary description of the Illinois Life and Health Guaranty Association ("the Association") and the protection it provides for policyholders. This safety net was created under Illinois law, which determines who and what is covered and the amounts of coverage.

The Association was established to provide protection in the unlikely event that your member life, annuity or health insurance company becomes financially unable to meet its obligations and is taken over by its Insurance Department. If this should happen, the Association will typically arrange to continue coverage and pay claims, in accordance with Illinois law, with funding from assessments paid by other insurance companies.

The basic protections provided by the Association per insolvency are:

- Life Insurance
  - \$300,000 in death benefits
  - \$100,000 in cash surrender or withdrawal values
- Health Insurance
  - \$500,000 in hospital, medical and surgical insurance benefits \*
  - \$300,000 in disability insurance benefits
  - \$300,000 in long-term care insurance benefits
  - \$100,000 in other types of health insurance benefits
- Annuities
  - \$250,000 in withdrawal and cash values

\* The maximum amount of protection for each individual, regardless of the number of policies or contracts, is \$300,000, except special rules apply with regard to hospital, medical and surgical insurance benefits for which the maximum amount of protection is \$500,000.

**Note: Certain policies and contracts may not be covered or fully covered.** For example, coverage does not extend to any portion(s) of a policy or contract that the insurer does not guarantee, such as certain investment additions to the account value of a variable life insurance policy or a variable annuity contract. There are also residency requirements and other limitations under Illinois law.



To learn more about the above protections, as well as protections relating to group contracts or retirement plans, please visit the Association's website at [www.ilhiga.org](http://www.ilhiga.org) or contact:

Illinois Life and Health Insurance Guaranty Association 8420 West Bryn Mawr Avenue, Suite 550 Chicago, Illinois 60631-3404 (773) 714-8050	Illinois Department of Insurance 4th Floor 320 West Washington Street Springfield, Illinois 62767 (217) 782-4515
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**Insurance companies and agents are not allowed by Illinois law to use the existence of the Association or its coverage to encourage you to purchase any form of insurance. When selecting an insurance company, you should not rely on Association coverage. If there is any inconsistency between this notice and Illinois law, then Illinois law will control.**

6

RESOLUTION AUTHORIZING AN AMENDMENT TO THE 1993 ADMINISTRATIVE SERVICES AGREEMENT WITH THE INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA)/RETIREMENT CORPORATION (RC) DEFERRED COMPENSATION PLAN NUMBER 0492 TO INCLUDE A VANTAGEPOINT PAYROLL DEDUCTION PROGRAM FOR A ROTH INDIVIDUAL RETIREMENT ACCOUNT (IRA) THROUGH PAYROLL DEDUCTION.

BE IT RESOLVED by the Village President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois, that the Interim Village Manager is hereby authorized and directed to amend the 1993 Administrative Services Agreement with the International City/County Management Association (ICMA)/Retirement Corporation (RC) deferred compensation plan number 0492 to include a Vantagepoint Payroll Deduction Program for a Roth Individual Retirement Account (IRA) through payroll deduction in accordance with the attached exhibits at no cost to the Village based on a prior waiver of plan administration and mutual fund service fees for continued use of ICMA/RC E-Z Link and wire transfer for employee contribution processing and submittals.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED this 10<sup>th</sup> day of December, 2012 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ADOPTED AND APPROVED by me this 10<sup>th</sup> day of December, 2012.

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David G. Pope  
Village President

ATTEST:

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Teresa Powell  
Village Clerk

February 7, 2012

Village of Oak park  
Attn: Frank Spataro  
123 Madison Street  
Oak Park, IL 60302

Re: ICMA Retirement Corporation  
Vantagepoint Payroll Deduct IRA Program

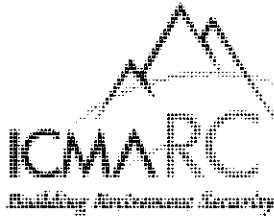
Dear Mr. Spataro:

This letter agreement will serve to amend the existing Agreement between the **Village of Oak Park** and ICMA-RC to provide for payroll deduction Individual Retirement Accounts ("IRAs") for Employer's employees ("IRA accountholders".)

The existing Agreement between Employer and ICMA-RC is hereby amended as follows:

1. Employer desires to allow IRAs for its employees to be administered by ICMA-RC. Employer agrees to send checks or wire the assets to ICMA-RC for IRA accountholders. The details of the submission of IRA contributions shall be as mutually agreed between Employer and ICMA-RC, but in general shall be as set forth in the IRA program materials developed by ICMA-RC and provided to Employer.
2. Absent an explicit provision to the contrary, account fees and expenses payable by IRA Accountholders shall be as set forth in the IRA program materials.
3. Each IRA Accountholder will receive a consolidated quarterly statement providing information for any deferred compensation plan, qualified plan or IRA maintained by each IRA Accountholder and administered by ICMA-RC.
4. ICMA-RC will provide tax withholding and reporting for each IRA account administered by ICMA-RC.
5. Unless ICMA-RC and Employer agree otherwise, the details of ICMA-RC's administration of the IRA program, as well as other features of the IRA program, shall be as set forth in ICMA-RC's IRA program materials. The IRA program materials are hereby incorporated by reference and made a part of this





## A New Way to Boost Your Savings A Payroll Roth IRA

### WHY A PAYROLL ROTH IRA?

- Simple, convenient way to save, directly from your paycheck.
- Use for retirement, or a house or education
- Nicely complements your 457 deferred compensation plan (and you receive consolidated statements)
- Earnings not taxable until withdrawn and may be tax-free<sup>1</sup>
- Even small savings like \$25 – \$50 per paycheck, add up!  
(Maximum contribution allowed for 2011 and 2012 is \$5,000, or \$6,000 if age 50 or over during year)

#### Roth IRA

#### 457 Deferred Compensation Plan

#### Contributions

Not tax-deductible

Pre-tax contributions reduce current year taxable income

Your income must be less than IRS limits<sup>2</sup>

Higher contribution limits

#### Withdrawals

May be made any time.

Penalty-free withdrawals upon separation for service, regardless of your age<sup>4</sup>

- Contributions withdrawn first without taxes or penalties.
- Earnings may be tax-free (penalty taxes may apply before age 59½<sup>1</sup>).
- Not subject to RMDs upon age 70½.<sup>3</sup>

**For more information, contact your ICMA-RC representative!**

**Contact:** JEFF COOK

847-358-2711

[jcook@icmarc.org](mailto:jcook@icmarc.org)

<sup>1</sup> Earnings can be withdrawn tax- and penalty-free if you have owned a Roth IRA for at least an IRS-defined five-year holding period and have a qualifying event, including age 59½, a "first-time" home purchase, disability or death. Otherwise, penalties as well as ordinary income taxes may apply.

<sup>2</sup> Your Modified Adjusted Gross Income (MAGI), as defined by the IRS, determines whether full or partial contributions are allowed. For example, to make the maximum contribution for 2012, your MAGI must be less than \$110,000 (single filers) or \$173,000 (married joint filers).

<sup>3</sup> IRS Required Minimum Distributions (RMDs)

<sup>4</sup> A 10% penalty tax never applies to withdrawals of original 457 plan contributions and associated earnings. However, the penalty may apply to non-457 plan assets that are rolled into a 457 plan and subsequently withdrawn prior to age 59½.

For complete IRA rules, see IRS Publication 590 ([www.irs.gov](http://www.irs.gov)).

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RETIREMENT  
CORPORATION

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**ADMINISTRATIVE SERVICES AGREEMENT**

This Agreement, made as of the 8 day of January 1992, (herein referred to as the "Inception Date"), between The International City Management Association Retirement Corporation ("RC"), a nonprofit corporation organized and existing under the laws of the State of Delaware; and the Village of Oak Park ("Employer"), a(n) Village organized and existing under the laws of the State of Illinois with an office at 1 Village Hall Plaza, Oak Park, Illinois, 60302.

**Recitals**

Employer acts as a public plan sponsor for a retirement plan ("Plan") with responsibility to obtain the best possible investment alternatives and services for employees participating in that Plan;

The ICMA Retirement Trust (the "Trust") is a common law trust governed by an elected Board of Trustees for the commingled investment of retirement funds held by state and local governmental units for their employees;

RC acts as investment adviser to the Trust; RC has designed, and the Trust offers, a series of separate funds (the "Funds") for the investment of plan assets as referenced in the Trust principal disclosure document, "Making Sound Investment Decisions: A Retirement Investment Guide". The Funds are available only to public employers and only through the Trust.

In addition to serving as investment adviser to the Trust, RC provides a complete offering of services to public employers for the operation of employee retirement plans including, but not limited to, communications concerning investment alternatives, account maintenance, account record-keeping, investment and tax reporting, form processing, benefit disbursement and asset management.

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**Agreements**

**1. Appointment of RC**

Employer hereby designates RC as Administrator of the Plan to perform all non-discretionary functions necessary for the administration of the Plan with respect to assets in the Plan deposited with the Trust. The functions to be performed by RC include:

- (a) allocation in accordance with participant direction of individual accounts to investment Funds offered by the Trust;
- (b) maintenance of individual accounts for participants reflecting amounts deferred, income, gain, or loss credited, and amounts disbursed as benefits;
- (c) provision of periodic reports to the Employer and participants of the status of Plan investments and individual accounts;
- (d) communication to participants of information regarding their rights and elections under the Plan; and
- (e) disbursement of benefits as agent for the Employer in accordance with terms of the Plan.

**2. Replacement of Employer Trust**

RC and Employer are parties to a Trust Agreement entitled "Trust Agreement with the ICMA Retirement Corporation" (the "Employer Trust") for the administration of the Plan. The Employer hereby terminates the Employer Trust (not the Declaration of Trust of ICMA Retirement Trust) intending that this Administrative Services Agreement evidence the understandings between RC and the Employer with respect to the matters covered by it. Employer continues to be a party to the Declaration of Trust of the ICMA Retirement Trust and agrees that operation of the Plan and investment, management and disbursement of amounts deposited in the Trust shall be subject to the Declaration of Trust, as it may be amended from time to time and shall also be subject to terms and conditions set forth in disclosure documents (such as the Retirement Investment Guide or Employer Bulletins) as those terms and conditions may be adjusted from time to time.

**3. Employer Duty to Furnish Information**

Employer agrees to furnish to RC on a timely basis such information as is necessary for RC to carry out its responsibilities as Administrator of the Plan, including information needed to allocate individual participant accounts to Funds in the Trust, and information as to the employment status of participants, and participant ages, addresses and other identifying information (including tax identification numbers). RC shall be entitled to rely upon the accuracy of any information that is furnished to it by a responsible official of the Employer or any information relating to an individual participant or beneficiary that is furnished by such participant or

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beneficiary, and RC shall not be responsible for any error arising from its reliance on such information. If within ninety (90) days after the mailing of any report, statement or accounting to the Employer or a participant, the Employer or participant has not notified RC in writing of any error or objection, such report, statement, or accounting shall be deemed to have been accepted by the Employer and the participants.

4. Certain Representations, Warranties, and Covenants

RC represents and warrants to Employer that:

(a) RC is a non-profit corporation with full power and authority to enter into this Agreement and to perform its obligations under this Agreement. The ability of RC to serve as investment adviser to the Trust is dependent upon the continued willingness of the Trust for RC to serve in that capacity.

(b) RC is an investment adviser registered as such with the Securities and Exchange Commission under the Investment Advisers Act of 1940, as amended. ICMA- RC Services, Inc. (a wholly owned subsidiary of RC) is registered as a broker-dealer with the Securities and Exchange Commission (SEC) and is a member in good standing of the National Association of Securities Dealers, Inc.

RC covenants with employer that:

(c) RC shall maintain and administer the Plan in compliance with the requirements for eligible deferred compensation plans under Section 457 of the Internal Revenue Code; provided, however, RC shall not be responsible for the eligible status of the Plan in the event that the Employer directs RC to administer the Plan or disburse assets in a manner inconsistent with the requirements of Section 457 or otherwise causes the Plan not to be carried out in accordance with its terms; provided, further, that if the plan document used by the Employer contains terms that differ from the terms of RC's standardized plan document, RC shall not be responsible for the eligible status of the Plan to the extent affected by the differing terms in the Employer's plan document.

Employer represents and warrants to RC that:

(d) Employer is organized in the form and manner recited in the opening paragraph of this Agreement with full power and authority to enter into and perform its obligations under this Agreement and to act for the Plan and participants in the manner contemplated in this Agreement. Execution, delivery, and performance of this Agreement will not conflict with any law, rule, regulation or contract by which the Employer is bound or to which it is a party.

5. Participation in Certain Proceedings

The Employer hereby authorizes RC to act as agent, to appear on its behalf, and to join the Employer as a necessary party in all legal proceedings involving the garnishment of benefits or the transfer of benefits



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pursuant to the divorce or separation of participants in the Employer Plan. The Employer consents to the disbursement by RC of benefits that have been garnished or transferred to a former spouse, spouse or child pursuant to a domestic relations order.

#### 6. Compensation and Payment

(a) **Plan Administration Fee.** The amount to be paid for plan administration services under this Agreement shall be 0.9% per annum of the amount of Plan assets invested in the Trust. Such fee shall be computed and paid at the end of each month on plan assets in the Trust at that time.

(b) **Account Maintenance Fee.** There shall be an annual account maintenance fee of 18.00. The account maintenance fee is payable in full on January 1 of each year on each account in existence on that date. For accounts established after January 1, the fee is payable on the first day of the calendar quarter following establishment and is prorated by reference to the number of calendar quarters remaining on the day of payment.

(c) **Compensation for Advisory Services to the Trust.** Employer acknowledges that in addition to amounts payable under this Agreement, RC receives fees from the Trust for investment advisory services furnished to the Trust.

(d) **Payment Procedures.** All payments to RC pursuant to this Section 6 shall be paid out of the Plan Assets held by the Trust and shall be paid by the Trust. The amount of Plan Assets held in the Trust shall be adjusted by the Trust as required to reflect such payments.

#### 7. Custody

Employer understands that amounts invested in the Trust are to be remitted directly to the Trust in accordance with instructions provided to Employer by RC and are not to be remitted to RC. In the event that any check or wire transfer is incorrectly labelled or transferred to RC, RC is authorized, acting on behalf of the transferor, to transfer such check or wire transfer to the Trust.

#### 8. Responsibility

RC shall not be responsible for any acts or omissions of any person other than RC in connection with the administration or operation of the Plan.

#### 9. Term

This Agreement may be terminated without penalty by either party on sixty days advance notice in writing to the other.

#### 10. Amendments and Adjustments

(a) This Agreement may not be amended except by written instrument signed by the parties.

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(b) The parties agree that administrative and operational arrangements may be adjusted as follows:

RC may propose an adjustment by written notice to the Employer given at least 60 days before the effective date of the adjustment and the notice may appear in disclosure documents such as Employer Bulletins and the Retirement Investment Guide. Such adjustment shall become effective unless, within the 60 day period before the effective date the Employer notifies RC in writing that it does not accept such adjustment, in which event RC shall be under no obligation to provide services under this Agreement.

(c) No failure to exercise and no delay in exercising any right, remedy, power or privilege hereunder shall operate as a waiver of such right, remedy, power or privilege.

11. Notices

All notices required to be delivered under this Agreement shall be delivered personally or by registered or certified mail, postage prepaid, return receipt requested, to (i) RC at 777 North Capitol Street, N.E., Suite 600, Washington, D.C. 20002-4240; (ii) Employer at the office set forth in the first paragraph hereof, or to any other address designated by the party to receive the same by written notice similarly given.

12. Complete Agreement

This Agreement shall constitute the sole agreement between RC and Employer relating to the object of this Agreement and correctly sets forth the complete rights, duties and obligations of each party to the other as of its date. Any prior agreements, promises, negotiations or representations, verbal or otherwise, not expressly set forth in this Agreement are of no force and effect.

13. Governing Law

This agreement shall be governed by and construed in accordance with the laws of the State of Illinois applicable to contracts made in that jurisdiction without reference to its conflicts of laws provisions.

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In Witness Whereof, the parties hereto have executed this Agreement as of the inception Date first above written.

VILLAGE OF OAK PARK

by: *[Signature]* 1/8/93  
Signature/Date  
Allen J. Parker

*Village Mgr*  
Name and Title (Please Print)

INTERNATIONAL CITY MANAGEMENT  
ASSOCIATION RETIREMENT CORPORATION

by: *Stephen W. Nordhoff* 10/20/92  
Stephen Wm. Nordhoff/Date  
Corporate Secretary

VILLAGE OF OAK PARK  
AGENDA ITEM COMMENTARY

001)

**Item Title:** Resolution authorizing the execution of a professional services agreement between the Village of Oak Park and Stanard and Associates, Inc. for services related to certain public safety promotional exams.

Resolution or Ordinance No. \_\_\_\_\_

Date of Board Action: December 10, 2012

Human Resources Director:

  
\_\_\_\_\_  
Frank Spataro

Village Manager's Office:

**Item History (Previous Board Review, Related Action, History):**

The 2013 Proposed Budget recommended that private service providers be considered in lieu of one new FTE in the Human Resources Department

**Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation):**

The Human Resources Department prepared and released requests for proposals (RFPs) in August and September 2012 seeking responses from qualified firms with experience developing and administering recruitment and selection procedures as well as providing other general human resources management services (see attached RFP). The RFP identified the immediate need to develop and administer promotional selection processes for three sworn, public safety classifications: Police Sergeant, Fire Lieutenant and Fire Battalion Chief. The RFP was e-mailed to fifteen firms, posted on the Human Resources Department home page on the Village's internet site and the Demand Star internet site, and advertised in the Wednesday Journal in the form of a legal notice. Two firms responded specifically to the portion of the RFP for the three sworn, public safety classifications. Both firms were interviewed and from this group, Stanard and Associates was selected to develop and administer the promotional selection processes for Sergeant, Fire Lieutenant and Fire Battalion Chief based on their extensive national experience and prior experience working with the Village developing and administering public safety selection processes. Most recently, an additional public safety staffing need in the Police Department at the rank of Commander became apparent as a result of a retirement for which Stanard and Associates is recommended to address based on their written proposal. A Professional Services Agreement with Stanard and Associates for the Sergeant, Police Commander, Fire Lieutenant and Battalion Chief selection processes is attached for approval.

**Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies)**

The selection processes for the public safety classifications of Police Sergeant, Commander, Fire Lieutenant and Fire Battalion Chief are unique to the Village.

**Item Budget Commentary: (Account #; Balance; Cost of contract)**

The total fees paid to Stanard and Associates in 2013 for the four selection public-safety selection processes is not to exceed \$72,500 which is comprised of the following: Police Sergeant (\$20,500); Police Commander (\$18,000); Fire Lieutenant (\$16,000); and Battalion



Chief (\$18,000). The \$72,500 does not include per diem expenses for outside assessors, mileage and reproduction costs. The \$72,500 expense shall be paid using \$30,000 in unexpended 2012 funds for consultant services in work program 134 (Employment Services) (Account 1001-41080-134-530655) and \$42,500 in approved funds from the same work program and account in the 2013 budget.

**Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why):**

The Fire Promotions Act and current collective bargaining agreement with the International Association of Fire Fighters, Local 95 requires that the selection processes for Fire Lieutenant and Battalion Chief be prepared exclusively by an outside consultant. The use of an outside consultant for the Sergeant and Commander selection processes, while not required by State law or a collective bargaining agreement, is considered desirable over the use of in-house resources to dispel any notion of bias in the development and administration of selection process components.

**Proposed Recommended Action: Approve the Resolution.**



**RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL-SERVICES  
AGREEMENT BETWEEN THE VILLAGE OF OAK PARK AND STANARD AND  
ASSOCIATES, INC. FOR SERVICES RELATED TO CERTAIN PUBLIC SAFETY  
PROMOTIONAL EXAMS.**

**BE IT RESOLVED** by the Village President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois, that the Interim Village Manager is hereby authorized and directed to execute a Professional Services Agreement between the Village of Oak Park and Stanard and Associates, Inc. for services related to certain public safety promotional examinations. The Agreement shall be in substantial conformity with the Agreement attached hereto as Exhibit A and made a part thereof.

**THIS RESOLUTION** shall be in full force and effect from and after its adoption and approval as provided by law.

**ADOPTED** this 10<sup>th</sup> day of December, 2012 pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**ADOPTED AND APPROVED** by me this 10<sup>th</sup> day of December, 2012.

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**David G. Pope**  
Village President

**ATTEST:**

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**Teresa Powell**  
Village Clerk





**PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF OAK  
PARK AND STANARD AND ASSOCIATES, INC. FOR SERVICES RELATED TO  
CERTAIN PUBLIC SAFETY PROMOTIONAL EXAMINATIONS**

**THIS AGREEMENT** is made and entered into by and between the Village of Oak Park (hereinafter referred to as "Village"), 123 Madison St., Oak Park, IL and Stanard and Associates, Inc., 309 W. Washington St., Suite 1000, Chicago, IL (Stanard) on the 10<sup>th</sup> of December, 2012.

**WHEREAS**, the Village has vacancies in the positions of Police Sergeant, Fire Battalion Chief, and Fire Lieutenant that it desires to fill; and

**WHEREAS**, the Village utilizes the procedures set forth in the Fire Promotions Act, the Village's collective bargaining agreement with IAFF Local 95, and the Village Code to examine and select candidates for Battalion Chief and Fire Lieutenant and utilizes the procedures in the Board of Fire Commission Rules and Regulations for the examination and selection of candidates for the position of Police Sergeant and Police Commander;

**WHEREAS**, the Village is authorized under the Fire Promotions Act to utilize the services of a consultant to design and administer promotional exams; and

**WHEREAS**, the Stanard has the necessary education, training and experience to provide these services.

**NOW THEREFORE**, in consideration of mutual promises and covenants and agreements contained herein, the Village and Stanard agree as follows:

1. The following documents set forth the terms of this Professional Services Agreement and are incorporated herein:
  - a. Components A, B and C of the Village of Oak Park's Request for Proposals: Recruitment, Selection and General Human Resources Management Services;
  - b. Stanard's Proposal dated September 4, 2012;



- c. Stanard's add on proposal for additional services related to the Police Commander selection process in an amount not to exceed \$18,000; and
- c. This Professional Services Agreement.

Where any term of the Proposal conflicts with any term set forth in the Village's Request for Proposals, the Request for Proposals will control, provided that this clause does not apply to the added services related to the examination and selection process for Police Commander.

3. Stanard warrants that its services will be provided in accordance with all federal and state antidiscrimination laws, including EEOC enforcement guidances related to the use of valid, non-discriminatory promotional exams and selection processes.

4. Stanard agrees to perform the services for the amounts indicated in its Proposal in a total not to exceed amount of \$72,500, plus daily charges for assessors as indicated in the Proposal

5. Stanard affirms that the individual signing this Professional Services Agreement is authorized to execute agreements on behalf the Stanard and Associates, Inc.

**IN WITNESS WHEREOF**, the parties have executed this Professional Services Agreement on the date above mentioned.


**STANARD and ASSOCIATES, Inc.**

**VILLAGE OF OAK PARK**

By: \_\_\_\_\_  
Steven P. Allscheid, Ph.D.,  
President

By: \_\_\_\_\_  
Cara Pavlicek  
Interim Village Manager

REVIEWED AND APPROVED  
AS TO FORM

DEC 03 2012  
  
LAW DEPARTMENT



## Spataro, Frank

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**From:** Brian Kitzman [Brian.Kitzman@stanard.com]  
**Sent:** Thursday, November 15, 2012 3:03 PM  
**To:** Spataro, Frank  
**Subject:** Oak Park Police Commander Fee Proposal

Hello Frank,

Thank you again for your phone call. Please consider this email confirmation of pricing for a Police Commander promotional process to be developed in similar fashion as the processes specified for Police Sergeant, Fire Lieutenant and Fire Battalion Chief in our September 4, 2012 proposal. Assuming one day for administration, fees for the assessment phase would be \$6,550; fees for a job knowledge written examination would be \$6,950; should it be required, fees for a structured oral interview process would be \$3,000. Finally, fees for a job analysis phase, to be conducted up front would be \$1,500. Unfortunately, we do not have past job analysis data for this position which we could leverage for a fee reduction, as we did with the Fire Department positions. Additionally, as was the case with the other processes, please note that these fees do not include optional services, consultant travel or assessor related fees and expenses. I hope this provides you with the information needed, but please feel free to contact me should you need anything else. Thank you again for the opportunity to work with the Village on these upcoming processes.

Best regards,

Brian C. Kitzman, Ph.D.  
Stanard & Associates, Inc.  
309 W. Washington Street, Suite 1000  
Chicago, Illinois 60606  
TEL: 312.553.0213  
FAX: 312.553.0218  
EMAIL: bkitzman@stanard.com





VILLAGE OF OAK PARK

REQUEST FOR PROPOSALS: RECRUITMENT, SELECTION & GENERAL HUMAN RESOURCES MANAGEMENT SERVICES

**DATE RE-ISSUED: September 7, 2012**

The documents constituting this request for proposals (RFP) are listed below. Respondents are responsible for the completion of Sections V through VIII, in their entirety and in the order presented below. Missing information or proposals that are deemed by the Village to be incomplete will not be considered for award.

- I REQUEST FOR PROPOSALS – INSTRUCTIONS (Page1);
- II BACKGROUND INFORMATION – Description of RFP Components (Page 2);
- III AWARD OF CONTRACT (Pages 3 – 4);
- IV DETAILED SPECIFICATIONS (A, Sergeant; B, Battalion Chief; C, Fire Lieutenant; & D, Other General Human Resources Management Services) (Pages 4 – 16);
- V PROPOSAL FORM (Pages 17 - 18);
- VI COMPLIANCE AFFIDAVIT (Page 19)
- VII ORGANIZATION OF PROPOSING FIRM (Page 20);
- VIII E.E.O. REPORT (Page 21); and  
Appendices A, B & C (Pages 22 – 32)

**I. REQUEST FOR PROPOSALS (RFP) - INSTRUCTIONS**

The Village of Oak Park is requesting proposals from qualified consulting firms with experience developing and administering recruitment and selection procedures as well as other general human resource management services. Immediate needs of the Village include three sworn, public safety job classifications: (A) Police Sergeant; (B) Fire Battalion Chief; and (C) Fire Lieutenant. Additional needs of the Village involve developing and administering selection procedures for other job classifications to be determined as well as other general human resources-related management services described herein for which the Village is seeking proposals on a cost per job classification or service basis (identified as "D" in the RFP). Proposals may be submitted for A, B, C or D as a package or individually. The Village of Oak Park will receive proposals at the Human Resources Department, Monday through Friday, 8:30 a.m. to 5:00 p.m., at 123 Madison, Oak Park, Illinois 60302. **Proposals will be accepted until 4:00 p.m. (local time) on Monday, September 17, 2012.** Firms responding to this Request for Proposals must submit five (5) copies of their proposals in sealed envelopes, and must conform to the format specified below.

The Village Board of Trustees reserves the right to accept or reject any and all proposals or to waive technicalities. Information concerning this request for proposals is available from Frank Spataro, Human Resources Director, 123 W. Madison, Oak Park, Illinois 60302. Mr. Spataro can be reached by telephone at the following number, (708) 358-5652, or via e-mail at [spataro@oak-park.us](mailto:spataro@oak-park.us).

Below is a tentative schedule for the request for proposal, evaluation of responses, selection and approval of a preferred firm or firms ("Consultants"):

Proposals due to Human Resources Department	September 17, 2012
Proposals reviewed and identification of preferred firm(s)	September 18 – 21, 2012
Presentations to Village staff by preferred firm(s)	September 26 - 27, 2012
Negotiation with preferred firm(s)	October 1 - 5, 2012
Village Board approval of Consultant agreement(s) (tentative)	October 15, 2012



## **II. BACKGROUND INFORMATION**

The Village of Oak Park is a full-service municipal corporation located in Cook County, Illinois employing approximately 365 employees. 275 of the 365 employees are included in one of nine collective bargaining units. The Village is seeking professional services, subject to the broad oversight and direction of the Village Manager and Human Resources Director to conduct the recruitment and selection process for the following employee promotional opportunities as well as other open employee recruitments and general human resources services to be determined:

### **A. Police Sergeant**

As background to assist you in considering this RFP with regard to Component A, Police Sergeant, the Oak Park Police Department operates under a community policing strategy that includes: co-sponsoring safety programs through neighborhood meetings; investigating reported criminal incidents; overseeing the school crossing guard program; conducting security examinations of multi-family residences; and overseeing citizen volunteer programs. The rank structure in the Oak Park Police Department and number of employees in each rank consist of the following: Police Officer (91), Police Sergeant (17), Commander (3), Deputy Police Chief (1) and Police Chief (1). Eligibility for the Police Sergeant selection process is any Oak Park Police Officer with at least three or more years of service with the Oak Park Police Department from the date of their original appointment; eighty (80) Police officers meet this eligibility requirement. The selection process for Police Sergeant is specified in the Rules of the Board of Fire and Police Commissioners and described in detail later in the RFP. A detailed job description for Sergeant is included in Appendix A.

### **B. Fire Battalion Chief**

As background to assist you in considering this RFP with regard to Component B, Fire Battalion Chief, the Oak Park Fire Department provides emergency services including fire suppression, basic and advanced life support, hazardous materials mitigation, and fire and special rescues. Non-emergency activities include training, public education on topics such as fire prevention and CPR, station tours, pre-fire planning, as well as annual fire inspections of every commercial and public building in the Village. Oak Park has three fire stations that house a variety of apparatus from ambulances to ladder trucks and command vehicles. Emergency Medical Services (EMS) is an integral part of the fire department. The Village has two Advanced Life Support (ALS) ambulances and two ALS Engine Companies to supplement the ambulances. There are three Battalion Chief positions responsible for managing one of three twenty-four hour shifts. Eligibility for the Battalion Chief selection process is any Oak Park Fire Lieutenant with at least twelve years of experience in the Fire Department including a minimum of three years as a Fire Lieutenant, and also has successfully completed sixty semester credit hours of college-level coursework at an accredited college or university. Approximately six Fire Lieutenants meet the experience and education requirement. The selection process for Battalion Chief is specified in the Fire Fighter and Fire Lieutenant collective bargaining agreement and described in detail later in the RFP. A detailed job description for Fire Battalion Chief is included in Appendix B.

### **C. Fire Lieutenant**

Please refer to the general description of the Fire Department provided above in "B" for Fire Battalion Chief. There are twelve Fire Lieutenant positions resulting in four lieutenants assigned to each of the three twenty-four hour shifts. Lieutenants are typically assigned to one of four apparatuses in the Department and are responsible for directing and overseeing the activities of the fire fighter/paramedics on fire suppression, basic and advanced life support, hazardous materials mitigation, and fire and special rescues calls. Eligibility for the Fire Lieutenant selection process is any Oak Park Fire Fighter with at least six years of experience in the Fire Department. Approximately thirty-four Fire Fighters meet the experience requirement. The selection process for Fire Lieutenant is specified in the Fire Fighter and Fire Lieutenant collective bargaining agreement and described in detail later in the RFP. A detailed job description for Fire Lieutenant is included in Appendix C.

### **D. Other General Human Resource Services**

As background to assist you in considering this RFP with regard to Component D, the Village is seeking proposals and fees for general human resource management services, and for recruitment and selection procedures for various job classifications to be determined. A more detailed description of the services to be provided is described in detail later under Section IV.D in the RFP.

### **III. AWARD OF CONTRACT**

Upon formal award to the successful Consultant, an agreement will be executed for the performance of services and payment of agreed-upon fees. Listed below are various terms and conditions applicable to the Consultant regardless of the Component(s) for which they are proposing.

#### **A. Contract Term**

The contract term for Component A (Police Sergeant), Component B (Fire Battalion Chief) and Component C (Fire Lieutenant) shall be for a one (1) year period from the effective date of the agreement, and will require the successful consultant(s) to commence work on these public safety recruitments immediately upon the effective date of the agreement. The contract term for Component D to develop and administer selection procedures for other job classifications to be determined and to provide other general human resources-related management services described herein shall be for a one (1) year period from the effective date of the agreement after which the Village will have the option to renew for one (1) additional year. Work performed under Component D is expected to be of an intermittent nature subject to needs of the Village.

#### **B. Authorization**

Any agreement with a selected Consultant must be reviewed and approved by the Village Attorney, approved and authorized by the Village of Oak Park Board of Trustees, and executed by the Village Manager. The Consultant is advised that Village staff, other than the Village Manager, have no authority to sign agreements or modify existing agreements on behalf of the Village and that any such agreements are null and void.

#### **C. Payments**

All invoices will be paid within 30 days of approval. Charges for late payments must be in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1, requiring a maximum interest penalty of 1% per month or portion thereof.

#### **D. Termination for Non-appropriation of Funds**

The Village reserves the right to terminate any multi year agreement if the Village of Oak Park Board of Trustees fails to appropriate funds for this purpose in any subsequent fiscal year. All funds for payments after December 31st of the current fiscal year are subject to Village of Oak Park's appropriation for this purpose.

#### **E. Service Provider Personnel Assigned to the Village of Oak Park Account(s)**

The Village reserves the right to accept or reject any staff designated by the Service provider to manage the Village of Oak Park account(s). If no suitable replacement staff is provided, the Village reserves the right to terminate the contract.

#### **F. Confidentiality**

The Consultant shall keep the Village's employee and all related data confidential.

#### **G. Subcontracting**

The Consultant shall not assign or subcontract any portion of the services to be provided without the written approval of the Village of Oak Park. The Consultant assumes responsibility for performance of all Sub-Contractors, whether or not authorized. In the event of a merger of a service provider with another firm, this contract will be transferable to the successor firm only upon the approval of the Village President and Board of Trustees.

#### **H. Insurance Requirements**

The selected Consultant must purchase and maintain for the length of the contract, the lines of insurance described in this section. All insurance coverages shall be on an occurrence basis. The Consultant shall provide evidence of such insurance to the Village of Oak Park together with its proposal, and will provide evidence that the Village of Oak Park has been added as a named insured, where applicable, before commencement of the services and on an annual basis thereafter. Certificates of Insurance shall contain a clause stating that the coverage afforded by the policies listed will not be cancelled or materially altered, except after forty-five (45) days advance written notice to the Village. The Consultant shall secure the following endorsements to each of the required policies: "It is understood and agreed that the insurance company will give not less than forty-five (45) days advance written notice of any cancellation or material change under any of these policies to the Village of Oak Park. *In the event that such notice is not given to the Village of Oak Park at least forty-five (45) days prior to cancellation*

or material change, the policy will continue in full force and effect for the benefit of the Village as if such change or cancellation had not occurred."

**1. Professional Liability/Errors and Omissions Insurance**

Professional liability insurance with a minimum per occurrence limit of \$1 million dollars, which insurance shall name the Village of Oak Park as a named additional insured.

**2. Crime and Fraud Coverage**

Crime coverage such as that provided by Standard Financial Institution Bond Form 24.

**I. Hold Harmless and Indemnity**

Notwithstanding any limitations or restrictions applicable to any insurance or bonds required hereunder, the Consultant agrees that it shall defend, indemnify and hold the Village of Oak Park and its employees harmless from and against any and all liability, loss, damage, claim, payment or expense, including attorney fees, which the Village or its employees may incur resulting from or arising out of any error or omission in the performance of an agreement, including, without limitation, errors or omissions in the handling, accounting for, or transferring of funds, or to work, services or systems or products provided in the performance of this agreement by the Service Provider or its employees, agents, servants, associates, Contractors, Sub-Contractors, or assignees.

**IV. DETAILED SPECIFICATIONS**

**IV. A.** Proposal Specifications for Police Sergeant (Pages 4 – 6);

**IV. B.** Proposal Specifications for Fire Battalion Chief (Pages 6 - 10);

**IV. C.** Proposal Specifications for Fire Lieutenant (Pages 10 – 14); and

**IV.D.** Proposal Specifications for Other General Human Resources (Pages 15 - 16)

**IV. A. Proposal Specifications for Police Sergeant**

This detailed specification describes all components of the police sergeant selection process and covers the professional services to be provided by the Consultant as herein described.

The promotional process for Police Sergeant is under the jurisdiction of the Village of Oak Park, Board of Fire and Police Commissioners. The appointment process is described in the Board of Fire and Police Commissioners Rules and Regulations and consists of the following minimum qualifications, requirements and test components as described below in this section of the RFP.

**1. Minimum Qualifications, Requirements and Test Components**

**A. Minimum Qualifications to Sit for the Written Test**

All persons interested in becoming an Oak Park Police Sergeant are required to have at least three (3) years of service from the date of their original appointment as a patrol officer.

**B. Requirements**

The following requirements are stated in the Board of Fire and Police Commissioners Rules and Regulations.

- 1) A Notice shall be posted in the Police Department of the approximate date of a written promotional test not less than sixty (60) days prior to the written promotional test. All applicants are required to file an application with the Secretary of the Board (Human Resources Director) by the time specified in the Notice.
- 2) Orientation sessions and/or all written tests shall be held at dates, times and places fixed by the Board, notice of which shall be published at least two weeks preceding the orientation session and/or written test in a Village newspaper of general circulation.
- 3) A time limit for the written test or any session thereof may be fixed by the Board.
- 4) In order to pass the promotional examination for police sergeant, it is necessary to receive a score of 70.00 in each section of the examination.
- 5) Upon completion of the examination process, a Promotional Eligibility List shall be posted showing each candidate's categorical score and composite score.

C. **Test Components and Weights** - The promotional examination for police sergeant consists of the following components with the following weights:

- 1) Written Test weighted at twenty-five percent (25%) of the final score;
- 2) Assessment Center Evaluation weighted at forty-five percent (45%) of the final score; and
- 3) Oral Test administered by the Board of Fire and Police Commissioners weighted at thirty percent (30%) of the final score, the purpose of which is to enable the Commissioners to evaluate the candidate's qualifications in conjunction with other information from the promotional process. The Commissioners' final judgment of the candidate's suitability for promotion will be based on assessment of the following criteria:
  - a) Intelligence, mental ability and knowledge of the job;
  - b) Stress tolerance;
  - c) Planning and organization;
  - d) Decision-making skills;
  - e) Communication skills;
  - f) Judgment and problem analysis; and
  - g) Employment history in the Village of Oak Park Police Department.

**2. Services to be provided by the Consultant**

- A. Conduct a job analysis of the Police Sergeant classification for the purpose of identifying knowledge, skills and abilities whose possession is determined to be essential at the time of promotion. Subject matter experts for designating such knowledge, skills and abilities shall be members of the Oak Park Police Department at the rank of Commander and above.
- B. Working with the subject matter experts described above in A, identify reference materials related to knowledge, skills and abilities whose possession is determined to be essential at the time of promotion
- C. Prepare a written test to measure the extent to which applicants possess the essential knowledge, skills and abilities for Police Sergeant. While the type and format of the written test shall be developed by the Consultant to reflect the essential knowledge, skills and abilities, the written test shall include an exercise requiring the applicant to provide a written report for the purpose of evaluating the applicant's writing skills. The Consultant shall develop criteria for evaluating and grading the written report and shall grade each written report.
- D. Administer and grade the written test for Police Sergeant.
- E. Prepare and administer an assessment center exercise to assess supervisory potential, promotability, problem-solving skills, decision-making skills and any other appropriate characteristic. Working with the subject matter experts described above in A to determine the appropriate assessment center approach and method, develop appropriate assessment center materials including scoring keys and training materials for assessors.
  - 1) The Consultant shall be responsible for obtaining the necessary assessors to conduct the assessment center portion of the promotional examination.
  - 2) Train the assessors to grade and evaluate each candidate participating in the assessment center.
  - 3) The Consultant shall be responsible for compiling the evaluations of the assessors and preparing a report on each candidate's performance on each scoring dimension for the assessment center.
  - 4) Compile and prepare a grade report for each candidate.
- F. Prepare an oral interview consisting of a sufficient number of questions to evaluate each candidate with regard to the criteria stated above in Section I (Minimum Qualifications, Requirements and Test Components), C., #3, a through g.
  - 1) Prepare scoring and evaluation guides and directions for the purpose of ensuring consistency in the evaluation of candidates.
  - 2) Train the Commissioners to grade and evaluate each candidate participating in the oral interview.
  - 3) The Vendor shall be responsible for compiling the evaluations of the Commissioners and preparing a report on each candidate's performance on each scoring dimension for the oral interview.

- 4) Compile and prepare a grade report for each candidate.
- G. Compile the test scores for each candidate on each component and prepare a final listing reflective of the weights for each component.
- H. Provide the Village with documentation demonstrating compliance with the federal Uniform Guidelines on Employee Selection Procedures (1978) concerning the validity of all of the test components they have developed (written test, assessment center, and oral interview).

### 3. Service Expectations

- A. Consultants selected by the Commission as finalists will be expected to make a presentation to the Village and the Board of Fire and Police Commission on the features of their selection process proposal, including a description of their prior experience and submission of samples to be examined by the Commission during the presentation.
- B. The Consultant shall supply all testing materials needed except those items previously agreed to by the Village.
- C. The Consultant will, if called upon, appear before the Commission to discuss any component of the selection process and/or the results of the entire selection process.
- D. The Consultant may state a fee for the completion of all selection process components (job analysis, written test, assessment center and oral interview), or may state a separate fee for each component described above. The Consultant will bill the Village at the completion of each component of the selection process for which he/she is responsible.
- E. The Consultant shall be responsible for each phase of the selection process and shall be available to defend their work in the event of appeals, challenges or legal action filed or taken against the Village with regard to the promotional examination. Such defense shall be at the expense of the Consultant.
- F. Proposed timeframe in which services are to be performed.

### **IV. B. Proposal Specifications for Fire Battalion Chief**

This detailed specification describes all components of the Fire Battalion Chief selection process and covers the professional services to be provided by the Consultant as herein described.

The promotional process for Fire Battalion Chief is under the jurisdiction of the state Fire Promotions Act and the collective bargaining agreement (CBA) between the Village and the International Association of Fire Fighters (IAFF), Local 95. The promotional process described in the IAFF CBA states the following minimum qualifications, requirements and test components as described below in this section of the RFP.

#### 1. Minimum Qualifications, Requirements and Test Components

##### A. Minimum Qualifications to Sit for the Promotional Test

All persons interested in becoming an Oak Park Battalion Chief are required to have at least twelve years of experience in the Fire Department including a minimum of 3 years as a Fire Lieutenant, and have successfully completed 60 semester credit hours of college-level coursework at an accredited college or university.

##### B. Requirements

The following requirements for the Battalion Chief promotional process are stated in the IAFF CBA.

#### Section 9.5: Promotion to the Rank of Battalion Chief

**A. General**

Promotions to the rank of Battalion Chief shall be conducted in accordance with the provisions of the Fire Department Promotion Act (50ILCS724/), effective August 4, 2003, HB 988, Public Act 93-411 (hereinafter the "Act"). Except where expressly modified by the terms of this Article, the procedure for promotions shall be made in accordance with the provisions of the Act.

**B. Vacancies**

This Section applies to promotions to vacancies in the rank of Battalion Chief. A vacancy in such position shall be deemed to occur on the date upon which the position is vacated, and on the same date, a vacancy shall occur in all ranks inferior to that rank, provided that the position or positions continue to be funded and authorized by the corporate authorities. If a vacated position is not filled due to a lack of funding or authorization is subsequently reinstated, the final promotion list shall be continued in effect until all positions vacated have been filled or for a period up to five (5) years beginning from the date on which the position was vacated. In such event, the candidate or candidates who would have otherwise been promoted when the vacancy originally occurred shall be promoted.

**C. Eligibility**

All promotions shall be made from employees in the rank of Lieutenant who have at least twelve (12) years of seniority in the Oak Park Fire Department and three (3) years in the rank of Lieutenant on the date the merit points are posted and have successfully completed sixty (60) semester credit hours of college-level coursework at an accredited college or university. Anniversaries of service that affect eligibility will be considered to occur on January 1 of the year the promotional process is administered, i.e., at least twelve (12) years of service on or before January 1.

**D. Rating Factors and Weights**

All examination components shall be impartial and shall relate to those matters that will test the candidate's knowledge and ability to discharge the duties of the promoted position. The placement of employees on promotional lists shall be based on the points achieved by the employee on promotional examinations consisting of the following seven components weighted as specified:

1. Written Examination	30%
2. Assessment Center	20%
3. Seniority Points	10%
4. Ascertained Merit Points	25%
5. Acting Battalion Chief Points	5%
6. Oral Interview	5%
7. Chief Points	5%
	100%

**E. Test Components**

Failure of a candidate to participate in any component of the test shall not disqualify the candidate from participating in any subsequent component of the promotional process; however such candidate will not be placed on the final eligibility list.

- 1. Written Test:** The written test shall be determined by a job analysis and represent the performance domain of the promoted position in accordance with the standards for content validity as stated in the 1978 Uniform Guidelines on Employee Selection Procedures. The written test shall comprise thirty percent (30%) of a candidate's total score.
- 2. Assessment Center:** The company or authority chosen to administer the Assessment Center shall be impartial and shall be chosen by the Village. The assessors in the process shall have no prior relationship or bias to any candidate. If a conflict of interest or bias is raised regarding an assessor it shall be resolved between the Village and Union. If the Village and Union are unable to resolve the issue, section G shall be used to resolve the matter. The Assessment Center shall comprise twenty (20%) of a candidate's total score.
- 3. Seniority Points:** Each candidate shall receive one (1) point for each year of service beginning at the anniversary date of their twelfth (12<sup>th</sup>) year of service in the Oak Park Fire Department,

through their twenty-second (22<sup>nd</sup>) year of service. Seniority shall comprise ten percent (10%) of a candidate's total test score.

4. **Ascertained Merit:** A maximum of twenty-five (25) points can be earned by completing any combination of the following:

Ascertained Merit	Maximum Points
a. Completion of term or terms on the Fire Pension Board	2
b. Completion of a term or terms on the Local 95 Governing board	2
c. Completion of a term or terms on the Local 95 Negotiating Team	2
d. Fire Officer I components	
Management I	1
Management II	1
Tactics I	1
Fire Prevention Principles I	1
Instructor I	1
e. Fire Officer II components	5
Management III	1
Management IV	1
Instructor II	1
Tactics II	1
f. Bachelor Degree from an accredited college or University	10

Successful completion of training and possession of state or national certification in the following:

g. Fire Apparatus Engineer	1
h. Fire Investigator	1
i. Confined Space Operations	1
j. Trench Rescue Operations	1
k. Trench Rescue Technician	1
l. Hazardous Material Technician A	1
m. Hazardous Material Technician B	1
n. Vertical Rescue I	1
o. Vertical Rescue II	1
p. Structural Collapse Operations	1
r. Roadway Extrication	1
s. Current Child Safety Seat	1
t. Juvenile Fire Setter	1
u. Fire Prevention Officer	1
v. Fire Prevention Inspector II	1
w. Fire Department Incident Safety Officer	1
x. Vehicle and Machinery Operation	1
y. Vehicle and Machinery Technician	1

Certifications must be current at the time the merit points are posted. Members who have met the requirements of the particular certification and have proof of submitting the required paperwork prior to the posting of the merit points shall be granted the appropriate merit points. Ascertained merit shall comprise twenty-five percent (25%) of a candidate's total test score. Under 4b and 4c Local 95 Governing Board and Local 95 Negotiating Team includes time served on Fire Officer's Command Association Governing Board and Negotiating Team.

5. **Chief Points (Paramedic Points):** Each candidate shall receive one-quarter (0.25) for each year of paramedic service with the Oak Park Fire Department up to a maximum of twenty years paramedic service. Paramedic points shall comprise five percent (5%) of candidate's total test score.
6. **Oral interview:** Interview with panel comprised of at least two members of the Board of Police and Fire Commissioners, Human Resource Director, Fire Chief and either Village Manager or his/her designee. The Oral Interview shall comprise five percent (5%) of the candidate's total score.

7. **Acting Battalion Chief Points:** 1 point for every twenty (20) days (as defined as 24 hour shift acting B/C assignment) up to a maximum of 5 points – Acting B/C Points worth 5% of total score.

**F. Scoring Components - Veteran Preference Points:** Members of the classified service in the fire department who were engaged in a military or naval service of the United States at anytime for a period of one year, and who were honorably discharged there from, who are now or who may hereafter be on inactive or reserve duty in such military or naval service, not including, however, persons who were convicted by court-martial of disobedience of orders where such disobedience consisted in the refusal to perform military service on the ground of alleged religious or conscientious objections against war, and whose name appears on existing promotional eligibility registers or any promotional eligibility register that may hereafter be created shall receive additional points subject to the provisions stated below.

Qualifying members whose names appear on promotional eligibility registers shall receive additional points by adding to the total score which includes the written test, seniority, ascertained merit and Chief points, assessment center points and oral interview points, 7/10 of one point for each 6 months or fraction thereof of military or naval service not exceeding 30 months for a maximum total of 3.5 points. No person shall receive the additional points for military service after he/she has received one promotion from an eligibility list on which he/she was allowed such preference. It shall be the responsibility of the candidate to provide evidence of qualifying military service (DD214 Copy #4) along with their written application for veteran preference points in order to be considered for additional points reflecting military service. The final adjusted promotional list, containing any adjustments for veteran's points, shall be posted after ten (10) day period has expired.

**G. Right to Review**

The Union or any affected employee who believes that an error has been made with respect to eligibility to take the examination, examination result, placement or position on a promotion list, or veteran's preference shall be entitled to a review of the matter. A grievance may be filed under the grievance/arbitration procedure of this Agreement subject to the following conditions:

1. The grievance shall be limited to disputes relating to a claim that the Village failed to follow the requirements of this Article in administering the test; and
2. The grievance shall not involve any claims relating to disputes over the level of the ratings or points awarded by the evaluator as to any component of the test, other than the accuracy of the computations of the points awarded.

**H. Order of Selection**

Whenever a promotional rank is created or becomes vacant due to resignation, discharge, promotion, death, or the granting of a disability or retirement pension, or any other cause, the appointing authority shall appoint to that position the person with the highest ranking on the final promotion list for that rank, except that the appointing authority shall have the right to pass over that person and appoint the next highest ranked person on the list if the appointing authority has reason to conclude that the highest ranking person has demonstrated substantial shortcomings in work performance or has engaged in misconduct affecting the person's ability to perform the duties of the promoted rank since the posting of the promotion list. If the highest-ranking person is passed over, the appointing authority shall document its reasons for its decision to select the next highest-ranking person on the list. Unless the reasons for passing over the highest-ranking person are not remedial, no person who is the highest-ranking person on the list at the time of the vacancy shall be passed over more than once. Any dispute as to the selection of the first or second highest-ranking person shall be subject to resolution in accordance with any grievance procedure in Article VIII of this Agreement.

**I. Maintenance of Promotional Lists**

Final eligibility lists shall be effective for a period of three (3) years. The Village shall take all necessary steps to ensure that the Board of Fire and Police Commissioners maintain in effect current eligibility lists so that promotional vacancies are filled no later than sixty (60) calendar days after the occurrence of the vacancy.



## 2. Services to be provided by the Consultant

- A. Conduct a job analysis of the Fire Battalion Chief classification for the purpose of identifying knowledge, skills and abilities whose possession is determined to be essential at the time of promotion. Subject matter experts for designating such knowledge, skills and abilities shall be members of the Oak Park Fire Department at the rank of Deputy Fire Chief and Fire Chief.
- B. Identify resource materials to constitute a reading list for the Fire Battalion Chief selection process reflecting the knowledge, skills and abilities identified above in A. Such reading list shall be developed in consultation with the Fire Chief and his designees, and posted no less than ninety (90) days prior to the administration of the written examination.
- C. Prepare a written test to measure the extent to which applicants possess the essential knowledge, skills and abilities for Fire Battalion Chief.
- D. Administer and grade the written test for Fire Battalion Chief.
- E. Prepare and administer an assessment center exercise to assess supervisory potential, promotability, problem-solving skills, decision-making skills and any other appropriate characteristic. Working with the subject matter experts described above in A to determine the appropriate assessment center approach and method, develop appropriate assessment center materials including scoring keys and training materials for assessors.
  - 1) The Consultant shall be responsible for obtaining the necessary assessors to conduct the assessment center portion of the promotional examination.
  - 2) Train the assessors to grade and evaluate each candidate participating in the assessment center.
  - 3) The Consultant shall be responsible for compiling the evaluations of the assessors and preparing a report on each candidate's performance on each scoring dimension for the assessment center.
  - 4) Compile and prepare a grade report for each candidate.
- F. Provide the Village with documentation demonstrating compliance with the federal Uniform Guidelines on Employee Selection Procedures (1978) concerning the validity of the written test and assessment center exercise.

## 3. Service Expectations

- A. Consultants selected by the Village as finalists will be expected to make a presentation to the Village on the features of their selection process proposal, including prior experience and submission of samples to be examined by the Village during the presentation.
- B. The Consultant shall supply all testing materials needed except those items previously agreed to by the Village.
- C. The Consultant may state a fee for the completion of all selection process components (job analysis, written test, assessment center and oral interview), or may state a separate fee for each component described above. The Consultant will bill the Village at the completion of each component of the selection process for which he/she is responsible.
- D. The Consultant shall be responsible for each phase of the selection process and shall be available to defend their work in the event of appeals, challenges or legal action filed or taken against the Village with regard to the promotional examination. Such defense shall be at the expense of the Consultant.
- E. Proposed timeframe in which services are to be performed.

## **IV. C. Proposal Specifications for Fire Lieutenant**

This detailed specification describes all components of the Fire Lieutenant selection process and covers the professional services to be provided by the Consultant as herein described.

The promotional process for Fire Lieutenant is under the jurisdiction of the state Fire Promotions Act and the collective bargaining agreement (CBA) between the Village and the International Association of Fire Fighters (IAFF), Local 95. The promotional process described in the IAFF CBA states the following minimum qualifications, requirements and test components as described below in this section of the RFP.

**1. Minimum Qualifications, Requirements and Test Components**

**A. Minimum Qualifications to Sit for the Promotional Test**

All persons interested in becoming an Oak Park Fire Lieutenant are required to have at least six years of experience in the Fire Department as of January 1, 2012.

**B. Requirements**

The following requirements for the Fire Lieutenant promotional process are stated in the IAFF CBA.

**Section 9.4: Promotion to the Rank of Lieutenant**

**A. General**

Promotions to the rank of Fire Lieutenant shall be conducted in accordance with the provisions of the Fire Department Promotion Act (50ILCS724/), effective August 4, 2003, HB 988, Public Act 93-411 (hereinafter the "Act"). A copy of the Act is attached as "Appendix W" to this Agreement. Except where expressly modified by the terms of this Article, the procedure for promotions shall be made in accordance with the provisions of the Act.

**B. Vacancies**

This Article applies to promotions to vacancies in the ranks of Lieutenant. A vacancy in such position shall be deemed to occur on the date upon which the position is vacated, and on the same date, a vacancy shall occur in all ranks inferior to that rank, provided that the position or positions continue to be funded and authorized by the corporate authorities. If a vacated position is not filled due to a lack of funding or authorization is subsequently reinstated, the final promotion list shall be continued in effect until all positions vacated have been filled or for a period up to five (5) years beginning from the date on which the position was vacated. In such event, the candidate or candidates who would have otherwise been promoted when the vacancy originally occurred shall be promoted.

**C. Eligibility**

All promotions shall be made from employees in the next lower rank who have at least six (6) years of seniority in the Oak Park Fire Department. Anniversaries of service that affect eligibility will be considered to occur on January 1 of the year the promotional process is administered, i.e., at least six (6) years of service on or before January 1.

**D. Rating Factors and Weights**

All examination components shall be impartial and shall relate to those matters that will test the candidate's knowledge and ability to discharge the duties of the promoted position. The placement of employees on promotional lists shall be based on the points achieved by the employee on promotional examinations consisting of the following four components weighted as specified:

1. Written Examination	50%
2. Seniority	15%
3. Ascertained Merit	15%
4. Chief Points	5%
5. Assessment Center	15%
	100%

**E. Test Components**

Failure of a candidate to participate in any component of the test shall not disqualify the candidate from participating in any subsequent component of the promotional process; however, such candidate will not be placed on the final eligibility list.

1. **Written Examination:** The written test shall be determined by a job analysis and represent the performance domain of the promoted position in accordance with the standards for content validity as stated in the 1978 Uniform Guidelines on Employee Selection Procedures. The written test shall comprise fifty-five percent (55%) of a candidate's total score.
2. **Seniority Points:** Each candidate shall receive six-tenths (0.6) of a point for each year of service beginning at the date of initial appointment to the Oak Park Fire Department of service up to their twenty-fifth (25<sup>th</sup>) year of service. Seniority shall comprise fifteen percent (15%) of a candidate's total test score.
3. **Ascertained Merit:** A maximum of fifteen (15) points can be earned by completing any combination of the following:

	<b>Maximum Points</b>
<b>Ascertained Merit</b>	
a. Completion of each term on the Fire Pension Board	2
b. Completion of each term on the Local 95 Governing Board	2
c. Completion of each term on the Local 95 Negotiating Team	2
d. Completion of each term on the Local 95 Grievance Team	2
e. Fire Officer I (state certification or provisional); or	5
Management I	1
Management II	1
Tactics I	1
Fire Prevention Principles I	1
Instructor I	1
Instructor II (state certified)	1
f. Associate Degree or sixty (60) semester hours from an accredited college or university; or	4
Bachelor Degree from an accredited college or university; or	6
Master Degree from an accredited college or university	8

Successful completion of training and possession of certification for the following:

g. Fire Apparatus Engineer	1
h. Fire Investigator	3
i. Confined Space Operations	1
j. Trench Rescue Operations	1
k. Trench Rescue Technician	1
l. Hazardous Material Technician A	1
m. Hazardous Material Technician B	1
n. Vertical Rescue I	1
o. Vertical Rescue II	1
p. Structural Collapse Operations	1
q. Structural Collapse Technician	1
r. Roadway Extraction	1
s. Current Child Safety Seat	1
t. Juvenile Fire Setter	1
u. Fire Prevention Officer	1
v. Fire Prevention Inspector II	1
w. Fire Department Incident Safety Officer	1
x. Vehicle and Machinery Operations	1
y. Vehicle and Machinery Technician	1
z. Rapid Intervention Company Operations	1
aa. RIT Under Fire	1
bb. Smoke Divers	1
cc. Completion of each year of preceptor	1

Certifications must be current at the time merit points are posted. Members who have met the requirements for the particular certification and have proof of submitting the required paperwork

prior to the posting of the merit points shall be granted the appropriate merit points. Ascertained merit shall comprise fifteen (15%) of a candidate's total test score.

4. **Chief Points:** Each candidate shall receive one-quarter (0.25) of a point for each year of paramedic service with the Oak Park Fire Department up to a maximum of twenty years of paramedic service. Chief points shall comprise five percent (5%) of a candidate's total test score.

#### **F. Scoring Components - Veteran Preference Points**

Members of the classified service in the fire department who were engaged in a military or naval service of the United States at anytime for a period of one year, and who were honorably discharged there from, who are now or who may hereafter be on inactive or reserve duty in such military or naval service, not including, however, persons who were convicted by court-martial of disobedience of orders where such disobedience consisted in the refusal to perform military service on the ground of alleged religious or conscientious objections against war, and whose name appears on existing promotional eligibility registers or any promotional eligibility register that may hereafter be created shall receive additional points subject to the provisions stated below.

Qualifying members whose names appear on promotional eligibility registers shall receive additional points by adding to the total score which includes the written test, seniority, ascertained merit and Chief points, 7/10 of one point for each 6 months or fraction thereof of military or naval service not exceeding 30 months for a maximum total of 3.5 points. No person shall receive the additional points for military service after he/she has received one promotion from an eligibility list on which he/she was allowed such preference.

It shall be the responsibility of the candidate to provide evidence of qualifying military service (DD214 Copy #4) along with their written application for veteran preference points in order to be considered for additional points reflecting military service. The final adjusted promotional list, containing any adjustments for veteran's points, shall be posted after ten (10) day period has expired.

#### **G. Right to Review**

The Union or any affected employee who believes that an error has been made with respect to eligibility to take the examination, examination result, placement or position on a promotion list, or veteran's preference shall be entitled to a review of the matter. A grievance may be filed under the grievance/arbitration procedure of this Agreement subject to the following conditions:

1. The grievance shall be limited to disputes relating to a claim that the Village failed to follow the requirements of this Article in administering the test;
2. The grievance shall not involve any claims relating to disputes over the level of the ratings or points awarded by the evaluator as to any component of the test, other than the accuracy of the computations of the points awarded.

#### **H. Order of Selection**

Whenever a promotional rank is created or becomes vacant due to resignation, discharge, promotion, death, or the granting of a disability or retirement pension, or any other cause, the appointing authority shall appoint to that position the person with the highest ranking on the final promotion list for that rank, except that the appointing authority shall have the right to pass over that person and appoint the next highest ranked person on the list if the appointing authority has reason to conclude that the highest ranking person has demonstrated substantial shortcomings in work performance or has engaged in misconduct affecting the person's ability to perform the duties of the promoted rank since the posting of the promotion list. If the highest-ranking person is passed over, the appointing authority shall document its reasons for its decision to select the next highest-ranking person on the list. Unless the reasons for passing over the highest-ranking person are not remedial, no person who is the highest-ranking person on the list at the time of the vacancy shall be passed over more than once. Any dispute as to the selection of the first or second highest-ranking person shall be subject to resolution in accordance with any grievance procedure in Article VIII of this Agreement.

**I. Maintenance of Promotional Lists**

Final eligibility lists shall be effective for a period of three (3) years. The Village shall take all necessary steps to ensure that the Board of Fire and Police Commissioners maintain in effect current eligibility lists so that promotional vacancies are filled no later than sixty (60) days after the occurrence of the vacancy.

**2. Services to be provided by the Consultant**

- A. Conduct a job analysis of the Fire Lieutenant classification for the purpose of identifying knowledge, skills and abilities whose possession is determined to be essential at the time of promotion. Subject matter experts for designating such knowledge, skills and abilities shall be members of the Oak Park Fire Department at the rank of Battalion Chief, Deputy Fire Chief and Fire Chief.
- B. Identify resource materials to constitute a reading list for the Fire Lieutenant selection process reflecting the knowledge, skills and abilities identified above in A. Such reading list shall be developed in consultation with the Fire Chief and his designees, and posted no less than ninety (90) days prior to the administration of the written examination.
- C. Prepare a written test to measure the extent to which applicants possess the essential knowledge, skills and abilities for Fire Lieutenant.
- D. Administer and grade the written test for Fire Lieutenant.
- E. Prepare and administer an assessment center exercise to assess supervisory potential, promotability, problem-solving skills, decision-making skills and any other appropriate characteristic. Working with the subject matter experts described above in A to determine the appropriate assessment center approach and method, develop appropriate assessment center materials including scoring keys and training materials for assessors.
  - 1) The Consultant shall be responsible for obtaining the necessary assessors to conduct the assessment center portion of the promotional examination.
  - 2) Train the assessors to grade and evaluate each candidate participating in the assessment center.
  - 3) The Consultant shall be responsible for compiling the evaluations of the assessors and preparing a report on each candidate's performance on each scoring dimension for the assessment center.
  - 4) Compile and prepare a grade report for each candidate.
- F. Provide the Village with documentation demonstrating compliance with the federal Uniform Guidelines on Employee Selection Procedures (1978) concerning the validity of the written test and the assessment center exercise.

**3. Service Expectations**

- A. Consultants selected by the Village as finalists will be expected to make a presentation to the Village on the features of their selection process proposal, including prior experience and submission of samples to be examined by the Village during the presentation.
- B. The Consultant shall supply all testing materials needed except those items previously agreed to by the Village.
- C. The Consultant may state a fee for the completion of all selection process components (written test, assessment center and oral interview), or may state a separate fee for each component described above. The Consultant will bill the Village at the completion of each component of the selection process for which he/she is responsible.
- D. The Consultant shall be responsible for each phase of the selection process and shall be available to defend their work in the event of appeals, challenges or legal action filed or taken against the Village with regard to the promotional examination. Such defense shall be at the expense of the Consultant.
- E. Proposed timeframe in which services are to be performed.

#### **IV. D. Proposal Specifications for Other General Human Resource Management Services**

This detailed specification describes all components for Other General Human Resource Services and the professional services to be provided by the Consultant subject to the broad oversight and direction of the Village Manager and Human Resources Director, as herein described.

1. The Consultant must submit the following for all components for which he/she has submitted a proposal:
  - A. List the names, titles, and background of all staff members who will be involved in providing these services.
  - B. List the name of the person who will be the lead or be responsible for the overall service to the Village of Oak Park
2. **Service Expectations for each Human Resource Service (#1-6) listed in Section D:**
  - A. Consultants selected by the Village as finalists will be expected to make a presentation to the Village on the features of their selection process and/or service proposal, including prior experience and submission of samples to be examined by the Village during the presentation.
  - B. The Consultant may state a fee for the completion of all services listed in #1-6 or may state a fee for individual components described herein. The Consultant will bill the Village at the completion of each component of the selection process for which he/she is responsible.
  - C. For Recruitments, the Consultant shall provide the Village with documentation demonstrating compliance with the federal Uniform Guidelines on Employee Selection Procedures (1978) concerning the validity of the selection procedures. The selected consultant must also comply with the Village's Personnel Rules and Regulations, Municipal Code, and applicable Collective Bargaining Agreement (to the extent applicable). Relevant documents noted herein will be provided by the Village to the selected consultant at time of recruitment.
  - D. The Consultant shall be responsible for each service and shall be available to defend their work in the event of appeals, challenges or legal action filed or taken against the Village with regard to the promotional examination. Such defense shall be at the expense of the Consultant.

Listed below are the components that comprise Other General Human Resource Services.

1. **Recruitment and Selection** - The Consultant shall submit a flat rate fee per vacancy to consist of the following:
  - a. Conduct a job analysis of the designated position for recruitment to consist of reviewing job descriptions and identifying the essential duties, knowledge, skills, abilities and physical requirements; Review the appropriate salary range for the position to be posted;
  - b. Prepare and post advertisements for position;
  - c. Serve as the destination point for all job applications and resumes via an electronic web site accessible to the general public;
  - d. With consultation from the Village, prepare an appropriate selection procedure which may include written tests, demonstration of essential duties, knowledge, skills, abilities, assessment centers, physical tests, or other appropriate selection methods;
  - e. Review all applications and resumes submitted for the advertised position and prepare an electronic roster of all applications submitted prior to and after the posting date;
  - f. Serve as the main point of contact for questions from all candidates;
  - g. Screen applicants in accordance with the posted requirements in order to determine a pool of those most qualified to continue participating in the selection process;
  - h. Schedule and administer all testing components identified through the job analysis;
  - i. Develop interview questions in consultation with designated Village staff;
  - j. Compile in hard-copy and make available to the Village interview team interview materials in advance of interview;
  - k. Coordinate and present top candidates to Village for interviews
  - l. Conduct reference and background checks;

- m. Schedule pre-employment physicals;
- n. Prepare a job offer letter;
- o. Facilitate the employee orientation process;
- p. Provide written notification of final selection to entire applicant pool;
- q. Provide notification to the entire applicant pool regarding updates in the process as requested by the Village; and
- r. Provide Village summary of all candidates in the pool at the conclusion of the process in electronic format and supply hard copies of selected candidates.

The flat rate fee does not include the cost of advertising, background checks and pre-employment physicals, or testing. The Consultant may provide a separate hourly rate for time on-site to conduct the actual interviews if requested.

2. **Collective Bargaining** - The Consultant shall submit an hourly rate to consist of:
  - a. Review of contracts;
  - b. Write proposals and contract language;
  - c. Identify and survey comparable communities for data;
  - d. Coordinate with Village Officials and outside labor counsel, if requested; and
  - e. Schedule and participate in negotiations as needed.
3. **Grievance Administration** - The Consultant shall submit an hourly rate to consist of:
  - a. Review grievance materials and relevant sections of contracts;
  - b. Coordinate, schedule and conduct related grievance proceedings; and
  - c. Write responses to grievances on behalf of Village Management
4. **Job Description Development** - The Consultant shall submit an hourly rate to consist of:
  - a. Coordinate completion of Job Analysis questionnaires by employees and review of questionnaires by supervisors;
  - b. Write draft job descriptions;
  - c. Coordinate review of draft job description with employees and Supervisors;
  - d. Finalize job descriptions
5. **General Human Resources Analysis** - The Consultant shall submit an hourly rate to consist of:
  - a. Conduct interviews with employees and supervisor;
  - b. Review operational procedures and practices;
  - c. Assess and determine service level needs; and
  - d. Make recommendations with regard to findings or observations.

Interviews, reviews and assessments described herein, may or may not be a result of pre-disciplinary investigations.

## 6. Temporary Staffing

The Consultant shall submit a rate for providing the Village with Temporary Staffing solutions for the purposes of Interim, Temporary or Temp-to-Hire arrangements. In addition, the Consultant shall submit a rate for Outsourced Placement where the Village chooses to move such workers to the firm's payroll for other placements. Under all of these temporary staffing scenarios, the placed worker is not an employee of the Village, and the Village is absolved of costs related to such workers with regard to workers compensation, unemployment compensation, medical insurance benefits, other paid leave time, liability costs and other administrative or personnel costs. As part of this RFP, the Consultant must submit a sample standard contract or contracts that the Village may consider using for these types of temporary placements.

**V. PROPOSAL FORM**

The undersigned proposes to furnish, Village of Oak Park, Human Resources Department, 123 Madison, Oak Park, IL, 60302, RECRUITMENT AND SELECTION HUMAN RESOURCES SERVICES:

Total Fee for Components A, B, C and/or D: – Specify details below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Fee for Component A (Police Sergeant): – Specify details below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Fee for Component B (Fire Battalion Chief) – Specify below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Fee for Component C (Fire Lieutenant) – Specify below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Fee for Component D (Other General Human Resource Services) – Specify below

- 1. Flat Rate per Recruitment & Selection \$ \_\_\_\_\_
  - 2. Hourly Rate for Collective Bargaining: \$ \_\_\_\_\_
  - 3. Hourly Rate for Grievance Administration \$ \_\_\_\_\_
  - 4. Hourly Rate for Job Description Development \$ \_\_\_\_\_
  - 5. Hourly Rate for General HR Staff Analysis for Operations \$ \_\_\_\_\_
  - 6. Fee for Temporary Staffing (identify Temporary, Temp to Hire, or Outsource Placement) \$ \_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Proposal Signature: \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn on oath deposes and says that the Consultant on the above Proposal is organized as indicated below and that all statements herein made on behalf of such Consultant and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their proposal from the Specifications and has checked the same in detail before submitting their Proposal; that the statements contained herein are true and correct.

Signature of Consultant authorizes the Village of Oak Park to verify references of business and credit at its option.



Signature of Consultant shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

\_\_\_\_\_  
Organization Name  
(Seal - If Corporation)

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Notary Public

**VI. COMPLIANCE AFFIDAVIT**

I, \_\_\_\_\_ being first duly sworn on oath depose and state as follows:

(Print Name)

1. I am the (title) \_\_\_\_\_ of the Proposing Firm and am authorized to make the statements contained in this affidavit on behalf of the firm;
2. The Proposing Firm is organized as indicated on Exhibit A to this Affidavit, entitled "Organization of Proposing Firm," which Exhibit is incorporated into this Affidavit as if fully set forth herein;
3. I have examined and carefully prepared this proposal based on the request and verified the facts contained in the proposal in detail before submitting it;
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option;
5. Neither the Proposing Firm nor its affiliates<sup>4</sup> are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirements".
6. Neither the Proposing Firm nor its affiliates is barred from contracting with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Proposing Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the Village of Oak Park to recover all amounts paid to the Proposing Firm under the contract in civil action.
7. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. Also complete the attached EEO Report or Submit an EEO-1.
8. All statements made in this application are true and correct.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Your Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

(Number, Street, Suite #)

(City, State & Zip)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Web Address: \_\_\_\_\_

Subscribed to and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Notary Public

<sup>4</sup> Affiliates means: (i) any subsidiary or parent of the bidding or contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the bidding or contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the bidding or contracting business entity.

**VII. ORGANIZATION OF PROPOSING FIRM**

(Complete Applicable Paragraph Below)

(a) **Corporation:** The Service Provider is a corporation, operating under the legal name of \_\_\_\_\_ and is organized and existing in good standing under the laws of the State of \_\_\_\_\_. The full names of its Officers are: President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

The Name and Address of its Registered Agent is: \_\_\_\_\_ (Name)

\_\_\_\_\_  
(Number, Street, Suite #) (City, State & Zip)

The corporation has a corporate seal. (In the event that this proposal is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

(b) **Partnership:** The Service Provider is a Partnership operating under the name \_\_\_\_\_

The following are the names, addresses and signatures of all partners:

Name	Address	Signature
_____	_____	_____
_____	_____	_____

(Attach additional sheets if necessary.) If so, check here \_\_\_\_\_.

If the partnership does business under an assumed name, the assumed name is \_\_\_\_\_ which is registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et.seq.

(c) **Sole Proprietor:** The Service Provider is a Sole Proprietor. If the Vendor does business under an Assumed Name, the Assumed Name is \_\_\_\_\_, which is registered with the Cook County Clerk. The Vendor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et.seq.

(d) **Affiliates:** The name and address of any affiliated entity of the business, including a description of the affiliation: \_\_\_\_\_

The name and address of any affiliated person of the business entity, including a description of the affiliation. \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

**VIII. VILLAGE OF OAK PARK EQUAL EMPLOYMENT OPPORTUNITY REPORT**

Please fill out this form completely. Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this proposal. For assistance in completing this form, contact the Finance Department at 708-358-5470. An EEO-1 Report may be submitted in lieu of this report

1. Vendor Name: \_\_\_\_\_
2. Check here if your firm is:  
 MBE     WBE     DBE     None of the above
3. What is the size of the firm's current stable work force?  
 Number of full-time employees     Number of part-time employees
4. Similar information will be requested of all subcontractors working on this contract. Forms will be furnished to the lowest responsible bidder with the notice of contract award, and these forms must be completed and submitted to the Village before the execution of the contract by the Village.

**EEO REPORT (An EEO-1 Report may be submitted in lieu of this report)**

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this proposal. An incomplete form will disqualify your proposal. For assistance in completing this form, contact the Finance Department at 708-358-5471.

Vendor Name: \_\_\_\_\_

Total Employees: \_\_\_\_\_

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Semi-Skilled												
Laborers												
Service Workers												
<b>TOTAL</b>												
Management												
Apprentices												

**This completed and notarized report must accompany your bid. It should be attached to your Affidavit of Compliance. Failure to include it with your bid will be disqualify you from consideration.**

\_\_\_\_\_, being first duly sworn, deposes and says that he/she is \_\_\_\_\_  
(Name of Person Making Affidavit) (Title or Officer)  
of \_\_\_\_\_ and that the above EEO Report information is true and accurate and is submitted with the intent that it be relied upon.  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012.  
\_\_\_\_\_  
( Signature ) ( Date )

POLICE SERGEANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**DEFINITION**

To supervise, assign, and review the work of police officers on an assigned shift; to supervise and participate in all work activities including investigation, patrol and traffic duties; and to perform a variety of administrative and technical duties in support of the department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from higher level supervisory and management staff.

Exercises direct supervision over subordinate sworn personnel and functional supervision of non-sworn personnel on assigned shift.

**EXAMPLES OF DUTIES** - Essential and other important duties and responsibilities may include, but are not limited to, the following:

Essential duties and responsibilities

1. Plan, prioritize, assign, supervise and review the work of police officers on an assigned shift; provide overall technical and administrative direction to personnel.
2. Recommend and assist in the implementation of goals and objectives; develop and implement operational policies and procedures.
3. Establish schedules and methods for providing law enforcement services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Provide roll call and field training; work with employees to correct deficiencies; implement discipline procedures.
5. Prepare various reports on operations and activities.
6. Supervise and participate in all normal shift duties as assigned, including enforcing local and State laws, making arrests, investigation activities, administering first aid and transporting offenders.
7. Respond to major crimes, accident scenes and emergencies; assume initial command; oversee investigation and review of crimes, accidents and injuries.

Other important responsibilities and duties

1. Review the work of departmental personnel to ensure compliance with department policies and procedures; review reports submitted by officers to verify completeness and the meeting of prescribed standards.
2. Contact subordinate officers on shift as required; follow up on problems and complaints.
3. Participate in the development of training activities for departmental personnel; develop training procedures and

manuals; advise and instruct sworn and nonsworn staff regarding applicable policies, procedures and tactics.

4. Plan, coordinate, and supervise traffic control activities for special events, parades, and street closures.
5. Respond to requests and inquiries from the general public; represent the Department at civic organizations.
6. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
7. Perform related duties and responsibilities as required.

## QUALIFICATIONS

### Knowledge of:

Operations, services and activities of a law enforcement program.

Principles of supervision, training and performance evaluation.

Modern and complex principles and practices of law enforcement.

Departmental rules and regulations, policies, procedures and directives.

Offensive and defensive weapons' nomenclature and theory.

First aid principles, practices and techniques.

Use of firearms and other modern police equipment.

Self defense tactics.

Interviewing and interrogation techniques.

Pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

### Ability to:

Supervise, organize, and review the work of sworn and non-sworn personnel on assigned shift.

Select, supervise, train and evaluate staff.

Interpret and explain Police Department policies and procedures.

Prepare clear and concise reports.

Gather, assemble, analyze, evaluate and use facts and evidence.

Analyze situations and adopt effective courses of action.

Meet the first aid requirement as prescribed by the State of Illinois.

Interpret and apply laws and regulations.

Use and care for firearms.

Demonstrate keen powers of observation and memory.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition to perform essential duties as specified by police officer certification.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Effecting arrests*
- *Subduing resisting individuals*
- *Chasing fleeing subjects*
- *Running, walking, crouching or crawling during emergency operations*
- *Moving equipment and injured/deceased persons*
- *Climbing stairs/ladders*
- *Performing life-saving and rescue procedures*
- *Walking, standing or sitting for extended periods of time*
- *Operating assigned police equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *Armed/dangerous persons*
- *Dangerous animals*
- *Communicable diseases*
- *Hazards of emergency driving*
- *Hazards associated with traffic control and working in and near traffic*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action*
- *Demonstrating intellectual capabilities during training and testing processes.*

#### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:** Police Officers with three (3) or more years of service with the Oak Park Police Department from the date of their original appointment.

#### **License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a police officer certification.

#### **WORKING CONDITIONS**

Work in an emergency peace control environment; work in intense life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, and noise; running, walking, crawling, climbing, stooping and lifting; work in inclement weather conditions.

## Appendix B

VILLAGE OF OAK PARK

### FIRE BATTALION CHIEF

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### DEFINITION

To manage the activities and operations of a division; Fire Prevention and/or Training, to serve as a Shift Commander in the Operations Division. Assist in the development, implementation of and coordination of various programs within their assigned area of responsibility.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Fire Chief.

Exercises direct supervision over subordinate Fire Department personnel.

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

#### Essential duties and responsibilities

1. Coordinate the organization, staffing and operational activities of an assigned division including Emergency Services, Fire Prevention or Training; assist in the development and implementation of a comprehensive fire suppression, prevention and emergency medical services program.
2. Participate in the development and implementation of goals, objectives, policies and priorities for assigned division; identify resource needs; recommend and implement policies and procedures.
3. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
4. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
5. Participate in the development and administration of the assigned program budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
6. Coordinate assigned activities with those of other divisions, outside agencies and organizations; provide staff assistance to the Fire Chief; prepare and present staff reports and other necessary correspondence.
7. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire prevention, suppression, and emergency medical services.
8. Respond to various emergency situations and implement the "incident command system" as needed.
9. When applicable, inspect various facilities including schools, hospitals, factories and buildings; ensure



adherence to fire safety standards.

10. Evaluate existing fire safety conditions and Federal, State and local codes applicable to fire safety; recommend policies, procedures and ordinance revisions as necessary.
11. When applicable, develop and implement procedural methods and practices for reviewing plans, conducting inspections, investigating incidents and related activities as required; provide continued technical support and training as required.
12. When applicable, supervise and participate in the conduct of arson investigations; determine the origin and cause of fire incidents; collect evidence and participate in prosecution activities as required.
13. When applicable, make comprehensive, technical plan checks of proposed projects to determine fire safety conditions and needs; conduct field inspections of construction projects as necessary.
14. Develop and maintain a variety of records and reports.
15. Conduct special educational programs to discourage arson, eliminate fire hazards in homes and buildings and stress safety; review and assess available educational programs.
16. May assume responsibility for the Fire Department in the absence of the Fire Chief.
17. Develop or assist in the development of annual budget.
18. Perform related duties and responsibilities as required.

#### **QUALIFICATIONS**

##### **Knowledge of:**

Operational characteristics, services and activities of a comprehensive fire suppression, prevention, or emergency medical services program.

Principles, practices and procedures of fire prevention, suppression or emergency medical services.

Principles, practices, techniques and procedures of modern firefighting.

Chemical and related characteristics of a wide variety of flammable and explosive materials and objects.

Pertinent Federal, State and local laws, codes and regulations including those pertaining to fire prevention.

Principles and practices of supervision and training.

Department policies, rules and regulations.

Principles of municipal budget preparation and control.

Local geography including the location of water mains and hydrants and the major fire hazards of the Village.

Principles of advanced first aid and CPR.

##### **Ability to:**

Manage and coordinate the work of a division and or a shift in the Operations Divisions.

Select, supervise, train and evaluate staff.

Interpret and explain fire suppression, prevention or emergency medical policies and procedures.

Conduct training on fire prevention.

Prepare clear and concise operational work records and reports.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Conduct thorough fact-finding investigations and enforce regulations firmly, tactfully and impartially.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Meet the first aid requirements prescribed by the State of Illinois.

Maintain physical condition to perform essential duties as specified by firefighter certification.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Performing life threatening firefighting activities in an emergency situation*
- *Running, walking, crouching or crawling during emergency operations*
- *Moving equipment and injured/deceased persons*
- *Climbing stairs/ladders*
- *Performing life-saving and rescue procedures*
- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *Fire encompassed surroundings*
- *Dangerous persons*
- *Dangerous animals*
- *Hazards of emergency driving*
- *Hazards associated with traffic control and working in and near traffic*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action*
- *Demonstrating intellectual capabilities during training and testing processes.*

### **Experience and Training Guidelines**

**Experience:** Twelve (12) years of service as a Fire Lieutenant in the Oak Park Fire Department. **AND**

**Training:** Completion of sixty (60) semester hours or possession of an Associate of Arts or Sciences degree from an accredited college or university.

Licenses and Certificates

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a valid CPR certificate.

Possession of, or ability to obtain, a valid Emergency Medical Technician certificate.

Possession of, or ability to obtain, a Fire Officer III Certification.

WORKING CONDITIONS

Work in an emergency firefighting environment; work in intense life-threatening conditions; exposure to fire, smoke, bodily fluids and noise; running, walking, crawling, climbing, stooping and lifting; work in inclement weather conditions.

## APPENDIX C

VILLAGE OF OAK PARK

### FIRE LIEUTENANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### DEFINITION

To lead, coordinate and participate in the work of a unit of firefighters responsible for fighting fires and responding to emergency medical situation; and to perform a variety of technical tasks relative the assigned area of responsibility.

#### SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned Fire Battalion Chief.

Exercises direct supervision over assigned firefighting staff.

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

#### Essential duties and responsibilities

1. Provide first-line supervision during an assigned shift to a unit of firefighters; training firefighters in proper emergency rescue and fire fighting operations; supervise the maintenance of firefighting apparatus and equipment.
2. Lead, plan, train, and review the work of staff responsible for emergency medical and firefighting services; verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specification.
3. Plan, direct, and participate in firefighting and emergency medical response; respond to a variety of general emergency rescue calls including auto accidents, gas system leaks and trapped or injured persons.
4. Supervise the use of and operate medical and firefighting equipment including portable fire extinguishers, pike poles, hand lines, smoke ejectors, salvage covers, forcible entry tools, aerial ladder equipment and emergency medical equipment.
5. Respond to fire alarms with assigned company; lay and connect hose; maintain pumping apparatus; hold nozzles and direct water streams; raise and climb ladders; ventilate burning structures; enter buildings to evacuate occupants.
6. Respond to emergency medical incidents; analyze patient needs and administer advanced first aid until relieved by proper medical personnel.
7. Administer first aid; assist paramedics at medical emergencies; apply techniques for the control of bleeding; utilize immobilization techniques to stabilize patient.
8. Obtain and preserve evidence at a fire scene; participate in determining fire origins and causes.

9. Cause to have clean apparatus and equipment at fire stations.
10. Ensure the adherence to safe work practices and procedures.

**Other important responsibilities and duties**

1. Prepare and maintain a variety of firefighting preplan drawings and schematics.
2. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
3. Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.
4. Respond to hazardous materials incidents; secure hazardous material scenes and identify spilled chemicals and other materials posing danger to the public; participate in hazardous materials clean up activities.
5. Participate in fire drills; attend training sessions on fire fighting techniques, emergency medical care and the proper use of all equipment and related tools.
6. Inspect building structures for compliance with fire codes; prepare reports and citations; explain City fire codes and fire prevention policies and procedures to the public.
7. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services, and activities of a firefighting and emergency medical service program.

Principles of lead supervision and training.

Methods and techniques of firefighting and emergency medical treatment.

Operational characteristics of firefighting and emergency medical equipment and tools.

Occupational hazards and standard safety practices.

Principles, practices and procedures of modern firefighting.

Operation of fire apparatus, equipment, tools, devices, facilities and their proper use.

Uniform Fire Code and Uniform Building Code.

First aid, C.P.R. and other medical assistance techniques.

Layout of the City's water main system and street numbering system.

Emergency medical treatment procedures and techniques.

Hazardous Materials.

**Ability to:**

Lead, organize, and review the work of staff in the area of work assigned.

Independently perform the most difficult firefighting and emergency medical activities.

Interpret, explain, and enforce Department policies and procedures.

Operate a variety of firefighting and emergency medical equipment in a safe and effective manner.

Demonstrate mechanical aptitude as required in the operation of fire fighting equipment.

Demonstrate physical aptitude.

Meet the first aid requirement prescribed by the State of Illinois.

Understand and act in accordance with departmental policies, rules and instructions in the field of firefighting.

Retain presence of mind in emergency situations.

Think and act quickly and effectively in emergencies.

Understand and follow oral and written directions promptly and accurately.

Analyze fire and emergency situations and adopt effective courses of action.

Operate and maintain voice radio equipment.

Perform heavy lifting and physical maneuvering.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition to perform essential duties as specified by firefighter certification.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Performing life threatening firefighting activities in an emergency situation*
- *Running, walking, crouching or crawling during emergency operations*
- *Moving equipment and injured/deceased persons*
- *Climbing stairs/ladders*
- *Performing life-saving and rescue procedures*
- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *Fire encompassed surroundings*
- *Dangerous persons*
- *Dangerous animals*
- *Hazards of emergency driving*
- *Hazards associated with traffic control and working in and near traffic*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action*
- *Demonstrating intellectual capabilities during training and testing processes.*

### Experience and Training Guidelines

**Experience:** Six years of experience in the Oak Park Fire Department.

**Training:** Equivalent to the completion of the twelfth grade supplemented by college level coursework in fire science, fire administration or a related field.

### License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a valid Emergency Medical Technician – Paramedic certificate.

Possession of, or ability to obtain, a Fire Officer 1 certification.

### WORKING CONDITIONS

Work in an emergency firefighting environment; work in intense life-threatening conditions; exposure to fire, smoke, bodily fluids and noise; running, walking, crawling, climbing, stooping and lifting; work in inclement weather conditions.

**END OF PROPOSAL**

VILLAGE OF OAK PARK  
AGENDA ITEM COMMENTARY

0027

**Item Title: Resolution authorizing the execution of a professional services agreement between the Village of Oak Park and GovTempsUSA to administer recruitment and selection processes and provide general human resources management services.**

Resolution or Ordinance No. \_\_\_\_\_

Date of Board Action: December 10, 2012

Human Resources Director:

  
\_\_\_\_\_  
Frank Spataro

Village Manager's Office:

  
\_\_\_\_\_

**Item History (Previous Board Review, Related Action, History):**

The 2013 Proposed Budget recommended that private service providers be considered in lieu of one new FTE in the Human Resources Department

**Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation):**

The Human Resources Department prepared and released requests for proposals (RFPs) in August and September 2012 seeking responses from qualified firms with experience developing and administering recruitment and selection procedures as well as providing other general human resources management services on an "as needed" basis (see attached RFP). The RFP was e-mailed to fifteen firms, posted on the Human Resources Department home page on the Village's internet site and the Demand Star internet site, and advertised in the Wednesday Journal in the form of a legal notice. Two firms responded with proposals regarding developing and administering non-public safety recruitment and selection procedures with one of the two also expressing interest and experience in the broader human resources management areas listed in the RFP. Interviews were conducted with both firms and from this group, GovTempsUSA was selected on the basis of their recent experience working with the Village developing and administering various selection processes, and their demonstrated interest and qualifications in all areas of the RFP.

A Professional Services Agreement with GovTempsUSA is attached to provide human resources services including selection processes for non-public safety classifications, collective bargaining, grievance administration, job description development, general human resources analysis and temporary staffing.

**Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies**

The services to be provided by GovTempsUSA are unique to the Village and therefore are not the type of services for which there are intergovernmental cooperation opportunities.

**Item Budget Commentary: (Account #; Balance; Cost of contract)**

The total cost for the non-public safety selection processes and general human resources management services is not to exceed \$25,000.

**Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives**

As noted in the Item History section above, the 2013 Proposed Budget recommended that private service providers be considered in lieu of one new FTE in the Human Resources Department

**Proposed Recommended Action:**

Approve the Resolution.



**RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF OAK PARK AND GOVTEMPSUSA, LLC TO ADMINISTER RECRUITMENT AND SELECTION PROCESSES AND PROVIDE GENERAL HUMAN RESOURCES MANAGEMENT SERVICES.**

BE IT RESOLVED by the Village President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois, that the Interim Village Manager is hereby authorized and directed to execute a professional services agreement with GovTempsUSA, LLC to administer recruitment and selection processes on an "as needed" basis and provide general human resources management services related to collective bargaining, grievance administration, job description development, general human resources analysis and temporary staffing in an amount not to exceed \$25,000.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED this 10<sup>th</sup> day of December, 2012 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ADOPTED AND APPROVED by me this 10<sup>th</sup> day of December, 2012.

---

David G. Pope  
Village President

ATTEST:

---

Teresa Powell  
Village Clerk



**Professional Services Agreement for Recruitment, Selection and Other  
Human Resources-Related Management Services**

**THIS AGREEMENT** is made and entered into by and between the Village of Oak Park, 123 Madison St., Oak Park, IL (hereinafter referred to as "Village") and GovTemps USA, 500 E. Lake Cook Road, Deerfield, IL 60015 this \_\_\_\_ day of December, 2012.

**WITNESSETH**

**WHEREAS**, the Village of Oak Park is in need of assistance to conduct recruitment and selection procedures and to provide general human resources services related to collective bargaining, grievance administration, job description development, general human resources analysis and temporary staffing on an as needed basis; and

**WHEREAS**, the Village is interested in providing these services through the use of a consultant who is qualified by education, training and experience; and

**WHEREAS**, the Consultant by education, training and experience satisfies the requirements to provide the services:

**NOW THEREFORE**, in consideration of mutual promises and covenants and Agreements contained herein, the Village and the Consultant do hereby agree as follows:

- 1. Contract Documents:** The following documents set forth the terms of this Professional Services Agreement and are incorporated herein:
  - a. The Village of Oak Park's Request for Proposals: Recruitment, Selection and General Human Resources Management Services;
  - b. GovTemps USA's Proposal dated September 4, 2012; and
  - c. This Professional Services Agreement.
- 2. Performance of the Services:** The Consultant agrees to provide professional services on an as needed basis as described in Component D the RFP in accordance with the terms of this contract and the requirements of the Human Resources Director under it at the hourly rate of \$90.00 in a total not to exceed amount of Twenty-five thousand dollars (\$25,000).
- 3. Term.** This agreement shall be for services commencing on December 11, 2012 and will terminate on December 31, 2013, provided that the agreement will terminate on such earlier date when the not to exceed amount has been expended.
- 4. Renewal.** Any extension or renewal of this agreement must be in writing, approved by the Village Board and executed by the Village Manager.
- 5. Compensation.** The Consultant will provide the Village with invoices on a monthly basis. The Village will pay all approved portions of those invoices within 30 days of approval in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1 et.seq.

6. **Insurance.** The Consultant represents that it has, as a condition of this Agreement Professional Liability/Errors and Omissions insurance in the amount of \$1,000,000. The Consultant agrees to indemnify and hold the Village harmless for any act of negligence or willful and wanton conduct by the Consultant, its employees, agents or assigns in the performance of the Consultant services under this Agreement. The Consultant shall provide the Village with a current certificate of insurance evidencing such coverages, and shall immediately notify the Village of any change in coverage and shall provide the Village with an updated certificate of insurance evidencing any such change.
7. **Default.** In the event of a default of this Agreement by either party, the other party shall provide the defaulting party with ten (10) days written notice of such default, providing the defaulting party with ten (10) days to cure such default. In the event of a failure of either party to cure such a default within the time period set forth in such written notice, the non-defaulting party may, at its option, terminate this Agreement by providing written notice of same to the defaulting party.
8. **Termination.** Either party may terminate this Agreement upon thirty (30) days notice in writing. If this Agreement is terminated, the Consultant will be paid for services performed. Upon termination, the Consultant shall deliver to the Village all written materials produced or received in connection with the performance of the services under this Agreement.
9. **Relationship of the parties.** The Consultant is an independent contractor and is not to be considered an agent or employee of the Village.
10. **Non-assignment.** The professional services to be performed under this agreement shall be performed using the project personnel identified in GovTemps USA's response to the Village's proposal. No part of the services to be performed under this Agreement may be assigned or delegated with the prior written consent of the Village which consent may be given, withheld or conditionally granted in the sole and absolute discretion of the Village. In addition, the Village has the right to approve or reject any proposed changes in key project personnel. If the Village rejects the change, the Village has the right to terminate this contract.
11. **Contract Documents.** This Agreement, the Village's Request for Proposals, and the Consultant's September 4, 2012 proposal attached to and incorporated into this Agreement shall constitute the contract documents. Any modification or amendment of the Contract Documents shall only be by written amendment thereto, fully executed by the parties.
12. This Agreement shall be governed by and construed in accordance with the ordinances of the Village of Oak Park and the laws of the State of Illinois.

**GOVTEMPS, USA**

**VILLAGE OF OAK PARK**

By: \_\_\_\_\_  
Joellen Earl

By: \_\_\_\_\_  
Cara Pavlicek  
Interim Village Manager

REVIEWED AND APPROVED  
AS TO FORM

DEC 03 2012

*[Signature]*  
LAW DEPARTMENT



NOV 14 2012 11:53 AM

September 14, 2012

Mr. Frank Spataro, Human Resources Director  
Village of Oak Park  
123 Madison Street  
Oak Park, Illinois 60302

Re: Proposal – Component D - General Human Resource Management Services

Dear Mr. Spataro,

GovTempsUSA is pleased to provide the Village of Oak Park with a proposal for General Human Resource Management Services. Our response contains the following components:

- Proposal Form
- Compliance Affidavit Form
- Organization of Proposing Firm Form
- Village of Oak Park Equal Employment Opportunity Report
- Certificate of Insurance
- Biography of Proposer
- Sample Contract
- Current Client List and Marketing Material

Please be advised that the services provided to the Village of Oak Park will be completed by Joellen C. Earl, President/Co-owner. Ms. Earl's biography is included in the proposal contents. Ms. Earl will also be responsible for the overall service to the Village of Oak Park.

GovTempsUSA, LLC is prepared to meet the six services expectations listed in the Section D of the specifications. Also, we are prepared to offer the following services to the Village of Oak Park:

1. Recruitment and Selection:
  - a. Conduct a job analysis of the designated position for recruitment to consist of reviewing job descriptions and identifying the essential duties, knowledge, skills, abilities and physical requirements; Review the appropriate salary range for the position to be posted;
  - b. Prepare and post advertisements for position;
  - c. Serve as the destination point for all job applications and resumes via an electronic web site accessible to the general public;

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- d. With consultation from the Village, prepare an appropriate selection procedure which may include written tests, demonstration of essential duties, knowledge, skills, abilities, assessment centers, physical tests, or other appropriate selection methods;
- e. Review all applications and resumes submitted for the advertised position and prepare an electronic roster of all applications submitted prior to and after the posting date;
- f. Serve as the main point of contact for questions from all candidates;
- g. Screen applicants in accordance with the posted requirements in order to determine a pool of those most qualified to continue participating in the selection process;
- h. Schedule and administer all testing components identified through the job analysis;
- i. Develop interview questions in consultation with designated Village staff;
- j. Compile in hard-copy and make available to the Village interview team interview materials in advance of interview;
- k. Coordinate and present top candidates to Village for interviews
- l. Conduct reference and background checks;
- m. Schedule pre-employment physicals;
- n. Prepare a job offer letter;
- o. Facilitate the employee orientation process;
- p. Provide written notification of final selection to entire applicant pool;
- q. Provide notification to the entire applicant pool regarding updates in the process as requested by the Village; and
- r. Provide Village summary of all candidates in the pool at the conclusion of the process in electronic format and supply hard copies of selected candidates.

The flat rate fee does not include the cost of advertising, background checks and pre-employment physicals, or testing. Also, for recruitments that exceed 250 applicants, a rate of \$60 per hour will be charged to process the remaining applicants over 250. For all applications for open positions received by means other than through the GovTempsUSA, LLC website, a rate of \$60 per hour will be charged to process those applications. Examples include faxed applications; applications submitted at the Village of Oak Park offices; or applications emailed directly to the Village of Oak Park rather than to GovTempsUSA, LLC. GovTempsUSA, LLC is available to participate in on-site interviews. The rate to participate in on-site interviews is \$90 per hour.

2. Collective Bargaining:
  - a. Review of contracts;
  - b. Write proposals and contract language;
  - c. Identify and survey comparable communities for data;
  - d. Coordinate with Village Officials and outside labor counsel, if requested; and
  - e. Schedule and participate in negotiations as needed.

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3. Grievance Administration:
  - a. Review grievance materials and relevant sections of contracts;
  - b. Coordinate, schedule and conduct related grievance proceedings; and
  - c. Write responses to grievances on behalf of Village Management
  
4. Job Description Development:
  - a. Coordinate completion of Job Analysis questionnaires by employees and review of questionnaires by supervisors;
  - b. Write draft job descriptions;
  - c. Coordinate review of draft job description with employees and Supervisors;
  - d. Finalize job descriptions
  
5. General Human Resources Analysis:
  - a. Conduct interviews with employees and supervisor;
  - b. Review operational procedures and practices;
  - c. Assess and determine service level needs; and
  - d. Make recommendations with regard to findings or observations.
  
6. Temporary Staffing:

The following temporary staffing options are available to the Village of Oak Park: Interim, Temporary, Seasonal, Outsourced (where the Village chooses to move such workers to the firm's payroll for other placements), Temp-to-Hire, Phased Retirements and special project work.

GovTempsUSA, LLC provides that under all of the temporary staffing options listed, the placed worker is not an employee of the Village, and the Village is absolved of costs related to such workers with regard to workers compensation, unemployment compensation, medical insurance benefits, other paid leave time, liability costs and other administrative or personnel costs.

A sample standard contract is included in the proposal and GovTempsUSA, LLC understands that the contract may be modified, with agreement between the parties, to conform to specific Village of Oak Park requirements.

Thank you for consideration of GovTempsUSA, LLC. I look forward to discussing this proposal with you.

Sincerely,

Joellen C. Earl  
President/Co-Owner

500 Lake Cook Road, Suite 350, Deerfield, IL 60015  
847.580.4248 1.866.440.TEMP Fax: 866.803.1500 GovTempsUSA.com



VILLAGE OF OAK PARK

REQUEST FOR PROPOSALS: RECRUITMENT, SELECTION & GENERAL HUMAN RESOURCES MANAGEMENT SERVICES

**DATE RE-ISSUED: September 7, 2012**

The documents constituting this request for proposals (RFP) are listed below. Respondents are responsible for the completion of Sections V through VIII, in their entirety and in the order presented below. Missing information or proposals that are deemed by the Village to be incomplete will not be considered for award.

- I REQUEST FOR PROPOSALS – INSTRUCTIONS (Page1);
- II BACKGROUND INFORMATION – Description of RFP Components (Page 2);
- III AWARD OF CONTRACT (Pages 3 – 4);
- IV DETAILED SPECIFICATIONS (A, Sergeant; B, Battalion Chief; C, Fire Lieutenant; & D, Other General Human Resources Management Services) (Pages 4 – 16);
- V PROPOSAL FORM (Pages 17 - 18);
- VI COMPLIANCE AFFIDAVIT (Page 19)
- VII ORGANIZATION OF PROPOSING FIRM (Page 20);
- VIII E.E.O. REPORT (Page 21); and  
Appendices A, B & C (Pages 22 – 32)

**I. REQUEST FOR PROPOSALS (RFP) - INSTRUCTIONS**

The Village of Oak Park is requesting proposals from qualified consulting firms with experience developing and administering recruitment and selection procedures as well as other general human resource management services. Immediate needs of the Village include three sworn, public safety job classifications: (A) Police Sergeant; (B) Fire Battalion Chief; and (C) Fire Lieutenant. Additional needs of the Village involve developing and administering selection procedures for other job classifications to be determined as well as other general human resources-related management services described herein for which the Village is seeking proposals on a cost per job classification or service basis (identified as "D" in the RFP). Proposals may be submitted for A, B, C or D as a package or individually. The Village of Oak Park will receive proposals at the Human Resources Department, Monday through Friday, 8:30 a.m. to 5:00 p.m., at 123 Madison, Oak Park, Illinois 60302. Proposals will be accepted until 4:00 p.m. (local time) on Monday, September 17, 2012. Firms responding to this Request for Proposals must submit five (5) copies of their proposals in sealed envelopes, and must conform to the format specified below.

The Village Board of Trustees reserves the right to accept or reject any and all proposals or to waive technicalities. Information concerning this request for proposals is available from Frank Spataro, Human Resources Director, 123 W. Madison, Oak Park, Illinois 60302. Mr. Spataro can be reached by telephone at the following number, (708) 358-5652, or via e-mail at [spataro@oak-park.us](mailto:spataro@oak-park.us).

Below is a tentative schedule for the request for proposal, evaluation of responses, selection and approval of a preferred firm or firms ("Consultants"):

Proposals due to Human Resources Department	September 17, 2012
Proposals reviewed and identification of preferred firm(s)	September 18 – 21, 2012
Presentations to Village staff by preferred firm(s)	September 26 - 27, 2012
Negotiation with preferred firm(s)	October 1 - 5, 2012
Village Board approval of Consultant agreement(s) (tentative)	October 15, 2012

## II. BACKGROUND INFORMATION

The Village of Oak Park is a full-service municipal corporation located in Cook County, Illinois employing approximately 365 employees. 275 of the 365 employees are included in one of nine collective bargaining units. The Village is seeking professional services, subject to the broad oversight and direction of the Village Manager and Human Resources Director to conduct the recruitment and selection process for the following employee promotional opportunities as well as other open employee recruitments and general human resources services to be determined:

### A. Police Sergeant

As background to assist you in considering this RFP with regard to Component A, Police Sergeant, the Oak Park Police Department operates under a community policing strategy that includes: co-sponsoring safety programs through neighborhood meetings; investigating reported criminal incidents; overseeing the school crossing guard program; conducting security examinations of multi-family residences; and overseeing citizen volunteer programs. The rank structure in the Oak Park Police Department and number of employees in each rank consist of the following: Police Officer (91), Police Sergeant (17), Commander (3), Deputy Police Chief (1) and Police Chief (1). Eligibility for the Police Sergeant selection process is any Oak Park Police Officer with at least three or more years of service with the Oak Park Police Department from the date of their original appointment; eighty (80) Police officers meet this eligibility requirement. The selection process for Police Sergeant is specified in the Rules of the Board of Fire and Police Commissioners and described in detail later in the RFP. A detailed job description for Sergeant is included in Appendix A.

### B. Fire Battalion Chief

As background to assist you in considering this RFP with regard to Component B, Fire Battalion Chief, the Oak Park Fire Department provides emergency services including fire suppression, basic and advanced life support, hazardous materials mitigation, and fire and special rescues. Non-emergency activities include training, public education on topics such as fire prevention and CPR, station tours, pre-fire planning, as well as annual fire inspections of every commercial and public building in the Village. Oak Park has three fire stations that house a variety of apparatus from ambulances to ladder trucks and command vehicles. Emergency Medical Services (EMS) is an integral part of the fire department. The Village has two Advanced Life Support (ALS) ambulances and two ALS Engine Companies to supplement the ambulances. There are three Battalion Chief positions responsible for managing one of three twenty-four hour shifts. Eligibility for the Battalion Chief selection process is any Oak Park Fire Lieutenant with at least twelve years of experience in the Fire Department including a minimum of three years as a Fire Lieutenant, and also has successfully completed sixty semester credit hours of college-level coursework at an accredited college or university. Approximately six Fire Lieutenants meet the experience and education requirement. The selection process for Battalion Chief is specified in the Fire Fighter and Fire Lieutenant collective bargaining agreement and described in detail later in the RFP. A detailed job description for Fire Battalion Chief is included in Appendix B.

### C. Fire Lieutenant

Please refer to the general description of the Fire Department provided above in "B" for Fire Battalion Chief. There are twelve Fire Lieutenant positions resulting in four lieutenants assigned to each of the three twenty-four hour shifts. Lieutenants are typically assigned to one of four apparatuses in the Department and are responsible for directing and overseeing the activities of the fire fighter/paramedics on fire suppression, basic and advanced life support, hazardous materials mitigation, and fire and special rescues calls. Eligibility for the Fire Lieutenant selection process is any Oak Park Fire Fighter with at least six years of experience in the Fire Department. Approximately thirty-four Fire Fighters meet the experience requirement. The selection process for Fire Lieutenant is specified in the Fire Fighter and Fire Lieutenant collective bargaining agreement and described in detail later in the RFP. A detailed job description for Fire Lieutenant is included in Appendix C.

### D. Other General Human Resource Services

As background to assist you in considering this RFP with regard to Component D, the Village is seeking proposals and fees for general human resource management services, and for recruitment and selection procedures for various job classifications to be determined. A more detailed description of the services to be provided is described in detail later under Section IV.D in the RFP.



### III. AWARD OF CONTRACT

Upon formal award to the successful Consultant, an agreement will be executed for the performance of services and payment of agreed-upon fees. Listed below are various terms and conditions applicable to the Consultant regardless of the Component(s) for which they are proposing.

#### A. Contract Term

The contract term for Component A (Police Sergeant), Component B (Fire Battalion Chief) and Component C (Fire Lieutenant) shall be for a one (1) year period from the effective date of the agreement, and will require the successful consultant(s) to commence work on these public safety recruitments immediately upon the effective date of the agreement. The contract term for Component D to develop and administer selection procedures for other job classifications to be determined and to provide other general human resources-related management services described herein shall be for a one (1) year period from the effective date of the agreement after which the Village will have the option to renew for one (1) additional year. Work performed under Component D is expected to be of an intermittent nature subject to needs of the Village.

#### B. Authorization

Any agreement with a selected Consultant must be reviewed and approved by the Village Attorney, approved and authorized by the Village of Oak Park Board of Trustees, and executed by the Village Manager. The Consultant is advised that Village staff, other than the Village Manager, have no authority to sign agreements or modify existing agreements on behalf of the Village and that any such agreements are null and void.

#### C. Payments

All invoices will be paid within 30 days of approval. Charges for late payments must be in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1, requiring a maximum interest penalty of 1% per month or portion thereof.

#### D. Termination for Non-appropriation of Funds

The Village reserves the right to terminate any multi year agreement if the Village of Oak Park Board of Trustees fails to appropriate funds for this purpose in any subsequent fiscal year. All funds for payments after December 31st of the current fiscal year are subject to Village of Oak Park's appropriation for this purpose.

#### E. Service Provider Personnel Assigned to the Village of Oak Park Account(s)

The Village reserves the right to accept or reject any staff designated by the Service provider to manage the Village of Oak Park account(s). If no suitable replacement staff is provided, the Village reserves the right to terminate the contract.

#### F. Confidentiality

The Consultant shall keep the Village's employee and all related data confidential.

#### G. Subcontracting

The Consultant shall not assign or subcontract any portion of the services to be provided without the written approval of the Village of Oak Park. The Consultant assumes responsibility for performance of all Sub-Contractors, whether or not authorized. In the event of a merger of a service provider with another firm, this contract will be transferable to the successor firm only upon the approval of the Village President and Board of Trustees.

#### H. Insurance Requirements

The selected Consultant must purchase and maintain for the length of the contract, the lines of insurance described in this section. All insurance coverages shall be on an occurrence basis. The Consultant shall provide evidence of such insurance to the Village of Oak Park together with its proposal, and will provide evidence that the Village of Oak Park has been added as a named insured, where applicable, before commencement of the services and on an annual basis thereafter. Certificates of Insurance shall contain a clause stating that the coverage afforded by the policies listed will not be canceled or materially altered, except after forty-five (45) days advance written notice to the Village. The Consultant shall secure the following endorsements to each of the required policies: "It is understood and agreed that the insurance company will give not less than forty-five (45) days advance written notice of any cancellation or material change under any of these policies to the Village of Oak Park. *In the event that such notice is not given to the Village of Oak Park at least forty-five (45) days prior to cancellation*

or material change, the policy will continue in full force and effect for the benefit of the Village as if such change or cancellation had not occurred."

1. **Professional Liability/Errors and Omissions Insurance**  
Professional liability insurance with a minimum per occurrence limit of \$1 million dollars, which insurance shall name the Village of Oak Park as a named additional insured.
2. **Crime and Fraud Coverage**  
Crime coverage such as that provided by Standard Financial Institution Bond Form 24.

**I. Hold Harmless and Indemnity**

Notwithstanding any limitations or restrictions applicable to any insurance or bonds required hereunder, the Consultant agrees that it shall defend, indemnify and hold the Village of Oak Park and its employees harmless from and against any and all liability, loss, damage, claim, payment or expense, including attorney fees, which the Village or its employees may incur resulting from or arising out of any error or omission in the performance of an agreement, including, without limitation, errors or omissions in the handling, accounting for, or transferring of funds, or to work, services or systems or products provided in the performance of this agreement by the Service Provider or its employees, agents, servants, associates, Contractors, Sub-Contractors, or assignees.

**IV. DETAILED SPECIFICATIONS**

- IV. A. Proposal Specifications for Police Sergeant (Pages 4 – 6);
- IV. B. Proposal Specifications for Fire Battalion Chief (Pages 6 - 10);
- IV. C. Proposal Specifications for Fire Lieutenant (Pages 10 – 14); and
- IV.D. Proposal Specifications for Other General Human Resources (Pages 15 - 16)

**IV. A. Proposal Specifications for Police Sergeant**

This detailed specification describes all components of the police sergeant selection process and covers the professional services to be provided by the Consultant as herein described.

The promotional process for Police Sergeant is under the jurisdiction of the Village of Oak Park, Board of Fire and Police Commissioners. The appointment process is described in the Board of Fire and Police Commissioners Rules and Regulations and consists of the following minimum qualifications, requirements and test components as described below in this section of the RFP.

**1. Minimum Qualifications, Requirements and Test Components**

**A. Minimum Qualifications to Sit for the Written Test**

All persons interested in becoming an Oak Park Police Sergeant are required to have at least three (3) years of service from the date of their original appointment as a patrol officer.

**B. Requirements**

The following requirements are stated in the Board of Fire and Police Commissioners Rules and Regulations.

- 1) A Notice shall be posted in the Police Department of the approximate date of a written promotional test not less than sixty (60) days prior to the written promotional test. All applicants are required to file an application with the Secretary of the Board (Human Resources Director) by the time specified in the Notice.
- 2) Orientation sessions and/or all written tests shall be held at dates, times and places fixed by the Board, notice of which shall be published at least two weeks preceding the orientation session and/or written test in a Village newspaper of general circulation.
- 3) A time limit for the written test or any session thereof may be fixed by the Board.
- 4) In order to pass the promotional examination for police sergeant, it is necessary to receive a score of 70.00 in each section of the examination.
- 5) Upon completion of the examination process, a Promotional Eligibility List shall be posted showing each candidate's categorical score and composite score.

C. **Test Components and Weights** - The promotional examination for police sergeant consists of the following components with the following weights:

- 1) **Written Test** weighted at twenty-five percent (25%) of the final score;
- 2) **Assessment Center Evaluation** weighted at forty-five percent (45%) of the final score; and
- 3) **Oral Test** administered by the Board of Fire and Police Commissioners weighted at thirty percent (30%) of the final score, the purpose of which is to enable the Commissioners to evaluate the candidate's qualifications in conjunction with other information from the promotional process. The Commissioners' final judgment of the candidate's suitability for promotion will be based on assessment of the following criteria:
  - a) Intelligence, mental ability and knowledge of the job;
  - b) Stress tolerance;
  - c) Planning and organization;
  - d) Decision-making skills;
  - e) Communication skills;
  - f) Judgment and problem analysis; and
  - g) Employment history in the Village of Oak Park Police Department.

2. **Services to be provided by the Consultant**

- A. Conduct a job analysis of the Police Sergeant classification for the purpose of identifying knowledge, skills and abilities whose possession is determined to be essential at the time of promotion. Subject matter experts for designating such knowledge, skills and abilities shall be members of the Oak Park Police Department at the rank of Commander and above.
- B. Working with the subject matter experts described above in A, identify reference materials related to knowledge, skills and abilities whose possession is determined to be essential at the time of promotion
- C. Prepare a written test to measure the extent to which applicants possess the essential knowledge, skills and abilities for Police Sergeant. While the type and format of the written test shall be developed by the Consultant to reflect the essential knowledge, skills and abilities, the written test shall include an exercise requiring the applicant to provide a written report for the purpose of evaluating the applicant's writing skills. The Consultant shall develop criteria for evaluating and grading the written report and shall grade each written report.
- D. Administer and grade the written test for Police Sergeant.
- E. Prepare and administer an assessment center exercise to assess supervisory potential, promotability, problem-solving skills, decision-making skills and any other appropriate characteristic. Working with the subject matter experts described above in A to determine the appropriate assessment center approach and method, develop appropriate assessment center materials including scoring keys and training materials for assessors.
  - 1) The Consultant shall be responsible for obtaining the necessary assessors to conduct the assessment center portion of the promotional examination.
  - 2) Train the assessors to grade and evaluate each candidate participating in the assessment center.
  - 3) The Consultant shall be responsible for compiling the evaluations of the assessors and preparing a report on each candidate's performance on each scoring dimension for the assessment center.
  - 4) Compile and prepare a grade report for each candidate.
- F. Prepare an oral interview consisting of a sufficient number of questions to evaluate each candidate with regard to the criteria stated above in Section I (Minimum Qualifications, Requirements and Test Components), C., #3, a through g.
  - 1) Prepare scoring and evaluation guides and directions for the purpose of ensuring consistency in the evaluation of candidates.
  - 2) Train the Commissioners to grade and evaluate each candidate participating in the oral interview.
  - 3) The Vendor shall be responsible for compiling the evaluations of the Commissioners and preparing a report on each candidate's performance on each scoring dimension for the oral interview.

4) Compile and prepare a grade report for each candidate.

G. Compile the test scores for each candidate on each component and prepare a final listing reflective of the weights for each component.

H. Provide the Village with documentation demonstrating compliance with the federal Uniform Guidelines on Employee Selection Procedures (1978) concerning the validity of all of the test components they have developed (written test, assessment center, and oral interview).

### 3. Service Expectations

- A. Consultants selected by the Commission as finalists will be expected to make a presentation to the Village and the Board of Fire and Police Commission on the features of their selection process proposal, including a description of their prior experience and submission of samples to be examined by the Commission during the presentation.
- B. The Consultant shall supply all testing materials needed except those items previously agreed to by the Village.
- C. The Consultant will, if called upon, appear before the Commission to discuss any component of the selection process and/or the results of the entire selection process.
- D. The Consultant may state a fee for the completion of all selection process components (job analysis, written test, assessment center and oral interview), or may state a separate fee for each component described above. The Consultant will bill the Village at the completion of each component of the selection process for which he/she is responsible.
- E. The Consultant shall be responsible for each phase of the selection process and shall be available to defend their work in the event of appeals, challenges or legal action filed or taken against the Village with regard to the promotional examination. Such defense shall be at the expense of the Consultant.
- F. Proposed timeframe in which services are to be performed.

## **IV. B. Proposal Specifications for Fire Battalion Chief**

This detailed specification describes all components of the Fire Battalion Chief selection process and covers the professional services to be provided by the Consultant as herein described.

The promotional process for Fire Battalion Chief is under the jurisdiction of the state Fire Promotions Act and the collective bargaining agreement (CBA) between the Village and the International Association of Fire Fighters (IAFF), Local 95. The promotional process described in the IAFF CBA states the following minimum qualifications, requirements and test components as described below in this section of the RFP.

### 1. Minimum Qualifications, Requirements and Test Components

#### A. Minimum Qualifications to Sit for the Promotional Test

All persons interested in becoming an Oak Park Battalion Chief are required to have at least twelve years of experience in the Fire Department including a minimum of 3 years as a Fire Lieutenant, and have successfully completed 60 semester credit hours of college-level coursework at an accredited college or university.

#### B. Requirements

The following requirements for the Battalion Chief promotional process are stated in the IAFF CBA.

#### Section 9.5: Promotion to the Rank of Battalion Chief

**A. General**

Promotions to the rank of Battalion Chief shall be conducted in accordance with the provisions of the Fire Department Promotion Act (50ILCS724/), effective August 4, 2003, HB 988, Public Act 93-411 (hereinafter the "Act"). Except where expressly modified by the terms of this Article, the procedure for promotions shall be made in accordance with the provisions of the Act.

**B. Vacancies**

This Section applies to promotions to vacancies in the rank of Battalion Chief. A vacancy in such position shall be deemed to occur on the date upon which the position is vacated, and on the same date, a vacancy shall occur in all ranks inferior to that rank, provided that the position or positions continue to be funded and authorized by the corporate authorities. If a vacated position is not filled due to a lack of funding or authorization is subsequently reinstated, the final promotion list shall be continued in effect until all positions vacated have been filled or for a period up to five (5) years beginning from the date on which the position was vacated. In such event, the candidate or candidates who would have otherwise been promoted when the vacancy originally occurred shall be promoted.

**C. Eligibility**

All promotions shall be made from employees in the rank of Lieutenant who have at least twelve (12) years of seniority in the Oak Park Fire Department and three (3) years in the rank of Lieutenant on the date the merit points are posted and have successfully completed sixty (60) semester credit hours of college-level coursework at an accredited college or university. Anniversaries of service that affect eligibility will be considered to occur on January 1 of the year the promotional process is administered, i.e., at least twelve (12) years of service on or before January 1.

**D. Rating Factors and Weights**

All examination components shall be impartial and shall relate to those matters that will test the candidate's knowledge and ability to discharge the duties of the promoted position. The placement of employees on promotional lists shall be based on the points achieved by the employee on promotional examinations consisting of the following seven components weighted as specified:

1. Written Examination	30%
2. Assessment Center	20%
3. Seniority Points	10%
4. Ascertained Merit Points	25%
5. Acting Battalion Chief Points	5%
6. Oral Interview	5%
7. Chief Points	5%
	100%

**E. Test Components**

Failure of a candidate to participate in any component of the test shall not disqualify the candidate from participating in any subsequent component of the promotional process; however such candidate will not be placed on the final eligibility list.

- 1. Written Test:** The written test shall be determined by a job analysis and represent the performance domain of the promoted position in accordance with the standards for content validity as stated in the 1978 Uniform Guidelines on Employee Selection Procedures. The written test shall comprise thirty percent (30%) of a candidate's total score.
- 2. Assessment Center:** The company or authority chosen to administer the Assessment Center shall be impartial and shall be chosen by the Village. The assessors in the process shall have no prior relationship or bias to any candidate. If a conflict of interest or bias is raised regarding an assessor it shall be resolved between the Village and Union. If the Village and Union are unable to resolve the issue, section G shall be used to resolve the matter. The Assessment Center shall comprise twenty (20%) of a candidate's total score.
- 3. Seniority Points:** Each candidate shall receive one (1) point for each year of service beginning at the anniversary date of their twelfth (12<sup>th</sup>) year of service in the Oak Park Fire Department,

through their twenty-second (22<sup>nd</sup>) year of service. Seniority shall comprise ten percent (10%) of a candidate's total test score.

4. **Ascertained Merit:** A maximum of twenty-five (25) points can be earned by completing any combination of the following:

<b>Ascertained Merit</b>	<b>Maximum Points</b>
a. Completion of term or terms on the Fire Pension Board	2
b. Completion of a term or terms on the Local 95 Governing board	2
c. Completion of a term or terms on the Local 95 Negotiating Team	2
d. Fire Officer I components	
Management I	1
Management II	1
Tactics I	1
Fire Prevention Principles I	1
Instructor I	1
e. Fire Officer II components	5
Management III	1
Management IV	1
Instructor II	1
Tactics II	1
f. Bachelor Degree from an accredited college or University	10

Successful completion of training and possession of state or national certification in the following:

g. Fire Apparatus Engineer	1
h. Fire Investigator	1
i. Confined Space Operations	1
j. Trench Rescue Operations	1
k. Trench Rescue Technician	1
l. Hazardous Material Technician A	1
m. Hazardous Material Technician B	1
n. Vertical Rescue I	1
o. Vertical Rescue II	1
p. Structural Collapse Operations	1
r. Roadway Extrication	1
s. Current Child Safety Seat	1
t. Juvenile Fire Setter	1
u. Fire Prevention Officer	1
v. Fire Prevention Inspector II	1
w. Fire Department Incident Safety Officer	1
x. Vehicle and Machinery Operation	1
y. Vehicle and Machinery Technician	1

Certifications must be current at the time the merit points are posted. Members who have met the requirements of the particular certification and have proof of submitting the required paperwork prior to the posting of the merit points shall be granted the appropriate merit points. Ascertained merit shall comprise twenty-five percent (25%) of a candidate's total test score. Under 4b and 4c Local 95 Governing Board and Local 95 Negotiating Team includes time served on Fire Officer's Command Association Governing Board and Negotiating Team.

5. **Chief Points (Paramedic Points):** Each candidate shall receive one-quarter (0.25) for each year of paramedic service with the Oak Park Fire Department up to a maximum of twenty years paramedic service. Paramedic points shall comprise five percent (5%) of candidate's total test score.
6. **Oral interview:** Interview with panel comprised of at least two members of the Board of Police and Fire Commissioners, Human Resource Director, Fire Chief and either Village Manager or his/her designee. The Oral Interview shall comprise five percent (5%) of the candidate's total score.

7. **Acting Battalion Chief Points:** 1 point for every twenty (20) days (as defined as 24 hour shift acting B/C assignment) up to a maximum of 5 points – Acting B/C Points worth 5% of total score.

- F. **Scoring Components - Veteran Preference Points:** Members of the classified service in the fire department who were engaged in a military or naval service of the United States at anytime for a period of one year, and who were honorably discharged there from, who are now or who may hereafter be on inactive or reserve duty in such military or naval service, not including, however, persons who were convicted by court-martial of disobedience of orders where such disobedience consisted in the refusal to perform military service on the ground of alleged religious or conscientious objections against war, and whose name appears on existing promotional eligibility registers or any promotional eligibility register that may hereafter be created shall receive additional points subject to the provisions stated below.

Qualifying members whose names appear on promotional eligibility registers shall receive additional points by adding to the total score which includes the written test, seniority, ascertained merit and Chief points, assessment center points and oral interview points, 7/10 of one point for each 6 months or fraction thereof of military or naval service not exceeding 30 months for a maximum total of 3.5 points. No person shall receive the additional points for military service after he/she has received one promotion from an eligibility list on which he/she was allowed such preference. It shall be the responsibility of the candidate to provide evidence of qualifying military service (DD214 Copy #4) along with their written application for veteran preference points in order to be considered for additional points reflecting military service. The final adjusted promotional list, containing any adjustments for veteran's points, shall be posted after ten (10) day period has expired.

G. **Right to Review**

The Union or any affected employee who believes that an error has been made with respect to eligibility to take the examination, examination result, placement or position on a promotion list, or veteran's preference shall be entitled to a review of the matter. A grievance may be filed under the grievance/arbitration procedure of this Agreement subject to the following conditions:

1. The grievance shall be limited to disputes relating to a claim that the Village failed to follow the requirements of this Article in administering the test; and
2. The grievance shall not involve any claims relating to disputes over the level of the ratings or points awarded by the evaluator as to any component of the test, other than the accuracy of the computations of the points awarded.

H. **Order of Selection**

Whenever a promotional rank is created or becomes vacant due to resignation, discharge, promotion, death, or the granting of a disability or retirement pension, or any other cause, the appointing authority shall appoint to that position the person with the highest ranking on the final promotion list for that rank, except that the appointing authority shall have the right to pass over that person and appoint the next highest ranked person on the list if the appointing authority has reason to conclude that the highest ranking person has demonstrated substantial shortcomings in work performance or has engaged in misconduct affecting the person's ability to perform the duties of the promoted rank since the posting of the promotion list. If the highest-ranking person is passed over, the appointing authority shall document its reasons for its decision to select the next highest-ranking person on the list. Unless the reasons for passing over the highest-ranking person are not remedial, no person who is the highest-ranking person on the list at the time of the vacancy shall be passed over more than once. Any dispute as to the selection of the first or second highest-ranking person shall be subject to resolution in accordance with any grievance procedure in Article VIII of this Agreement.

I. **Maintenance of Promotional Lists**

Final eligibility lists shall be effective for a period of three (3) years. The Village shall take all necessary steps to ensure that the Board of Fire and Police Commissioners maintain in effect current eligibility lists so that promotional vacancies are filled no later than sixty (60) calendar days after the occurrence of the vacancy.

## 2. Services to be provided by the Consultant

- A. Conduct a job analysis of the Fire Battalion Chief classification for the purpose of identifying knowledge, skills and abilities whose possession is determined to be essential at the time of promotion. Subject matter experts for designating such knowledge, skills and abilities shall be members of the Oak Park Fire Department at the rank of Deputy Fire Chief and Fire Chief.
- B. Identify resource materials to constitute a reading list for the Fire Battalion Chief selection process reflecting the knowledge, skills and abilities identified above in A. Such reading list shall be developed in consultation with the Fire Chief and his designees, and posted no less than ninety (90) days prior to the administration of the written examination.
- C. Prepare a written test to measure the extent to which applicants possess the essential knowledge, skills and abilities for Fire Battalion Chief.
- D. Administer and grade the written test for Fire Battalion Chief.
- E. Prepare and administer an assessment center exercise to assess supervisory potential, promotability, problem-solving skills, decision-making skills and any other appropriate characteristic. Working with the subject matter experts described above in A to determine the appropriate assessment center approach and method, develop appropriate assessment center materials including scoring keys and training materials for assessors.
  - 1) The Consultant shall be responsible for obtaining the necessary assessors to conduct the assessment center portion of the promotional examination.
  - 2) Train the assessors to grade and evaluate each candidate participating in the assessment center.
  - 3) The Consultant shall be responsible for compiling the evaluations of the assessors and preparing a report on each candidate's performance on each scoring dimension for the assessment center.
  - 4) Compile and prepare a grade report for each candidate.
- F. Provide the Village with documentation demonstrating compliance with the federal Uniform Guidelines on Employee Selection Procedures (1978) concerning the validity of the written test and assessment center exercise.

## 3. Service Expectations

- A. Consultants selected by the Village as finalists will be expected to make a presentation to the Village on the features of their selection process proposal, including prior experience and submission of samples to be examined by the Village during the presentation.
- B. The Consultant shall supply all testing materials needed except those items previously agreed to by the Village.
- C. The Consultant may state a fee for the completion of all selection process components (job analysis, written test, assessment center and oral interview), or may state a separate fee for each component described above. The Consultant will bill the Village at the completion of each component of the selection process for which he/she is responsible.
- D. The Consultant shall be responsible for each phase of the selection process and shall be available to defend their work in the event of appeals, challenges or legal action filed or taken against the Village with regard to the promotional examination. Such defense shall be at the expense of the Consultant.
- E. Proposed timeframe in which services are to be performed.

## **IV. C. Proposal Specifications for Fire Lieutenant**

This detailed specification describes all components of the Fire Lieutenant selection process and covers the professional services to be provided by the Consultant as herein described.



The promotional process for Fire Lieutenant is under the jurisdiction of the state Fire Promotions Act and the collective bargaining agreement (CBA) between the Village and the International Association of Fire Fighters (IAFF), Local 95. The promotional process described in the IAFF CBA states the following minimum qualifications, requirements and test components as described below in this section of the RFP.

**1. Minimum Qualifications, Requirements and Test Components**

**A. Minimum Qualifications to Sit for the Promotional Test**

All persons interested in becoming an Oak Park Fire Lieutenant are required to have at least six years of experience in the Fire Department as of January 1, 2012.

**B. Requirements**

The following requirements for the Fire Lieutenant promotional process are stated in the IAFF CBA.

**Section 9.4: Promotion to the Rank of Lieutenant**

**A. General**

Promotions to the rank of Fire Lieutenant shall be conducted in accordance with the provisions of the Fire Department Promotion Act (50ILCS724/), effective August 4, 2003, HB 988, Public Act 93-411 (hereinafter the "Act"). A copy of the Act is attached as "Appendix W" to this Agreement. Except where expressly modified by the terms of this Article, the procedure for promotions shall be made in accordance with the provisions of the Act.

**B. Vacancies**

This Article applies to promotions to vacancies in the ranks of Lieutenant. A vacancy in such position shall be deemed to occur on the date upon which the position is vacated, and on the same date, a vacancy shall occur in all ranks inferior to that rank, provided that the position or positions continue to be funded and authorized by the corporate authorities. If a vacated position is not filled due to a lack of funding or authorization is subsequently reinstated, the final promotion list shall be continued in effect until all positions vacated have been filled or for a period up to five (5) years beginning from the date on which the position was vacated. In such event, the candidate or candidates who would have otherwise been promoted when the vacancy originally occurred shall be promoted.

**C. Eligibility**

All promotions shall be made from employees in the next lower rank who have at least six (6) years of seniority in the Oak Park Fire Department. Anniversaries of service that affect eligibility will be considered to occur on January 1 of the year the promotional process is administered, i.e., at least six (6) years of service on or before January 1.

**D. Rating Factors and Weights**

All examination components shall be impartial and shall relate to those matters that will test the candidate's knowledge and ability to discharge the duties of the promoted position. The placement of employees on promotional lists shall be based on the points achieved by the employee on promotional examinations consisting of the following four components weighted as specified:

1. Written Examination	50%
2. Seniority	15%
3. Ascertained Merit	15%
4. Chief Points	5%
5. Assessment Center	15%
	100%

**E. Test Components**

Failure of a candidate to participate in any component of the test shall not disqualify the candidate from participating in any subsequent component of the promotional process; however, such candidate will not be placed on the final eligibility list.

1. **Written Examination:** The written test shall be determined by a job analysis and represent the performance domain of the promoted position in accordance with the standards for content validity as stated in the 1978 Uniform Guidelines on Employee Selection Procedures. The written test shall comprise fifty-five percent (55%) of a candidate's total score.
2. **Seniority Points:** Each candidate shall receive six-tenths (0.6) of a point for each year of service beginning at the date of initial appointment to the Oak Park Fire Department of service up to their twenty-fifth (25<sup>th</sup>) year of service. Seniority shall comprise fifteen percent (15%) of a candidate's total test score.
3. **Ascertained Merit:** A maximum of fifteen (15) points can be earned by completing any combination of the following:

<b>Ascertained Merit</b>	<b>Maximum Points</b>
a. Completion of each term on the Fire Pension Board	2
b. Completion of each term on the Local 95 Governing Board	2
c. Completion of each term on the Local 95 Negotiating Team	2
d. Completion of each term on the Local 95 Grievance Team	2
e. Fire Officer I (state certification or provisional); or	5
Management I	1
Management II	1
Tactics I	1
Fire Prevention Principles I	1
Instructor I	1
Instructor II (state certified)	1
f. Associate Degree or sixty (60) semester hours from an accredited college or university; or	4
Bachelor Degree from an accredited college or university; or	6
Master Degree from an accredited college or university	8
Successful completion of training and possession of certification for the following:	
g. Fire Apparatus Engineer	1
h. Fire Investigator	3
i. Confined Space Operations	1
j. Trench Rescue Operations	1
k. Trench Rescue Technician	1
l. Hazardous Material Technician A	1
m. Hazardous Material Technician B	1
n. Vertical Rescue I	1
o. Vertical Rescue II	1
p. Structural Collapse Operations	1
q. Structural Collapse Technician	1
r. Roadway Extraction	1
s. Current Child Safety Seat	1
t. Juvenile Fire Setter	1
u. Fire Prevention Officer	1
v. Fire Prevention Inspector II	1
w. Fire Department Incident Safety Officer	1
x. Vehicle and Machinery Operations	1
y. Vehicle and Machinery Technician	1
z. Rapid Intervention Company Operations	1
aa. RIT Under Fire	1
bb. Smoke Divers	1
cc. Completion of each year of preceptor	1

Certifications must be current at the time merit points are posted. Members who have met the requirements for the particular certification and have proof of submitting the required paperwork

prior to the posting of the merit points shall be granted the appropriate merit points. Ascertained merit shall comprise fifteen (15%) of a candidate's total test score.

4. **Chief Points:** Each candidate shall receive one-quarter (0.25) of a point for each year of paramedic service with the Oak Park Fire Department up to a maximum of twenty years of paramedic service. Chief points shall comprise five percent (5%) of a candidate's total test score.

#### **F. Scoring Components - Veteran Preference Points**

Members of the classified service in the fire department who were engaged in a military or naval service of the United States at anytime for a period of one year, and who were honorably discharged there from, who are now or who may hereafter be on inactive or reserve duty in such military or naval service, not including, however, persons who were convicted by court-martial of disobedience of orders where such disobedience consisted in the refusal to perform military service on the ground of alleged religious or conscientious objections against war, and whose name appears on existing promotional eligibility registers or any promotional eligibility register that may hereafter be created shall receive additional points subject to the provisions stated below.

Qualifying members whose names appear on promotional eligibility registers shall receive additional points by adding to the total score which includes the written test, seniority, ascertained merit and Chief points, 7/10 of one point for each 6 months or fraction thereof of military or naval service not exceeding 30 months for a maximum total of 3.5 points. No person shall receive the additional points for military service after he/she has received one promotion from an eligibility list on which he/she was allowed such preference.

It shall be the responsibility of the candidate to provide evidence of qualifying military service (DD214 Copy #4) along with their written application for veteran preference points in order to be considered for additional points reflecting military service. The final adjusted promotional list, containing any adjustments for veteran's points, shall be posted after ten (10) day period has expired.

#### **G. Right to Review**

The Union or any affected employee who believes that an error has been made with respect to eligibility to take the examination, examination result, placement or position on a promotion list, or veteran's preference shall be entitled to a review of the matter. A grievance may be filed under the grievance/arbitration procedure of this Agreement subject to the following conditions:

1. The grievance shall be limited to disputes relating to a claim that the Village failed to follow the requirements of this Article in administering the test;
2. The grievance shall not involve any claims relating to disputes over the level of the ratings or points awarded by the evaluator as to any component of the test, other than the accuracy of the computations of the points awarded.

#### **H. Order of Selection**

Whenever a promotional rank is created or becomes vacant due to resignation, discharge, promotion, death, or the granting of a disability or retirement pension, or any other cause, the appointing authority shall appoint to that position the person with the highest ranking on the final promotion list for that rank, except that the appointing authority shall have the right to pass over that person and appoint the next highest ranked person on the list if the appointing authority has reason to conclude that the highest ranking person has demonstrated substantial shortcomings in work performance or has engaged in misconduct affecting the person's ability to perform the duties of the promoted rank since the posting of the promotion list. If the highest-ranking person is passed over, the appointing authority shall document its reasons for its decision to select the next highest-ranking person on the list. Unless the reasons for passing over the highest-ranking person are not remedial, no person who is the highest-ranking person on the list at the time of the vacancy shall be passed over more than once. Any dispute as to the selection of the first or second highest-ranking person shall be subject to resolution in accordance with any grievance procedure in Article VIII of this Agreement.

**I. Maintenance of Promotional Lists**

Final eligibility lists shall be effective for a period of three (3) years. The Village shall take all necessary steps to ensure that the Board of Fire and Police Commissioners maintain in effect current eligibility lists so that promotional vacancies are filled no later than sixty (60) days after the occurrence of the vacancy.

**2. Services to be provided by the Consultant**

- A. Conduct a job analysis of the Fire Lieutenant classification for the purpose of identifying knowledge, skills and abilities whose possession is determined to be essential at the time of promotion. Subject matter experts for designating such knowledge, skills and abilities shall be members of the Oak Park Fire Department at the rank of Battalion Chief, Deputy Fire Chief and Fire Chief.
- B. Identify resource materials to constitute a reading list for the Fire Lieutenant selection process reflecting the knowledge, skills and abilities identified above in A. Such reading list shall be developed in consultation with the Fire Chief and his designees, and posted no less than ninety (90) days prior to the administration of the written examination.
- C. Prepare a written test to measure the extent to which applicants possess the essential knowledge, skills and abilities for Fire Lieutenant.
- D. Administer and grade the written test for Fire Lieutenant.
- E. Prepare and administer an assessment center exercise to assess supervisory potential, promotability, problem-solving skills, decision-making skills and any other appropriate characteristic. Working with the subject matter experts described above in A to determine the appropriate assessment center approach and method, develop appropriate assessment center materials including scoring keys and training materials for assessors.
  - 1) The Consultant shall be responsible for obtaining the necessary assessors to conduct the assessment center portion of the promotional examination.
  - 2) Train the assessors to grade and evaluate each candidate participating in the assessment center.
  - 3) The Consultant shall be responsible for compiling the evaluations of the assessors and preparing a report on each candidate's performance on each scoring dimension for the assessment center.
  - 4) Compile and prepare a grade report for each candidate.
- F. Provide the Village with documentation demonstrating compliance with the federal Uniform Guidelines on Employee Selection Procedures (1978) concerning the validity of the written test and the assessment center exercise.

**3. Service Expectations**

- A. Consultants selected by the Village as finalists will be expected to make a presentation to the Village on the features of their selection process proposal, including prior experience and submission of samples to be examined by the Village during the presentation.
- B. The Consultant shall supply all testing materials needed except those items previously agreed to by the Village.
- C. The Consultant may state a fee for the completion of all selection process components (written test, assessment center and oral interview), or may state a separate fee for each component described above. The Consultant will bill the Village at the completion of each component of the selection process for which he/she is responsible.
- D. The Consultant shall be responsible for each phase of the selection process and shall be available to defend their work in the event of appeals, challenges or legal action filed or taken against the Village with regard to the promotional examination. Such defense shall be at the expense of the Consultant.
- E. Proposed timeframe in which services are to be performed.

#### **IV. D. Proposal Specifications for Other General Human Resource Management Services**

This detailed specification describes all components for Other General Human Resource Services and the professional services to be provided by the Consultant subject to the broad oversight and direction of the Village Manager and Human Resources Director, as herein described.

1. The Consultant must submit the following for all components for which he/she has submitted a proposal:
  - A. List the names, titles, and background of all staff members who will be involved in providing these services.
  - B. List the name of the person who will be the lead or be responsible for the overall service to the Village of Oak Park
2. **Service Expectations for each Human Resource Service (#1-6) listed in Section D:**
  - A. Consultants selected by the Village as finalists will be expected to make a presentation to the Village on the features of their selection process and/or service proposal, including prior experience and submission of samples to be examined by the Village during the presentation.
  - B. The Consultant may state a fee for the completion of all services listed in #1-6 or may state a fee for individual components described herein. The Consultant will bill the Village at the completion of each component of the selection process for which he/she is responsible.
  - C. For Recruitments, the Consultant shall provide the Village with documentation demonstrating compliance with the federal Uniform Guidelines on Employee Selection Procedures (1978) concerning the validity of the selection procedures. The selected consultant must also comply with the Village's Personnel Rules and Regulations, Municipal Code, and applicable Collective Bargaining Agreement (to the extent applicable). Relevant documents noted herein will be provided by the Village to the selected consultant at time of recruitment.
  - D. The Consultant shall be responsible for each service and shall be available to defend their work in the event of appeals, challenges or legal action filed or taken against the Village with regard to the promotional examination. Such defense shall be at the expense of the Consultant.

Listed below are the components that comprise Other General Human Resource Services.

1. **Recruitment and Selection** - The Consultant shall submit a flat rate fee per vacancy to consist of the following:
  - a. Conduct a job analysis of the designated position for recruitment to consist of reviewing job descriptions and identifying the essential duties, knowledge, skills, abilities and physical requirements; Review the appropriate salary range for the position to be posted;
  - b. Prepare and post advertisements for position;
  - c. Serve as the destination point for all job applications and resumes via an electronic web site accessible to the general public;
  - d. With consultation from the Village, prepare an appropriate selection procedure which may include written tests, demonstration of essential duties, knowledge, skills, abilities, assessment centers, physical tests, or other appropriate selection methods;
  - e. Review all applications and resumes submitted for the advertised position and prepare an electronic roster of all applications submitted prior to and after the posting date;
  - f. Serve as the main point of contact for questions from all candidates;
  - g. Screen applicants in accordance with the posted requirements in order to determine a pool of those most qualified to continue participating in the selection process;
  - h. Schedule and administer all testing components identified through the job analysis;
  - i. Develop interview questions in consultation with designated Village staff;
  - j. Compile in hard-copy and make available to the Village interview team interview materials in advance of interview;
  - k. Coordinate and present top candidates to Village for interviews
  - l. Conduct reference and background checks,;

- m. Schedule pre-employment physicals;
- n. Prepare a job offer letter;
- o. Facilitate the employee orientation process;
- p. Provide written notification of final selection to entire applicant pool;
- q. Provide notification to the entire applicant pool regarding updates in the process as requested by the Village; and
- r. Provide Village summary of all candidates in the pool at the conclusion of the process in electronic format and supply hard copies of selected candidates.

The flat rate fee does not include the cost of advertising, background checks and pre-employment physicals, or testing. The Consultant may provide a separate hourly rate for time on-site to conduct the actual interviews if requested.

2. **Collective Bargaining** - The Consultant shall submit an hourly rate to consist of:
  - a. Review of contracts;
  - b. Write proposals and contract language;
  - c. Identify and survey comparable communities for data;
  - d. Coordinate with Village Officials and outside labor counsel, if requested; and
  - e. Schedule and participate in negotiations as needed.
  
3. **Grievance Administration** - The Consultant shall submit an hourly rate to consist of:
  - a. Review grievance materials and relevant sections of contracts;
  - b. Coordinate, schedule and conduct related grievance proceedings; and
  - c. Write responses to grievances on behalf of Village Management
  
4. **Job Description Development** - The Consultant shall submit an hourly rate to consist of:
  - a. Coordinate completion of Job Analysis questionnaires by employees and review of questionnaires by supervisors;
  - b. Write draft job descriptions;
  - c. Coordinate review of draft job description with employees and Supervisors;
  - d. Finalize job descriptions
  
5. **General Human Resources Analysis** - The Consultant shall submit an hourly rate to consist of:
  - a. Conduct interviews with employees and supervisor;
  - b. Review operational procedures and practices;
  - c. Assess and determine service level needs; and
  - d. Make recommendations with regard to findings or observations.

Interviews, reviews and assessments described herein, may or may not be a result of pre-disciplinary investigations.

## 6. Temporary Staffing

The Consultant shall submit a rate for providing the Village with Temporary Staffing solutions for the purposes of Interim, Temporary or Temp-to-Hire arrangements. In addition, the Consultant shall submit a rate for Outsourced Placement where the Village chooses to move such workers to the firm's payroll for other placements. Under all of these temporary staffing scenarios, the placed worker is not an employee of the Village, and the Village is absolved of costs related to such workers with regard to workers compensation, unemployment compensation, medical insurance benefits, other paid leave time, liability costs and other administrative or personnel costs. As part of this RFP, the Consultant must submit a sample standard contract or contracts that the Village may consider using for these types of temporary placements.

**V. PROPOSAL FORM**

The undersigned proposes to furnish, Village of Oak Park, Human Resources Department, 123 Madison, Oak Park, IL 60302, **RECRUITMENT AND SELECTION HUMAN RESOURCES SERVICES:**

Total Fee for Components A, B, C and/or D: – Specify details below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Fee for Component A (Police Sergeant): – Specify details below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Fee for Component B (Fire Battalion Chief) – Specify below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Fee for Component C (Fire Lieutenant) – Specify below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Fee for Component D (Other General Human Resource Services) – Specify below

- 1. Flat Rate per Recruitment & Selection \$ \_\_\_\_\_
  - 2. Hourly Rate for Collective Bargaining: \$ \_\_\_\_\_
  - 3. Hourly Rate for Grievance Administration \$ \_\_\_\_\_
  - 4. Hourly Rate for Job Description Development \$ \_\_\_\_\_
  - 5. Hourly Rate for General HR Staff Analysis for Operations \$ \_\_\_\_\_
  - 6. Fee for Temporary Staffing (identify Temporary, Temp to Hire, or Outsource Placement)
- \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Proposal Signature: \_\_\_\_\_

State of \_\_\_\_\_), County of \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn on oath deposes and says that the Consultant on the above Proposal is organized as indicated below and that all statements herein made on behalf of such Consultant and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their proposal from the Specifications and has checked the same in detail before submitting their Proposal; that the statements contained herein are true and correct.

Signature of Consultant authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of Consultant shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

\_\_\_\_\_  
Organization Name  
(Seal - If Corporation)

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Notary Public



**VI. COMPLIANCE AFFIDAVIT**

I, \_\_\_\_\_ being first duly sworn on oath depose and state as follows:

(Print Name)

1. I am the (title) \_\_\_\_\_ of the Proposing Firm and am authorized to make the statements contained in this affidavit on behalf of the firm;
2. The Proposing Firm is organized as indicated on Exhibit A to this Affidavit, entitled "Organization of Proposing Firm," which Exhibit is incorporated into this Affidavit as if fully set forth herein;
3. I have examined and carefully prepared this proposal based on the request and verified the facts contained in the proposal in detail before submitting it;
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option;
5. Neither the Proposing Firm nor its affiliates<sup>1</sup> are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirements".
6. Neither the Proposing Firm nor its affiliates is barred from contracting with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Proposing Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the Village of Oak Park to recover all amounts paid to the Proposing Firm under the contract in civil action.
7. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. Also complete the attached EEO Report or Submit an EEO-1.
8. All statements made in this application are true and correct.

Signature: \_\_\_\_\_

Printed Name \_\_\_\_\_

Name of Business: \_\_\_\_\_

Your Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

(Number, Street, Suite #)

(City, State & Zip)

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Web Address: \_\_\_\_\_

Subscribed to and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Notary Public

<sup>1</sup> Affiliates means: (i) any subsidiary or parent of the bidding or contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the bidding or contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the bidding or contracting business entity.

**VII. ORGANIZATION OF PROPOSING FIRM**

(Complete Applicable Paragraph Below)

(a) **Corporation:** The Service Provider is a corporation, operating under the legal name of \_\_\_\_\_ and is organized and existing in good standing under the laws of the State of \_\_\_\_\_. The full names of its Officers are: President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

The Name and Address of its Registered Agent is: \_\_\_\_\_ (Name)

\_\_\_\_\_ (Number, Street, Suite #) (City, State & Zip)

The corporation has a corporate seal. (In the event that this proposal is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

(b) **Partnership:** The Service Provider is a Partnership operating under the name \_\_\_\_\_

The following are the names, addresses and signatures of all partners:

Name	Address	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Attach additional sheets if necessary.) If so, check here \_\_\_\_\_.

If the partnership does business under an assumed name, the assumed name is \_\_\_\_\_ which is registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et.seq.

(c) **Sole Proprietor:** The Service Provider is a Sole Proprietor. If the Vendor does business under an Assumed Name, the Assumed Name is \_\_\_\_\_, which is registered with the Cook County Clerk. The Vendor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et.seq.

(d) **Affiliates:** The name and address of any affiliated entity of the business, including a description of the affiliation: \_\_\_\_\_

The name and address of any affiliated person of the business entity, including a description of the affiliation. \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

**VIII. VILLAGE OF OAK PARK EQUAL EMPLOYMENT OPPORTUNITY REPORT**

Please fill out this form completely. Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this proposal. For assistance in completing this form, contact the Finance Department at 708-358-5470. An EEO-1 Report may be submitted in lieu of this report

1. Vendor Name: \_\_\_\_\_
2. Check here if your firm is:  
 \_\_\_\_\_ MBE    \_\_\_\_\_ WBE    \_\_\_\_\_ DBE    \_\_\_\_\_ None of the above
3. What is the size of the firm's current stable work force?  
 \_\_\_\_\_ Number of full-time employees    \_\_\_\_\_ Number of part-time employees
4. Similar information will be requested of all subcontractors working on this contract. Forms will be furnished to the lowest responsible bidder with the notice of contract award, and these forms must be completed and submitted to the Village before the execution of the contract by the Village.

**EEO REPORT (An EEO-1 Report may be submitted in lieu of this report)**

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this proposal. An incomplete form will disqualify your proposal. For assistance in completing this form, contact the Finance Department at 708-358-5471.

Vendor Name: \_\_\_\_\_

Total Employees: \_\_\_\_\_

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Semi-Skilled												
Laborers												
Service Workers												
TOTAL												
Management												
Apprentices												

**This completed and notarized report must accompany your bid. It should be attached to your Affidavit of Compliance. Failure to include it with your bid will be disqualify you from consideration.**

\_\_\_\_\_, being first duly sworn, deposes and says that he/she is \_\_\_\_\_  
(Name of Person Making Affidavit) (Title or Officer)  
of \_\_\_\_\_ and that the above EEO Report information is true and accurate and is submitted with the intent that it be relied upon.  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
( Signature )

\_\_\_\_\_  
( Date )

**POLICE SERGEANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To supervise, assign, and review the work of police officers on an assigned shift; to supervise and participate in all work activities including investigation, patrol and traffic duties; and to perform a variety of administrative and technical duties in support of the department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from higher level supervisory and management staff.

Exercises direct supervision over subordinate sworn personnel and functional supervision of non-sworn personnel on assigned shift.

**EXAMPLES OF DUTIES** - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

**Essential duties and responsibilities**

1. Plan, prioritize, assign, supervise and review the work of police officers on an assigned shift; provide overall technical and administrative direction to personnel.
2. Recommend and assist in the implementation of goals and objectives; develop and implement operational policies and procedures.
3. Establish schedules and methods for providing law enforcement services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Provide roll call and field training; work with employees to correct deficiencies; implement discipline procedures.
5. Prepare various reports on operations and activities.
6. Supervise and participate in all normal shift duties as assigned, including enforcing local and State laws, making arrests, investigation activities, administering first aid and transporting offenders.
7. Respond to major crimes, accident scenes and emergencies; assume initial command; oversee investigation and review of crimes, accidents and injuries.

**Other important responsibilities and duties**

1. Review the work of departmental personnel to ensure compliance with department policies and procedures; review reports submitted by officers to verify completeness and the meeting of prescribed standards.
2. Contact subordinate officers on shift as required; follow up on problems and complaints.
3. Participate in the development of training activities for departmental personnel; develop training procedures and

manuals; advise and instruct sworn and nonsworn staff regarding applicable policies, procedures and tactics.

4. Plan, coordinate, and supervise traffic control activities for special events, parades, and street closures.
5. Respond to requests and inquiries from the general public; represent the Department at civic organizations.
6. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
7. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services and activities of a law enforcement program.

Principles of supervision, training and performance evaluation.

Modern and complex principles and practices of law enforcement.

Departmental rules and regulations, policies, procedures and directives.

Offensive and defensive weapons' nomenclature and theory.

First aid principles, practices and techniques.

Use of firearms and other modern police equipment.

Self defense tactics.

Interviewing and interrogation techniques.

Pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

### **Ability to:**

Supervise, organize, and review the work of sworn and non-sworn personnel on assigned shift.

Select, supervise, train and evaluate staff.

Interpret and explain Police Department policies and procedures.

Prepare clear and concise reports.

Gather, assemble, analyze, evaluate and use facts and evidence.

Analyze situations and adopt effective courses of action.

Meet the first aid requirement as prescribed by the State of Illinois.

Interpret and apply laws and regulations.

Use and care for firearms.

Demonstrate keen powers of observation and memory.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition to perform essential duties as specified by police officer certification.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Effecting arrests*
- *Subduing resisting individuals*
- *Chasing fleeing subjects*
- *Running, walking, crouching or crawling during emergency operations*
- *Moving equipment and injured/deceased persons*
- *Climbing stairs/ladders*
- *Performing life-saving and rescue procedures*
- *Walking, standing or sitting for extended periods of time*
- *Operating assigned police equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *Armed/dangerous persons*
- *Dangerous animals*
- *Communicable diseases*
- *Hazards of emergency driving*
- *Hazards associated with traffic control and working in and near traffic*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action*
- *Demonstrating intellectual capabilities during training and testing processes.*

#### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:** Police Officers with three (3) or more years of service with the Oak Park Police Department from the date of their original appointment.

#### **License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a police officer certification.

#### **WORKING CONDITIONS**

Work in an emergency peace control environment; work in intense life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, and noise; running, walking, crawling, climbing, stooping and lifting; work in inclement weather conditions.

FIRE BATTALION CHIEF

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To manage the activities and operations of a division; Fire Prevention and/or Training, to serve as a Shift Commander in the Operations Division. Assist in the development, implementation of and coordination of various programs within their assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Deputy Fire Chief.

Exercises direct supervision over subordinate Fire Department personnel.

**EXAMPLES OF DUTIES** - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

**Essential duties and responsibilities**

1. Coordinate the organization, staffing and operational activities of an assigned division including Emergency Services, Fire Prevention or Training; assist in the development and implementation of a comprehensive fire suppression, prevention and emergency medical services program.
2. Participate in the development and implementation of goals, objectives, policies and priorities for assigned division; identify resource needs; recommend and implement policies and procedures.
3. Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
4. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
5. Participate in the development and administration of the assigned program budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
6. Coordinate assigned activities with those of other divisions, outside agencies and organizations; provide staff assistance to the Fire Chief; prepare and present staff reports and other necessary correspondence.
7. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire prevention, suppression, and emergency medical services.
8. Respond to various emergency situations and implement the "incident command system" as needed.
9. When applicable, inspect various facilities including schools, hospitals, factories and buildings; ensure

adherence to fire safety standards.

10. Evaluate existing fire safety conditions and Federal, State and local codes applicable to fire safety; recommend policies, procedures and ordinance revisions as necessary.
11. When applicable, develop and implement procedural methods and practices for reviewing plans, conducting inspections, investigating incidents and related activities as required; provide continued technical support and training as required.
12. When applicable, supervise and participate in the conduct of arson investigations; determine the origin and cause of fire incidents; collect evidence and participate in prosecution activities as required.
13. When applicable, make comprehensive, technical plan checks of proposed projects to determine fire safety conditions and needs; conduct field inspections of construction projects as necessary.
14. Develop and maintain a variety of records and reports.
15. Conduct special educational programs to discourage arson, eliminate fire hazards in homes and buildings and stress safety; review and assess available educational programs.
16. May assume responsibility for the Fire Department in the absence of the Fire Chief.
17. Develop or assist in the development of annual budget.
18. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services and activities of a comprehensive fire suppression, prevention, or emergency medical services program.

Principles, practices and procedures of fire prevention, suppression or emergency medical services.

Principles, practices, techniques and procedures of modern firefighting.

Chemical and related characteristics of a wide variety of flammable and explosive materials and objects.

Pertinent Federal, State and local laws, codes and regulations including those pertaining to fire prevention.

Principles and practices of supervision and training.

Department policies, rules and regulations.

Principles of municipal budget preparation and control.

Local geography including the location of water mains and hydrants and the major fire hazards of the Village.

Principles of advanced first aid and CPR.

### **Ability to:**

Manage and coordinate the work of a division and or a shift in the Operations Divisions.

Select, supervise, train and evaluate staff.

Interpret and explain fire suppression, prevention or emergency medical policies and procedures.



Conduct training on fire prevention.

Prepare clear and concise operational work records and reports.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Conduct thorough fact-finding investigations and enforce regulations firmly, tactfully and impartially.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Meet the first aid requirements prescribed by the State of Illinois.

Maintain physical condition to perform essential duties as specified by firefighter certification.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Performing life threatening firefighting activities in an emergency situation*
- *Running, walking, crouching or crawling during emergency operations*
- *Moving equipment and injured/deceased persons*
- *Climbing stairs/ladders*
- *Performing life-saving and rescue procedures*
- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *Fire encompassed surroundings*
- *Dangerous persons*
- *Dangerous animals*
- *Hazards of emergency driving*
- *Hazards associated with traffic control and working in and near traffic*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action*
- *Demonstrating intellectual capabilities during training and testing processes.*

### Experience and Training Guidelines

**Experience:** Twelve (12) years of service as a Fire Lieutenant in the Oak Park Fire Department. **AND**

**Training:** Completion of sixty (60) semester hours or possession of an Associate of Arts or Sciences degree from an accredited college or university.

### Licenses and Certificates

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a valid CPR certificate.

Possession of, or ability to obtain, a valid Emergency Medical Technician certificate.

Possession of, or ability to obtain, a Fire Officer III Certification.

### WORKING CONDITIONS

Work in an emergency firefighting environment; work in intense life-threatening conditions; exposure to fire, smoke, bodily fluids and noise; running, walking, crawling, climbing, stooping and lifting; work in inclement weather conditions.

## APPENDIX C

VILLAGE OF OAK PARK

### FIRE LIEUTENANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### DEFINITION

To lead, coordinate and participate in the work of a unit of firefighters responsible for fighting fires and responding to emergency medical situation; and to perform a variety of technical tasks relative the assigned area of responsibility.

#### SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned Fire Battalion Chief.

Exercises direct supervision over assigned firefighting staff.

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

#### Essential duties and responsibilities

1. Provide first-line supervision during an assigned shift to a unit of firefighters; training firefighters in proper emergency rescue and fire fighting operations; supervise the maintenance of firefighting apparatus and equipment.
2. Lead, plan, train, and review the work of staff responsible for emergency medical and firefighting services; verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specification.
3. Plan, direct, and participate in firefighting and emergency medical response; respond to a variety of general emergency rescue calls including auto accidents, gas system leaks and trapped or injured persons.
4. Supervise the use of and operate medical and firefighting equipment including portable fire extinguishers, pike poles, hand lines, smoke ejectors, salvage covers, forcible entry tools, aerial ladder equipment and emergency medical equipment.
5. Respond to fire alarms with assigned company; lay and connect hose; maintain pumping apparatus; hold nozzles and direct water streams; raise and climb ladders; ventilate burning structures; enter buildings to evacuate occupants.
6. Respond to emergency medical incidents; analyze patient needs and administer advanced first aid until relieved by proper medical personnel.
7. Administer first aid; assist paramedics at medical emergencies; apply techniques for the control of bleeding; utilize immobilization techniques to stabilize patient.
8. Obtain and preserve evidence at a fire scene; participate in determining fire origins and causes.

9. Cause to have clean apparatus and equipment at fire stations.
10. Ensure the adherence to safe work practices and procedures.

**Other important responsibilities and duties**

1. Prepare and maintain a variety of firefighting preplan drawings and schematics.
2. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
3. Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.
4. Respond to hazardous materials incidents; secure hazardous material scenes and identify spilled chemicals and other materials posing danger to the public; participate in hazardous materials clean up activities.
5. Participate in fire drills; attend training sessions on fire fighting techniques, emergency medical care and the proper use of all equipment and related tools.
6. Inspect building structures for compliance with fire codes; prepare reports and citations; explain City fire codes and fire prevention policies and procedures to the public.
7. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services, and activities of a firefighting and emergency medical service program.

Principles of lead supervision and training.

Methods and techniques of firefighting and emergency medical treatment.

Operational characteristics of firefighting and emergency medical equipment and tools.

Occupational hazards and standard safety practices.

Principles, practices and procedures of modern firefighting.

Operation of fire apparatus, equipment, tools, devices, facilities and their proper use.

Uniform Fire Code and Uniform Building Code.

First aid, C.P.R. and other medical assistance techniques.

Layout of the City's water main system and street numbering system.

Emergency medical treatment procedures and techniques.

Hazardous Materials.

**Ability to:**

Lead, organize, and review the work of staff in the area of work assigned.

Independently perform the most difficult firefighting and emergency medical activities.

Interpret, explain, and enforce Department policies and procedures.

Operate a variety of firefighting and emergency medical equipment in a safe and effective manner.

Demonstrate mechanical aptitude as required in the operation of fire fighting equipment.

Demonstrate physical aptitude.

Meet the first aid requirement prescribed by the State of Illinois.

Understand and act in accordance with departmental policies, rules and instructions in the field of firefighting.

Retain presence of mind in emergency situations.

Think and act quickly and effectively in emergencies.

Understand and follow oral and written directions promptly and accurately.

Analyze fire and emergency situations and adopt effective courses of action.

Operate and maintain voice radio equipment.

Perform heavy lifting and physical maneuvering.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition to perform essential duties as specified by firefighter certification.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Performing life threatening firefighting activities in an emergency situation*
- *Running, walking, crouching or crawling during emergency operations*
- *Moving equipment and injured/deceased persons*
- *Climbing stairs/ladders*
- *Performing life-saving and rescue procedures*
- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *Fire encompassed surroundings*
- *Dangerous persons*
- *Dangerous animals*
- *Hazards of emergency driving*
- *Hazards associated with traffic control and working in and near traffic*
- *Natural and man-made disasters.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances*
- *Evaluating various options and alternatives and choose an appropriate and reasonable course of action*
- *Demonstrating intellectual capabilities during training and testing processes.*

#### Experience and Training Guidelines

**Experience:** Six years of experience in the Oak Park Fire Department.

**Training:** Equivalent to the completion of the twelfth grade supplemented by college level coursework in fire science, fire administration or a related field.

#### License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a valid Emergency Medical Technician – Paramedic certificate.

Possession of, or ability to obtain, a Fire Officer 1 certification.

#### WORKING CONDITIONS

Work in an emergency firefighting environment; work in intense life-threatening conditions; exposure to fire, smoke, bodily fluids and noise; running, walking, crawling, climbing, stooping and lifting; work in inclement weather conditions.

**END OF PROPOSAL**

P

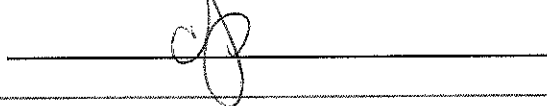
**VILLAGE OF OAK PARK**  
**AGENDA ITEM COMMENTARY**

**Item Title: RESOLUTION AUTHORIZING THE PURCHASE OF EXCESS PUBLIC ENTITY LIABILITY INSURANCE, PROPERTY AND CASUALTY INSURANCE, CRIME INSURANCE, AND EXCESS WORKER'S COMPENSATION INSURANCE FOR 2013 AND AUTHORIZING THE EXECUTION OF A COMPENSATION SERVICES AGREEMENT WITH ARTHUR J. GALLAGHER FOR BROKERAGE SERVICES.**

**Resolution or Ordinance No.** \_\_\_\_\_

**Date of Board Action:** December 10, 2012

**Acting Village Attorney** 

**Village Manager** 

**Item History:**

The Village of Oak Park is self insured for Public Entity Liability risks, Property Damage, Crime and Worker's Compensation. The Village purchases commercially available Excess Public Entity Liability Insurance, Property and Casualty Insurance, Crime Insurance and Worker's Compensation Insurance to cover losses in excess of the limits of our self insurance. Utilizing the services of Arthur J. Gallagher Risk Management Services, the Village's insurance broker, the Village provides underwriting data to the insurance market and obtains competitive quotes.

The Insurance Premium and Coverage History, attached as Exhibit A, shows the premium rates limits of coverage and applicable deductibles for the 2013 policy year, as well as the Village's historic premiums, limits and deductibles for the past 5 years.

**Item Policy Commentary:**

The various lines of coverage can be summarized as follows:

Excess Public Entity Liability insurance covers general liability claims such as personal injury or wrongful death, law enforcement liability claims, employment liability and auto liability which exceed the Village's \$2,000,000 self insured retention. The limit of coverage for any one claim is \$10,000,000.

Property coverage covers loss to Village buildings and their contents from casualties such as fire, flood, earthquake or other casualty. Property coverage insures the full value of the Village's buildings and contents, with a \$25,000 deductible. Property coverage also includes Open Lot Auto, which insures property damage to parked vehicles (as compared to vehicles damaged through auto accidents), Contractor's Equipment, which covers losses to heavy equipment not licensed for road use, such as street sweepers and front end loaders, and Boiler and Machinery coverage which covers losses to Village property that would result if a building system, such as the boiler, or air conditioner broke down or exploded

and caused damage to the building. There are specific deductibles and limits with regard to itemized property such as autos, larger pieces of equipment and for losses due to boiler and machinery as noted on the attached spreadsheet.

The Crime Policy covers employee theft, forgery or dishonesty which results in a financial loss to the Village with a \$25,000 deductible.

Workers Compensation is excess coverage for any workers compensation claim that exceeds \$600,000 for Police and Fire employees, with a \$500,000 deductible for all other employees.

For 2013, the proposed insurance premiums have increased slightly for most coverages except worker's compensation insurance, which shows a significant increase. Safety National is our workers compensation carrier. They are the only carrier covering the public sector excess worker's compensation insurance market. Due to losses they have recently suffered across the country, they have increased premiums for all their insureds. This is not a result of the Village's loss experience, but rather, a market wide experience. Similarly, Hurricane Sandy has caused serious losses for property insurance carriers, and we are seeing an approximately \$6,000 increase in our premiums for property coverage.

The total proposed premium to maintain existing levels of Excess Liability, Property Insurance, Crime Coverage, and Worker's Compensation is \$214,761, plus a broker's fee of \$24,970.

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**Item Budget Commentary:**

The proposed 2013 budget for insurance is \$250,000. The total cost for premiums necessary to fund the Village's complete insurance package is \$234,634.

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**Item Alternatives:**

The proposed alternative is to increase the deductible for non-police and fire employees for worker's compensation to \$600,000 from the historic limit of \$500,000. This would result in a cost savings of \$5,097. While the Village has not experienced a loss in this range in the past 10 years, staff recommends maintaining the lower deductible for the small premium increase for risk management purposes.

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**Recommended Action:**

Adopt the Resolution authorizing the execution of the Brokerage Agreements and purchase of Excess Public Entity Liability insurance, Property Insurance, Crime Insurance, and Excess Worker's Compensation Insurance in the amounts under the 2013 As Is column on the spreadsheet attached hereto as Exhibit A, maintaining the Village's existing coverage limits.



**RESOLUTION AUTHORIZING THE PURCHASE OF EXCESS PUBLIC ENTITY LIABILITY INSURANCE, PROPERTY AND CASUALTY INSURANCE, CRIME INSURANCE, AND EXCESS WORKER'S COMPENSATION INSURANCE FOR 2013 AND AUTHORIZING THE EXECUTION OF A COMPENSATION AGREEMENT WITH ARTHUR J. GALLAGHER FOR BROKERAGE SERVICES**

BE IT RESOLVED by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois, that the Village Manager is hereby authorized and directed to purchase the following insurance: Excess Public Entity Liability insurance from Everest National Insurance Company; Property and Casualty Insurance from Federal Insurance Company (Chubb) with TRIA coverage; Crime Insurance from Travelers and Excess Workers' Compensation Insurance from Safety National Insurance Company at the limits of insurance and deductibles set out under the As Is column on the 2013 Renewal Cost Spreadsheet attached hereto as Exhibit A, covering the period 01/01/13 through 12/31/13 through Arthur J. Gallagher Risk Management Services, Inc., in the total amount not to exceed \$214,761.

Be it Further Resolved that the Village Manager is authorized and directed to execute a Compensation Agreement with Arthur J. Gallagher Risk Management Services for insurance brokerage services for the one year term beginning on January 1, 2013 in the amount of \$24,970, which Agreement shall substantially conform to the Compensation Agreement attached hereto as Exhibit B.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED this 10<sup>th</sup> day of December, 2012 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 10<sup>th</sup> day of December, 2012.

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David G. Pope  
Village President

ATTEST:

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Teresa Powell  
Village Clerk

**VILLAGE OF OAK PARK  
INSURANCE PREMIUM AND COVERAGE HISTORY**

**Premiums**

	2008		2009		2010		2011		2012		2013		Option 1	
Property	\$	120,626	\$	89,606	\$	92,963	\$	91,707	\$	90,600	\$	96,428	\$	96,428
Auto	incl		incl		incl		incl		incl		incl		incl	
Contractors Equipment	incl		incl		incl		incl		incl		incl		incl	
Boiler	\$	6,925	\$	5,045	\$	57,630	\$	57,600	\$	60,180	\$	61,710	\$	61,710
Liability	\$	72,500	\$	61,164	\$	5,866	\$	5,866	\$	5,866	\$	5,650	\$	5,650
Crime	\$	7,742	\$	7,598	\$	5,866	\$	5,866	\$	5,866	\$	5,650	\$	5,650
Excess Workers Comp	\$	25,334	\$	25,235	\$	23,928	\$	22,361	\$	28,423	\$	50,973	\$	45,876
Brokerage fee	\$	22,977	\$	24,126	\$	24,970	\$	24,970	\$	24,970	\$	24,970	\$	24,970
<b>Total</b>	\$	<b>256,104</b>	\$	<b>212,774</b>	\$	<b>205,357</b>	\$	<b>202,504</b>	\$	<b>210,039</b>	\$	<b>239,731</b>	\$	<b>234,634</b>

**Coverages and Deductibles**

Property Limit	\$	50,000,000	\$	112,112,436	\$	112,394,152	\$	113,612,437	\$	113,612,437	\$	113,090,250	\$	113,090,250
Property Deductible	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	25,000
Boiler Deductible	\$	1,000	\$	2,500	\$	2,500	\$	2,500	\$	2,500	\$	2,500	\$	2,500
Auto Open Lot Limit														
Auto Open Lot Deductible	\$	100,000	\$	100,000	\$	100,000	\$	100,000	\$	100,000	\$	100,000	\$	100,000
Contractors Equipment Limit	\$	2,000,000	\$	2,000,000	\$	2,000,000	\$	2,000,000	\$	2,000,000	\$	2,000,000	\$	2,000,000
Contractors Equipment Deductible	\$	25,000	\$	2,500	\$	2,500	\$	2,500	\$	2,500	\$	2,500	\$	2,500
Liability Limit	\$	10,000,000	\$	10,000,000	\$	10,000,000	\$	10,000,000	\$	10,000,000	\$	10,000,000	\$	10,000,000
Liability Self-Insured Retention	\$	2,000,000	\$	2,000,000	\$	2,000,000	\$	2,000,000	\$	2,000,000	\$	2,000,000	\$	2,000,000
Crime Limit	\$	1,000,000	\$	1,000,000	\$	1,000,000	\$	1,000,000	\$	1,000,000	\$	1,000,000	\$	1,000,000
Crime Deductible	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	25,000
Excess WC Limit	Statutory		Statutory		Statutory		Statutory		Statutory		Statutory		Statutory	
WC Self-Insured Retention Police/Fi	\$	600,000	\$	600,000	\$	600,000	\$	600,000	\$	600,000	\$	600,000	\$	600,000
WC Self-Insured Retention - All Othe	\$	500,000	\$	500,000	\$	500,000	\$	500,000	\$	500,000	\$	500,000	\$	500,000

**Exhibit A**

### Client Authorization to Bind Coverage

After careful consideration of Gallagher's proposal dated November 13, 2012, Village of Oak Park accepts your insurance program subject to the following exceptions/changes:

Please bind all policies as checked below:

- Property – Federal Insurance Company
  - w/TRIA
  - w/o TRIA
- Liability – Everest National Insurance Company
  - w/TRIA
  - w/o TRIA
- Excess Workers Compensation
  - \$1,000,000 limit w/\$500,000/\$600,000 Fire and EMT/Paramedics Retention – 2nd Year of 2-year policy
  - \$1,000,000 limit w/\$600,000/\$600,000 Fire and EMT/Paramedics Retention

Crime  
 Travelers Casualty and Surety Company of America

Bind TRIA Terrorism coverage as quoted except for the following policies:

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Provide quotations or additional information on the following coverages from the Coverages for Consideration page of this proposal.

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It is understood this proposal provides only a summary of the details; the policies will contain the actual coverages.

Village of Oak Park confirms the values, schedules, and other data contained in the proposal are from our records and acknowledge it is our responsibility to see that they are maintained accurately.

We agree that your liability to us arising from your negligent acts or omissions, whether related to the insurance or surety placed pursuant to these binding instructions or not, shall not exceed \$20 million, in the aggregate. Further, without limiting the foregoing, we agree that in the event you breach your obligations, you shall only be liable for actual damages we incur and that you shall not be liable for any indirect, consequential or punitive damages.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Client Signature</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> <p>Dated</p>
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REVIEWED AND APPROVED  
AS TO FORM

DEC 04 2012

*Arthur J. Gallagher*  
 LAW DEPARTMENT



Arthur J. Gallagher Risk Management Services, Inc.

# Gallagher Compensation Agreement

THIS COMPENSATION AGREEMENT is made and entered into and effective the 1st day of January, 2013 ("Effective Date") by and between THE VILLAGE OF OAK PARK, an Illinois Public Entity ("Client"), and ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC., an Illinois Corporation ("Gallagher").

## I. TERM AND TERMINATION

This Agreement shall commence on the Effective Date for a term of one (1) year will remain in effect until January 1, 2014. This Agreement may be terminated by either party at any time upon one-hundred twenty days (120) days prior written notice.

## II. OBLIGATIONS OF GALLAGHER

Gallagher will provide the services set out on Exhibit A attached hereto (collectively, The "Services") to Client. If the Services include the placement of insurance coverages, Gallagher will use its commercial best efforts to secure such insurance coverages on Client's behalf. In the event an insurance company cancels or refuses to place such coverages, Gallagher will use its commercial best efforts to obtain the coverage from another insurance company.

## III. OBLIGATIONS OF CLIENT

Gallagher will write policies on behalf of Client for the coverages set out in Exhibit A attached hereto ("Policies") net of commission, and will not earn or retain any commissions on the Policies. In lieu of receiving commissions, Gallagher will charge and Client will pay an annual fee of **\$24,970** during the term hereof payable upon inception for the Services. If additional services are required, other than those set out in Exhibit A, Client agrees to compensate Gallagher for those services at its usual and customary rates. Client is responsible for payment of premiums for all insurance placed by Gallagher on its behalf. If any amount is not paid in full when due, including premium payments to insurance companies, that nonpayment will constitute a material breach of this Agreement that will allow Gallagher to immediately terminate this Agreement, at its option, without notice to Client

## IV. DISCLOSURES

- A. In addition to such fees and commissions provided herein, Gallagher may also receive investment income on fiduciary funds temporarily held by it, such as premiums or return premiums. Other parties, such as excess and surplus lines brokers, wholesalers, reinsurance intermediaries, underwriting managers, captive managers and similar parties, some of which may be owned in whole or in part by Gallagher's corporate parent, may earn and retain usual and customary commissions and fees in the course of providing insurance products to clients. Any such fees or commission will not constitute compensation to Gallagher under Section III. Above. Gallagher agrees that it shall not accept contingent or supplemental commissions on any of Client's placements.
- B. Where applicable, insurance coverage placements which Gallagher makes on Client's behalf, may require the payment of federal excise taxes, surplus lines taxes, stamping or other fees, to the Internal Revenue Service (federal), various state(s) departments of revenue, state regulators, boards or associations. In such cases, Client is responsible for the payment of such taxes and/or fees, which will be identified separately by Gallagher on invoices covering these placements. Under no circumstances will these taxes or other related fees or charges be offset against the amount of Gallagher's brokerage fees or commissions referred to herein.

Exhibit B


C. Gallagher will be operating only as Client's broker, obtaining a variety of coverage terms and conditions to protect the risks of Client's enterprise. Gallagher will seek to bind those coverages based upon Client's authorization; however, Gallagher can make no warranties in respect to policy limits or coverage considerations of the carrier. Actual coverage is determined by policy language, so read all policies carefully. Contact Gallagher with questions on these or any other issues of concern.

**V. LIMITATION OF LIABILITY**

Gallagher's liability to Client, arising from any negligent acts or omissions of Gallagher, whether related to the Services provided hereunder or not, shall not exceed \$20 million in the aggregate. Without limiting the foregoing, Gallagher shall only be liable for actual damages incurred by Client, and shall not be liable for actual damages incurred by Client, and shall not be liable for actual damages incurred by Client, and shall not be liable for any indirect, consequential or punitive damages.


IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day first written above.	
ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC.	VILLAGE OF OAK PARK
By: _____	By: _____
Name: _____	Name: Carol Pevsner
Title: _____	Title: Internal Village Manager

REVIEWED AND APPROVED  
AS TO FORM

DEC 03 2012  
  
LAW DEPARTMENT

**VILLAGE OF OAK PARK**  
**AGENDA ITEM COMMENTARY**

④

<b>Item Title: Motion to Accept the 2013 Village Board Calendar</b>	
Resolution or Ordinance No. _____	
Date of Board Action:	December 10, 2012
Staff Review:	Lisa Shelley, Deputy Village Manager
Village Manager's Office:	
<b>Item History (Previous Board Review, Related Action, History):</b> This is an annual action in which every public body shall give public notice of the schedule of the Regular Meetings at the beginning of each year.	
<b>Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation):</b> Changes or additions to this schedule are done in accordance with the IL Open Meetings Act. Regular Meetings are typically held on the 1 <sup>st</sup> and 3 <sup>rd</sup> Mondays of the month unless otherwise noted.  This Calendar also notes anticipated additional meetings to be held on the 2 <sup>nd</sup> and 4 <sup>th</sup> Mondays.	
<b>Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies, or regional municipalities):</b> N/A.	
<b>Item Budget Commentary: (Account #; Balance; Cost of contract)</b> N/A.	
<b>Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why):</b> N/A.	
<b>Proposed Recommended Action: Approve the Motion</b>	

# 2013 Village Board Meeting Schedule

JANUARY						
S	M	T	W	T	F	S
		<del>1</del>	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	<del>21</del>	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	<del>18</del>	19	20	21	22	23
24	25	26	27	28		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	<del>27</del>	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
S	M	T	W	T	F	S
	1	2	3	<del>4</del>	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			




AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31




SEPTEMBER						
S	M	T	W	T	F	S
1	<del>2</del>	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	<del>28</del>	<del>29</del>	30

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	<del>24</del>	<del>25</del>	26	27	28
29	30	31				

-  Regular Meeting of the Village Board
-  Regular Mtg. Swearing in of Newly Elected Officials Only - No Business Agenda
-  Special Meeting of the Village Board

-  Holiday or Religious Observance (Village Offices Closed)
-  1/2 Day Holiday (Village Offices Closed)
-  Holiday or Religious Observance (Village Offices Open)



VILLAGE OF OAK PARK  
AGENDA ITEM COMMENTARY

R

Item Title: Resolution Authorizing a Small Rental Properties Rehabilitation Loan  
SRP-018a

Resolution or Ordinance No. \_\_\_\_\_

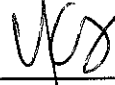
Date of Board Action: December 10, 2012

Staff Review:

Department Director Name:

  
Tammie Grossman

Village Manager's Office:



**Item History (Previous Board Review, Related Action, History):**

The Housing Programs Division administers the Small Rental Rehabilitation Loan Program, which was established on November 1, 2010 and funded with Community Development Block Grant (CDBG) funds. The program is open to rental buildings with seven or fewer units. The program has two major purposes: (1) to upgrade the physical conditions of small rental buildings, and (2) to expand the housing choices of renters to encourage economic and racial diversity. The program has two types of assistance: (1) Forgivable loans which are limited to \$5,000 per unit; and (2) Marketing Services Agreements for the Oak Park Regional Housing Center to affirmatively market the units in the building. In exchange for the forgivable loan funds, owners agree to match the loan funds by at least 25% and to rent at least 51% of their units to households earning below 80% of the Area Median Income (AMI), a household of four would earn below \$60,100 per year.

On September 4, 2012 the Board of Trustees approved a \$6,495 Small Rental Properties Rehabilitation Loan to the owner of 648 Highland Avenue to upgrade the electrical system and to insulate and air seal the rear crawl space.

After the project was bid an electrical load calculation determined that the existing electrical service was less than is required by current codes for this property. The original loan amount did not include any contingency funds. Therefore this request is to loan additional funds to the property owner to increase the electrical service to meet code.

**Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation):**

SRP-018a is a loan amendment to increase a rehab loan under the Small Rental Rehab Program by \$1,099 for two years to be matched by owner funds of at least 25% of the total retrofit cost. The additional funds will be used to provide a new 200 amp electrical service to the property.

**Intergovernmental Cooperation Opportunities (describe if there are opportunities for cost savings or better service with this item by joint participation from other local Oak Park governmental agencies, or regional municipalities):**

This program uses federal funds from the Community Development Block Grant fund.

**Staff Commentary:**

This loan application was reviewed and approved by Housing Programs Division staff (Housing Programs Coordinator and Housing Programs Manager).

**Item Budget Commentary: (Account #; Balance; Cost of contract)**

The additional rehab loan of \$1,099 will reduce the remaining budgeted balance of \$54,452.50 to \$53,353.50. The rehab funds for this program were budgeted under the Community Development Block Grant Fund.

**Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why):**

This program utilizes federal funds. The only expense to the Village is staff time for project administration. The program provides benefits to the Village in maintaining and improving our housing stock, promoting diversity, providing affordable rental units. If the funds are not awarded to individual recipients the Village will not meet its goals under these programs.

**Proposed Recommended Action:**

Approve the Resolution.

**RESOLUTION**  
**AUTHORIZING A REHABILITATION LOAN**  
**SRP-018a**

BE IT RESOLVED by the President and Board of Trustees of the Village of Oak Park, Cook County, Illinois, as follows:

**SECTION I: Findings**

A. The Village of Oak Park has allocated funds in the current and previous program years for rehabilitation loans for privately owned property as part of its Small Rental Properties Rehabilitation Loan Program. As of December 10, 2012, \$54,452.50 of those funds were available for such loans.

B. Josephine Myers is the owner of a two unit building located at 648 Highland Avenue ("the premises") The premises are presently in need of rehabilitation as set forth in the project Work Description.

C. On September 4, 2012, the Oak Park Village Board approved a loan to Josephine Myers from the Small Rental Property Rehabilitation Loan Program in the amount of \$6,495.00 for repairs outlined in the Scope of Work, a copy of which is on file in the office of the Housing Programs Coordinator, along with signed contracts for the rehabilitation work. The loan was supported by a Note and a Mortgage which was recorded with the Cook County Recorder of Deeds on October 10, 2012 as Document No. 1228454007.

D. The original loan did not include a contingency to cover any unforeseen conditions.

E. A load calculation on the electrical needs of the building determined that the existing electrical service was inadequate, based on current codes. It was determined that a new 200 amp electrical service would be required to meet code.

F. The Owner has requested an additional loan in the amount of \$1,099.00 for work which was not included in the total original loan, for a total loan amount of \$7,594.00 from Oak Park's Small Rental Properties Rehabilitation Loan Program. All loan funds will be used for rehabilitation work on the subject property in accordance with the Work Description.

G. The Village finds that making the additional loan is in accordance with the Small Rental Properties Rehabilitation Loan Program guidelines adopted by the Board on July 2, 2012.

**SECTION II**

a) That the above findings are incorporated herein.

- b) That the Village Manager is authorized and directed to execute a Small Rental Properties Rehabilitation Loan Program Agreement SRP-018a with the Owner, which Agreement shall substantially conform to the Agreement set attached hereto as Exhibit A.
- c) That before the Finance Director is authorized to distribute any funds, the Owner must execute and return to the Village the Community Development Single Family Rehabilitation Loan Program Agreement SRP-018a, the Amended Note, and the Amendment to Mortgage, (the Loan Documents) which documents shall substantially conform to the documents attached hereto as Exhibits A, B and C.
- d) That upon execution of the Loan Documents, the Finance Director is authorized to make an additional loan of \$1,099.00 to Josephine Myers subject to the terms and conditions set forth in the Loan Documents.
- e) That the Finance Director is authorized to distribute the proceeds of the loan only upon evidence that work has been performed on the premises to the extent of the draw and upon receipt of Mechanic's Lien waivers for labor and materials on the premises in the amount of the draw.
- f) That upon the Owner's execution of the Loan Documents, the Village Manager or his designee is authorized and directed to cancel the original Note executed on September 4, 2012.

THIS RESOLUTION SHALL BE in full force and effect from and after its adoption and approval as provided by law.

ADOPTED this 10th day of December, 2012, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 10th day of December, 2012.

---

David G. Pope  
Village President

ATTEST:

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Teresa Powell  
Village Clerk

# AMENDED NOTE

**SRP-018a**

**\$7,594.00**

**Oak Park, Illinois December 10, 2012**

FOR VALUE RECEIVED, Josephine Myers ("Owner") promises to pay to the Village of Oak Park (the "Village") the principal sum of Seven Thousand Five Hundred Ninety-four and No/100 Dollars and no interest except as follows: The principal and interest shall be payable in full upon the earliest of the following occurrences or date:

1. There shall be no payment of either principal or interest during the term of the Small Rental Rehab Loan Commitment and Agreement identified as Exhibit III of Resolution 2012-R-188 approved by the President and Board of Trustees of the Village of Oak Park, if the Owner, as described in the Agreement, successfully completes the full two (2) year term of the Agreement. Upon successful completion of the two year term of the Agreement, the Village shall discharge the indebtedness created herein and shall cancel the Note and release any security interest it may have without any payment of principal or interest.
2. In the event that the Owner sells, conveys or transfers his interest in the Premises during the two year term of the Agreement, without the written approval of the President and Board of Trustees of the Village of Oak Park permitting assignment of the rights, duties, obligations and interests under that Agreement to the new owners, the Village, at its option, may demand repayment of the principal and interest.
3. If the Village gives the Owner written notice of default in the performance of any agreement contained in the Agreement or Mortgage, and the Owner fails to cure the default within 7 days of the date of the notice, the Village may elect at any time, to demand repayment of the principal and interest.
4. If there is a change in use of the premises within two (2) years of the expenditure of Community Development Block Grant (CDBG) funds on the project, if the new use does not meet the project eligibility and national objectives of the U.S. Department of Housing and Urban Development's CDBG program; Code of Federal Regulations Title 24 Part 570 the lien with the required 12% interest must be repaid to the Village of Oak Park immediately.

All parties severally waive presentment for payment, notice of dishonor, protest and notice of protest.

Payments are to be made at the office of the Finance Director, 123 Madison Street, Oak Park, Illinois 60302 or such other place as the legal holder of this note may, from time to time, in writing appoint.

Without the prior written consent of the Village of Oak Park, the Owner shall not convey or encumber title to the premises securing the payment hereof.

The Village may elect to accelerate the entire unpaid principal balance as stated above and no delay in such election after actual or constructive notice of such breach shall be construed as a waiver of or acquiescence in any such conveyance, encumbrance or default.

A violation in the Mortgage from the Village of Oak Park shall be prima facie evidence of a default in the performance of the Mortgage to keep the premises fully repaired and in compliance with the Zoning Ordinance of the Village of Oak Park, the Village's Building Code, and the Code of the Village of Oak Park, including without

IMPORTANT – Preserve this note after payment to obtain release of Mortgage

limitation the provisions relating to housing, health, and fair housing.

Upon execution of this Amended Note, the Village will cancel the Note dated September 4, 2012 and executed by Josephine Myers.

The payment of this Note is secured by a Mortgage, bearing the same date as this Note, on the following described real estate in the County of Cook, Illinois ("the Premises"):

Lot 226 in the Highlands being a Subdivision of the East 1/2 of the North West 1/4 of the North West 1/4 of Section 17, Township 39 North, Range 13, East of the Third Principal Meridian, in Cook County, Illinois

Permanent Real Estate Index Number(s): 16-17-110-018-0000

Address(es) of Real Estate: 648 Highland Avenue

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**AMENDMENT TO  
MORTGAGE**

Recorded as Document No  
1228454007

---

PIN: 16-17-110-018-0000

THIS Amendment to Mortgage is made this 10<sup>th</sup> day of December, 2012, by North Star Trust Company Trust No. 1458, herein referred to as "Mortgagor," and The Village of Oak Park, a municipal corporation herein referred to as "Mortgagee," witnesseth:

**AMENDMENT TO MORTGAGE**

**Whereas**, on September 4, 2012, North Star Trust Company Trust No. 1458, Mortgagor, and the Village of Oak Park, an Illinois Municipal Corporation, Mortgagee, entered into a Mortgage which was recorded on October 10, 2012 in the Office of the Cook County Recorder of Deeds as Document No. 1228454007 ("the Original Mortgage"); and

**Whereas**, the Original Mortgage was entered into and recorded to secure Mortgagor's debt to Mortgagee, created by a Note signed by Mortgagor on September 25, 2012 in the amount of \$6,495.00; and

**Whereas**, the Mortgagor and Mortgagee have executed an Amended Note to reflect that the amount of the debt is increased to \$7,594.00.

**Now Therefore**, the Mortgagor and the Mortgagee agree to amend the Original Mortgage to also reflect the increased amount of the debt secured by the Note. To Wit:

**I.** The second paragraph of the Original Mortgage is amended to state:

THAT, WHEREAS Mortgagors are justly indebted to the legal holder(s) being referred to as Holder of the Note, of a principal promissory note, termed "AMENDED NOTE," of even date herewith, executed by Mortgagors, in the Principal Sum of Seven Thousand Five Hundred Ninety-four and no/100 Dollars (\$7,594.00), made payable to The Village of Oak Park and delivered, in and by which Amended Note the Mortgagors promise to pay the Principal Sum, no interest except as herein provided as follows: The Principal Sum shall be payable in full upon the earliest of the following occurrences or date:

1. The conveyance or transfer of any interest in the following described real estate by the mortgagor or the estate of the mortgagor;
2. December 10, 2014;

provided that the Principal Sum unless paid when due shall bear interest at the then highest rate permitted by law and all of the principal and interest being made payable at such banking house or trust company as the holder(s) of the note may, from time to time, in writing appoint, and in absence of such appointment, then at the office of the Finance Director, 123 Madison Street, Oak Park, Illinois 60302, or in case of default shall occur and continue for three days in the performance of any other agreement contained in this Mortgage (in which event election may be made at any time without notice), and that all parties thereto severally waive presentment for payment, notice of dishonor, protest and notice of protest.

**II.** The remainder of the mortgage terms shall stay the same as in the Original Mortgage.

LOT 226 IN THE HIGHLANDS BEING A SUBDIVISION OF THE EAST 1/2 OF THE NORTH WEST 1/4 OF THE NORTH WEST 1/4 OF SECTION 17, TOWNSHIP 39 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS

Permanent Real Estate Index Number(s): 16-17-110-018-0000

Address(es) of Real Estate: 648 Highland Avenue  
Oak Park, Illinois

The name of a record owner is: North Star Trust Company Trust No. 1458

By: \_\_\_\_\_ Dated: \_\_\_\_\_, 20\_\_



REVIEWED AND APPROVED  
AS TO FORM

DEC 04 2012

*[Signature]*  
LAW DEPARTMENT

**VILLAGE OF OAK PARK**

Dated: \_\_\_\_\_, 20\_\_

By: Cara Pavlicek  
Interim Village Manager

\_\_\_\_\_(Seal) \_\_\_\_\_(Seal)

\_\_\_\_\_

State of Illinois, County of Cook ss.,

I, the undersigned, a Notary Public in and for said County

in the State aforesaid, **DO HEREBY CERTIFY** that \_\_\_\_\_

\_\_\_\_\_

Personally known to me to be the same persons whose name «Owner\_Name»  
subscribed to the foregoing instrument, appeared before me this day in person, and  
acknowledged that they signed, sealed and delivered the said instrument as their  
free and voluntary act, for the uses and purposes therein set forth, including the release and  
waiver of the right of homestead.

Given under my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Commission expires \_\_\_\_\_ 20\_\_.

Notary Public

**VILLAGE OF OAK PARK**  
**SMALL RENTAL PROPERTIES**  
**REHABILITATION LOAN PROGRAM**

**AGREEMENT SRP-018a**

This Agreement is made by the Village of Oak Park, a municipal corporation, 123 Madison St., Oak Park, IL 60302 hereinafter referred to as "Village", and Josephine Myers, 648 Highland Avenue, Oak Park, Cook County, IL hereinafter referred to as "Owner".

**FINDINGS**

A. The Village of Oak Park has allocated funds in the current and previous program years for rehabilitation loans for privately owned property as part of its Single Family Rehabilitation Loan Program. As of December 10, 2012, \$54,452.50 of those funds were available for such loans.

B. Josephine Myers is the owner of a two unit residential property located at 648 Highland Avenue.

The Legal Description of the Subject Property is:

LOT 226 IN THE HIGHLANDS BEING A SUBDIVISION OF THE EAST 1/2 OF THE  
NORTH WEST 1/4 OF THE NORTH WEST 1/4 OF SECTION 17, TOWNSHIP 39  
NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK  
COUNTY, ILLINOIS

P.I.N. #:16-17-110-018-0000

C. The home is in need of rehabilitation. The Scope of Work for this project is on file in the office of the Housing Programs Coordinator.

D. On September 4, 2012, the Oak Park Village Board approved a loan to Josephine Myers from the Small Rental Properties Rehabilitation Loan Program in the amount of \$6,495.00 for repairs outlined in the Scope of Work, a copy of which is on file in the office of the Housing Programs Coordinator, along with signed contracts for the rehabilitation work.

E. The original loan did not include any contingency.

F. A load calculation determined that the existing electrical service to the premises was inadequate.

G. An additional loan in the amount of \$1,099.00 is needed to complete the addendum work, for a total loan amount of \$7,594.00 from the Small Rental Properties Rehabilitation Loan Program. All loan funds will be used for the rehabilitation work on the Subject Property in accordance with the Scope of Work and the Small Rental Properties Rehabilitation Loan Program guidelines adopted by the Village Board on July 2, 2012.

H. This loan is in accordance with and subject to the Small Rental Properties Rehabilitation Loan Program guidelines.

Based on these findings, the Village agrees to make a Small Rental Property Rehabilitation loan to the owner for the rehabilitation and repairs to the Subject Property as described in the Scope of Work subject to the following terms and conditions:

**I. Compliance with Guidelines**

The Rehabilitation work will comply with the Village's Small Rental Property Rehabilitation Loan Program guidelines.

**II. Contractors and Contracts**

- A. The Owner will select all contractors after obtaining at least 3 bids for the work. All contracts for the work will be entered into between the Owner and the Contractor. The Village will not be a party to those contracts.
- B. All contractors must be licensed with the Village.
- C. The Village will have the final approval of the contractor and the form of the contract.
- D. In order to complete the improvements as quickly and as economically as possible, depending upon the scope and the nature of the work, either a single contract will be awarded to a general contractor, or when appropriate, separate contracts will be awarded to various contractors for separate phases of the work.

**III. Disbursement of Funds**

- A. Payment under any contract signed in connection with this loan is contingent upon loan approval by the Village of Oak Park Board of Trustees and/or the Village Manager

- B. The Village will disburse the funds directly to approved contractors, subcontractors and materialmen upon presentation of the Contractor's Sworn Statements and Waivers of Mechanic's and Materialmen's Liens in such forms as are satisfactory to the Village; the Owner's written authorization; and the Village's inspection ticket showing that the work was done according to code.
- C. Any Village funds committed to this project but not disbursed shall revert to the Village.

**IV. Repayment of Loan**

- A. To secure the loan, the Owner will execute an Amendment to the Mortgage dated September 4, 2012 and an Amended Note. The Village will record the Amended Mortgage with the Cook County Recorder of Deeds. Upon execution of the Amended Note, the Village will cancel the original Note.
- B. The mortgage will bear no interest and the lien in the full amount of CDBG assistance provided will be discharged if the owner satisfies all terms and conditions of the Mortgage and this Agreement for the full length of the Affordability Period. If the Owner does not satisfy the terms and conditions of the Mortgage and this Agreement during the Affordability Period, the Owner will be required to repay the entire lien amount with 12% required interest.

**V. Hazard Insurance**

The Owner shall at all times while any sums remain unpaid maintain hazard insurance on the subject property in an amount which is at least 80% of the property's current market value and shall ensure the Village's interest in the property in the amount of \$14,123.00. A policy insuring the Village's interest must be maintained in full force and effect throughout the full term of the loan. A copy of the homeowner's policy showing the Village as additional insured must be provided to the Village prior to disbursement of any funds.

**VI. Compliance with Repair Contracts**

The Owner agrees to abide by all of the terms and conditions set forth in its contracts with approved contractors.


**THE VILLAGE OF OAK PARK**

BY: \_\_\_\_\_  
Cara Pavlicek  
Interim Village Manager

REVIEWED AND APPROVED  
AS TO FORM

**ATTEST:**

\_\_\_\_\_  
Teresa Powell  
Village Clerk

DEC 04 2012  
  
LAW DEPARTMENT

**OWNER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TO:** Cara Pavlicek  
Interim Village Manager

**FROM:** Craig M. Lesner  
Chief Financial Officer

**DATE:** December 7, 2012

**RE:** Regular List of Bills



Attached is the regular list of bills as paid through the Village's Accounts Payable (AP) system for the week beginning November 19th through December 7th. This is the most current list available.

In total the bills add to \$646,363.73

REVIEWED BY:   
Finance Department

REVIEWED BY: \_\_\_\_\_  
Village Manager's Office

REVIEWED BY: \_\_\_\_\_  
Chairperson, Finance Committee



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080019	Dec/07/2012	RE	Paid	VOP01 0000015139 1044 HAYES CORP 5807 NORTHWEST CIRCLE CHICAGO IL 60631	Not applicable		17.90 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103865	0661000539-02	Nov/30/2012	REFUND CREDIT BALANCE ON FINAL WATER BILL @ 1044 HAYES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Utility Sales	DPW - Water	Water Fund	Base Program	17.90 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080020	Dec/07/2012	RE	Paid	VOP01 0000013628 A & B LANDSCAPING & TREE SERVICE INC P.O. BOX 344 RIVERSIDE IL 60546	Not applicable		8,728.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103919	2012-351	Nov/15/2012	220 N. GROVE, STUMP GRINDING & FULL PARKWAY RESTORATION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Forestry	General Fund	Tree Care Services	1,200.00 USD
1	External Support	DPW - Forestry	General Fund	Tree Care Services	227.00 USD
1	External Support	DPW - Forestry	General Fund	Tree Care Services	7,301.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080021	Dec/07/2012	RE	Paid	VOP01 0000012969 A5 GROUP, INC 1 N. LASALLE, 47TH FL CHICAGO IL 60602	Not applicable		4,697.73 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103786	12448	Nov/10/2012	DEVELOPER/BROKER TOUR	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Business Services	General Fund	Base Program	4,697.73 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080022	Dec/07/2012	RE	Paid	VOP01 0000001016 ALLIED ASPHALT PAVING CO. 1100 BRANDT DRIVE HOFFMAN ESTATES IL 60192	Not applicable		1,056.83 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103917	171855	Nov/10/2012	ASPHALT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Roadway Maintenance	DPW - Sewer	Sewer Fund	Sewer Collection	897.23 USD
1	Roadway Maintenance	DPW - Sewer	Sewer Fund	Sewer Collection	159.60 USD





Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080023	Dec/07/2012	RE	Paid	VOP01 0000013850 ALPHA PAINTWORKS 6316 N. CICERO AVE. CHICAGO IL 60646	Not applicable		19,980.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103916	1	Aug/31/2012	FIRE HYDRANT BLASTING & PAINTING WORK	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Capital Improvements	DPW - Water	Water Fund	Water Distribution	19,980.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080024	Dec/07/2012	RE	Paid	VOP01 0000007909 AMERICAN MESSAGING P.O. BOX 5749 CAROL STREAM IL 60197-5749	Not applicable		78.90 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103879	U1109790ML	Dec/01/2012	DECEMBER 2012 PAGING SERVICE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Telecommunication Charges	DPW - Administration	General Fund	Base Program	78.90 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080025	Dec/07/2012	RE	Paid	VOP01 0000001954 ASSOCIATED TECHNICAL SERVICES LTD. 524 W. ST. CHARLES RD VILLA PARK IL 60181	Not applicable		10,004.31 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103913	22684	Aug/17/2012	2012 EMERGENCY LEAK DETECTION/LOCATION SURVEY	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Water	Water Fund	Water Distribution	3,690.92 USD
1	External Support	DPW - Water	Water Fund	Water Distribution	6,313.39 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080026	Dec/07/2012	RE	Paid	VOP01 0000008968 AUTO ZONE P.O. BOX 116067 ATLANTA GA 30368-6067	Not applicable		192.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103911	2674980488	Nov/27/2012	BULBS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
4	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	0.62 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	189.51 USD
2	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	0.63 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	0.62 USD
3	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	0.62 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080027	Dec/07/2012	RE	Paid	VOP01 0000002301 BURGESS, CRAIG C/O FIRE 123 MADISON OAK PARK IL 60302	Not applicable		191.27 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103871	11/13/12	Nov/13/2012	REIMBURSEMENT FOR BOOTS & INSOLES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	FIRE - Operations	General Fund	Base Program	191.27 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080028	Dec/07/2012	RE	Paid	VOP01 0000001058 CAPTION FIRST, INC. P.O. BOX 3066 MONUMENT CO 80132	Not applicable		1,717.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103580	44220	Nov/15/2012	OCTOBER 2012 CAPTIONING/TRANSCRIBING OF BOARD MEETINGS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Village Clerk's Office (VCO)	General Fund	Base Program	1,717.50 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080029	Dec/07/2012	RE	Paid	VOP01 0000002455 CAR-X AUTO SERVICE 700 MADISON ST. OAK PARK IL 60302	Not applicable		44.96 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103761	388823	Nov/14/2012	2-WHEEL FRONT END ALIGNMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	44.96 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080030	Dec/07/2012	RE	Paid	VOP01 0000001059 CASE LOTS INC. 7911 W. OGDEN LYONS IL 60534	Not applicable		662.80 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103908	044231	Nov/05/2012	TOWELS, TOILET PAPER, BROWN PAPER TOWELS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
4	Building Materials	DPW - Building Maintenance	General Fund	Fire Department	66.28 USD
3	Building Materials	DPW - Building Maintenance	General Fund	Public Works Center	198.84 USD
1	Building Materials	DPW - Building Maintenance	General Fund	Village Hall	331.40 USD
2	Building Materials	DPW - Building Maintenance	General Fund	Dole Center	66.28 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080031	Dec/07/2012	RE	Paid	VOP01 0000010007 CDC ENTERPRISES, INC. P.O. BOX 202 RINGWOOD IL 60072	Not applicable		1,552.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103907	201200139	Jun/30/2012	SYSTEM UPGRADE INSTALLATION, PROGRAMMING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Water	Water Fund	Water Supply	1,552.50 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080032	Dec/07/2012	RE	Paid	VOP01 0000005908 CHICAGO INTERNATIONAL TRUCKS DEPT #10271 P.O. BOX 87618 CHICAGO IL 60680-0618	Not applicable		18.58 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103756	10109446	Nov/14/2012	TBOLT V-CLAMPS FOR TURBO HOSE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	18.58 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080033	Dec/07/2012	RE	Paid	VOP01 0000001067 CHICAGOLAND PAVING 225 TELSER ROAD LAKE ZURICH IL 60047	Not applicable		606,258.39 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103593	PROJECT 12-2, PAYME	Nov/16/2012	RESURFACING 9/22/12-11/15/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	Building Improvements	Parking Services	Parking Fund	Lots_Off Street Parking	56,784.00 USD
1	Local Street Construction	DPW - Capital Projects	Capital Improvement Fund	Local Streets	549,474.39 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080034	Dec/07/2012	RE	Paid	VOP01 0000001678 CLASSIC GRAPHICS INDUSTRIES 650 W. GRAND AVE, UNIT 204 ELMHURST IL 60126	Not applicable		1,756.75 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103583	70964	Nov/15/2012	STOCK SUPPLY OF COPY PAPER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Adjudication	General Fund	Base Program	1,756.75 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080035	Dec/07/2012	RE	Paid	VOP01 0000013498 CLAUSS BROTHERS INC. 360 W. SCHAUMBURG RD. STREAMWOOD IL 60107	Not applicable		21,342.80 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103906	23234, 23261	Oct/31/2012	SEPTEMBER & OCTOBER 2012 LANSCAPE MAINTENANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Forestry	General Fund	Landscaping Services	21,342.80 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080036	Dec/07/2012	RE	Paid	VOP01 0000008626 COMMERCIAL TIRE SERVICES INC. 1105 NORTH 30TH AVE MELROSE PARK IL 60160	Not applicable		655.08 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103752	1110022280	Nov/14/2012	TIRES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	655.08 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080037	Dec/07/2012	RE	Paid	VOP01 0000009498 CURRIE MOTORS (CHEVROLET) 8401 W. ROOSEVELT RD. FOREST PARK IL 60130	Not applicable		1,276.95 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103905	40304	Nov/26/2012	CNG COMPUTER MODULE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	1,276.95 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080038	Dec/07/2012	RE	Paid	VOP01 0000001654 DIRECT PLOT INC. 830 NORTH BLVD . SUITE #1E OAK PARK IL 60301	Not applicable		34.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103595	18550	Nov/12/2012	PLAN COPIES FOR PROJECT 12-1	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Printing	DPW - Capital Projects	Capital Improvement Fund	CIP Management	34.00 USD





Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080039	Dec/07/2012	RE	Paid	VOP01 0000001104 DRESSEL'S ACE HARDWARE 1137 CHICAGO AVE OAK PARK IL 60302	Not applicable		45.54 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103903	237690	Nov/16/2012	VALVE, ADAPTER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	DPW - Water	Water Fund	Water Service Calls	10.78 USD
1	Building Materials	DPW - Building Maintenance	General Fund	Village Hall	34.76 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080040	Dec/07/2012	RE	Paid	VOP01 0000001117 FEDERAL EXPRESS P.O. BOX 94515 PALATINE IL 60094-4515	Not applicable		13.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103902	2-082-00737	Nov/14/2012	SHIPPING CHARGES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Postage	DPW - Fleet Operations	General Fund	Base Program	13.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080041	Dec/07/2012	RE	Paid	VOP01 0000002722 FLEET ONE P.O. BOX 415000 MSC 30425 NASHVILLE TN 37241-5000	Not applicable		5.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103901	4037870007	Aug/31/2012	AUGUST 2012 MONTHLY ACCOUNT FEE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	1.25 USD
2	External Support	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	1.25 USD
3	External Support	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	1.25 USD
4	External Support	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	1.25 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080042	Dec/07/2012	RE	Paid	VOP01 0000001604 GEIB INDUSTRIES 3220 N. MANNHEIM RD. FRANKLIN PARK IL 60131	Not applicable		194.40 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103733	417535-001	Nov/13/2012	MALE & FEMALE QUICK DISCONNECT HYDRAULIC COUPLERS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	194.40 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080043	Dec/07/2012	RE	Paid	VOP01 0000002374 GIAMMONA, JOSEPH 1839 S. 4TH PLACE ST. CHARLES IL 60174	Not applicable		512.10 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103869	11/28/12, 11/29/12	Nov/29/2012	CONTRACTUAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Adjudication	General Fund	Base Program	341.40 USD
1	External Support	Adjudication	General Fund	Base Program	170.70 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080044	Dec/07/2012	RE	Paid	VOP01 0000001152 GRAINGER DEPT . 801549411 PALATINE IL 60038-0001	Not applicable		160.18 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103730	9979480481	Nov/16/2012	READING SAFETY GLASSES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	DPW - Fleet Operations	General Fund	Base Program	16.86 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	28.36 USD
2	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	28.36 USD
3	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	28.36 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	29.88 USD
4	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	28.36 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080045	Dec/07/2012	RE	Paid	VOP01 0000013168 GRANICUS P.O. BOX 49335 SAN JOSE CA 95161	Not applicable		840.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103860	40348	Nov/15/2012	MONTHLY MANAGED SERVICES FEE, VOP-TV ONLINE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	Communication	General Fund	Base Program	840.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080046	Dec/07/2012	RE	Paid	VOP01 0000008617 HD SUPPLY WATERWORKS, LTD P.O. BOX 91036 CHICAGO IL 60693-1036	Not applicable		832.20 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103889	5411223	Sep/10/2012	COPPER TUBING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	DPW - Water	Water Fund	Water Distribution	832.20 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080047	Dec/07/2012	RE	Paid	VOP01 0000002815 IMPERIAL BLUE PRINT & SUPPLY CO. 338 HARRISON ST. OAK PARK IL 60304	Not applicable		24.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103862	107693	Nov/15/2012	MICRO-FICHE COPIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Printing	Building Property Standards	General Fund	Property Standards	24.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080048	Dec/07/2012	RE	Paid	VOP01 0000009831 INLAND POWER GROUP P.O. BOX 68-9633 MILWAUKEE WI 53268-9633	Not applicable		1,690.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103898	5448032-00	Nov/20/2012	TRANSMISSION FLUID	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Lubricants	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	1,690.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080049	Dec/07/2012	RE	Paid	VOP01 0000013152 INTEGRYS ENERGY SERVICES PO BOX 19046 GREEN BAY WI 54307-9046	Not applicable		8,001.17 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103897	21725857-1	Nov/12/2012	ELECTRIC SERVICE 10/10/12-11/08/12 @ 129 LAKE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Electricity	DPW - Water	Water Fund	Water Supply	8,001.17 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080050	Dec/07/2012	RE	Paid	VOP01 0000012522 KELLER HEARTT CO INC. 4877 PAYSHERE CIRCLE CHICAGO IL 60674	Not applicable		131.16 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103959	0166146-IN	Nov/14/2012	MULTI VEHICLE ANTIFREEZE 4 STOCK	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
4	Lubricants	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	32.79 USD
1	Lubricants	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	32.79 USD
3	Lubricants	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	32.79 USD
2	Lubricants	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	32.79 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080051	Dec/07/2012	RE	Paid	VOP01 000006278 KLEMM, KENNETH C/O FIRE 123 MADISON ST OAK PARK IL 60302	Not applicable		146.91 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103872	1714	Nov/15/2012	REIMBURSEMENT FOR BATTERIES & POSTAGE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	FIRE - Operations	General Fund	Base Program	136.00 USD
2	Postage	FIRE - Operations	General Fund	Base Program	10.91 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080052	Dec/07/2012	RE	Paid	VOP01 0000014882 LAFORCE P.O. BOX 10068 GREEN BAY WI 54307	Not applicable		339.98 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103962	728520 RI	Nov/13/2012	REP 2 VILLAGE HALL ADA PUSH BUTTONSV AT MAIN ENTRANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Property Repair	DPW - Building Maintenance	General Fund	Village Hall	339.98 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080053	Dec/07/2012	RE	Paid	VOP01 0000008517 LECHNER & SONS UNIFORM RENTAL 420 KINGSTON CT. MT. PROSPECT IL 60056	Not applicable		684.43 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103966	1671821,1674324,167	Oct/30/2012	INV 1679111,1681453 LAUNDRY SERVICE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	
1	Laundry Service	DPW - Sewer	Sewer Fund	Base Program	541.23	USD
1	Laundry Service	DPW - Sewer	Sewer Fund	Base Program	143.20	USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080054	Dec/07/2012	RE	Paid	VOP01 0000001209 LOGSDON OFFICE SUPPLY 1055 ARTHUR ELK GROVE VILLAGE IL 60007	Not applicable		710.54 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103585	4243181	Nov/16/2012	OFFICE SUPPLIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	
3	Office Supplies	Finance	Sewer Fund	Utilities	47.04	USD
1	Office Supplies	Village Clerk's Office (VCO)	General Fund	Base Program	105.72	USD
1	Office Supplies	Finance	General Fund	Base Program	130.98	USD
1	Boards Commissions Support	Adjudication	General Fund	Base Program	74.24	USD
1	Office Supplies	Building Property Standards	General Fund	Building Inspection Services	91.46	USD
1	Office Supplies	LEGAL - Law	General Fund	Base Program	75.73	USD
2	Office Supplies	Finance	General Fund	Accounting Services	185.37	USD





Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080055	Dec/07/2012	RE	Paid	VOP01 0000013136 MARINIER, RYAN 506 South Euclid VILLA PARK IL 60181	Not applicable		50.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103874	11/15/12	Nov/29/2012	REIMBURSE FOR CAR SEAT FEE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Membership Dues	FIRE - Training and Public Ed.	General Fund	Base Program	50.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080056	Dec/07/2012	RE	Paid	VOP01 0000001611 MCCLLOUD, W. B. & CO., INC. 2500 W. HIGGINS RD 850 NW CORP. CENTER HOFFMAN ESTATES IL 60195-5220	Not applicable		271.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103963	10568026	Nov/19/2012	PEST CONTROL 900 S. EAST	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Building Maintenance	General Fund	Fire Department	86.00 USD
1	General Contractuals	DPW - Building Maintenance	General Fund	Fire Department	83.00 USD
1	General Contractuals	DPW - Building Maintenance	General Fund	Fire Department	102.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080057	Dec/07/2012	RE	Paid	VOP01 000001570 MENARDS-MELROSE PARK 8311 W. NORTH AVE MELROSE PARK IL 60160	Not applicable		225.40 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103956	10411	Nov/05/2012	MISC SUPPLIES INV10411	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Building Materials	DPW - Building Maintenance	General Fund	Village Hall	115.46 USD
1	Operational Supplies	DPW - Water	Water Fund	Water Supply	8.88 USD
1	Operational Supplies	DPW - Water	Water Fund	Water Supply	77.09 USD
1	Operational Supplies	DPW - Water	Water Fund	Water Supply	23.97 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080058	Dec/07/2012	RE	Paid	VOP01 0000014113 MIDWAY BUILDING SERVICES 456 N. OAKLEY BLVD CHICAGO IL 60612	Not applicable		985.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103954	33710	Nov/19/2012	COOLING TOWER WINTERIZATION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Building Maintenance	General Fund	Village Hall	985.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080059	Dec/07/2012	RE	Paid	VOP01 0000002146 MINUTEMAN PRESS 6949 W. NORTH AVE OAK PARK IL 60302	Not applicable		60.01 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103864	16967	Nov/29/2012	WATER SHUT-OFF DOORHANGERS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Printing	Finance	Sewer Fund	Utilities	60.01 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080060	Dec/07/2012	RE	Paid	VOP01 0000001160 MOHR, H.J. & SONS CO. 915 S. MAPLE OAK PARK IL 60304-1893	Not applicable		4,239.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103949	151449	Oct/31/2012	STONE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Roadway Maintenance	DPW - Water	Water Fund	Water Distribution	2,224.50 USD
1	Roadway Maintenance	DPW - Water	Water Fund	Water Distribution	837.00 USD
1	Roadway Maintenance	DPW - Water	Water Fund	Water Distribution	585.00 USD
1	Roadway Maintenance	DPW - Sewer	Sewer Fund	Sewer Collection	217.50 USD
1	Roadway Maintenance	DPW - Sewer	Sewer Fund	Sewer Collection	375.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080061	Dec/07/2012	RE	Paid	VOP01 0000001238 MONROE TRUCK EQUIPMENT 4328 PAYSHERE CIRCLE CHICAGO IL 60674	Not applicable		697.28 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103710	295491	Nov/12/2012	SPINNER DISCS & FILLWELL LIDS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	187.48 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	163.80 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	346.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080062	Dec/07/2012	RE	Paid	VOP01 0000001853 NATIONAL RUBBER STAMP CO. , INC. 1704 W. BELMONT AVE CHICAGO IL 60657-3020	Not applicable		40.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103881	F 4848	Nov/29/2012	NEW DIE/PAD FOR M-40 SELF INKING STAMP	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Office Supplies	Finance	General Fund	Base Program	40.25 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080063	Dec/07/2012	RE	Paid	VOP01 0000011879 NAVMAN WIRELESS NA LP DEPT CH 19371 PALATINE IL 60055-9371	Not applicable		88.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103947	90193100	Nov/15/2012	AIRTIME SERVICES 11/15-12/14/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Sewer	Sewer Fund	Sewer Collection	88.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080064	Dec/07/2012	RE	Paid	VOP01 0000001267 NYHAN, BAMBRICK,KINZIE & LOWRY, P.C. 20 N. CLARK STREET, SUITE 1000 CHICAGO IL 60602	Not applicable		574.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103866	315088, 315089	Aug/14/2012	JULY 2012 LEGAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Legal Fees Workers Comp	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	266.00 USD
1	Legal Fees Workers Comp	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	308.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080065	Dec/07/2012	RE	Paid	VOP01 000001676 O'HARE TOWING SERVICE 2424 WISCONSIN ST. DOWNERS GROVE IL 60515	Not applicable		100.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103945	471982	Sep/05/2012	RELOCATE CAR TO REP WATER MAIN BREAK	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Water	Water Fund	Water Distribution	100.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080066	Dec/07/2012	RE	Paid	VOP01 0000013821 O'REILLY AUTO PARTS P.O. BOX 9464 SPRINGFIELD MO 65801-9464	Not applicable		123.98 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103939	3366-359118,3366-35	Nov/21/2012	INV#3366-359287 AXLE SHAFT AND RET BATTERY CORE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	123.98 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080067	Dec/07/2012	RE	Paid	VOP01 000001647 OAK PARK ELEMENTARY SCHOOL DISTRI 970 MADISON ST. OAK PARK IL 60302	Not applicable		26.87 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103863	3085	Nov/05/2012	2012 EMPLOYEE RECONGITION CEREMONY PROGRAM	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Employees Awards Recognition	Village Manager's Office (VMO)	General Fund	Base Program	26.87 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080068	Dec/07/2012	RE	Paid	VOP01 0000010300 PALM PETROLEUM, LLC 3650 S. HOMAN AVE. CHICAGO IL 60632	Not applicable		1,525.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103938	9164	Nov/14/2012	MOTOR OILS BULK AND BOTTLED	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Lubricants	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	381.25 USD
2	Lubricants	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	381.25 USD
3	Lubricants	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	381.25 USD
4	Lubricants	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	381.25 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
Pay Cycle Run Date: Dec/05/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080069	Dec/07/2012	RE	Paid	VOP01 0000006561 PILAFAS, PETE 10 SOUTH 320 HAMPSHIRE LN W HINSDALE IL 60527	Not applicable		160.33 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103873	11/13-14/12	Nov/29/2012	REIMBURSE FOR PURCHASE OF MEALS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Conferences Training	FIRE - Training and Public Ed.	General Fund	Base Program	160.33 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080070	Dec/07/2012	RE	Paid	VOP01 0000005001 POLFUS, EDWARD 521 BEACH AVE. LAGRANGE PARK IL 60526	Not applicable		170.70 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103890	12/04/12	Dec/04/2012	CONTRACTUAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Adjudication	General Fund	Base Program	170.70 USD





Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080071	Dec/07/2012	RE	Paid	VOP01 0000014742 PRAIRIE MATERIAL 7601 W. 79TH ST. BRIDGEVIEW IL 60455	Not applicable		1,774.87 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103941	88072325	Oct/29/2012	CONCRETE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Roadway Maintenance	DPW - Water	Water Fund	Water Distribution	502.97 USD
1	Roadway Maintenance	DPW - Water	Water Fund	Water Distribution	640.15 USD
1	Roadway Maintenance	DPW - Water	Water Fund	Water Distribution	457.25 USD
1	Roadway Maintenance	DPW - Water	Water Fund	Water Distribution	174.50 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080072	Dec/07/2012	RE	Paid	VOP01 0000008342 PRIMERA ENGINEERS, LTD. P.O. BOX 25034 CHICAGO IL 60625	Not applicable		1,707.23 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103937	0027695	Nov/07/2012	9/1-10/26/12 PROFESSIONAL SERVICE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Building Maintenance	DPW - Building Maintenance	Capital Bldg Improvements	Base Program	1,707.23 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080073	Dec/07/2012	RE	Paid	VOP01 0000003038 PRINTING STORE INC. 621 MADISON ST. OAK PARK IL 60302	Not applicable		206.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103577	70358	Nov/15/2012	4000 CASH RECEPTS VOUCHERS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Printing	Finance	General Fund	Accounting Services	206.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080074	Dec/07/2012	RE	Paid	VOP01 0000001310 QUIMEX 14702 S HAMLIN MIDLOTHIAN IL 60445	Not applicable		75.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103936	444252	Nov/12/2012	SPECIAL GREASE FOR VALVE PUMP STATION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Lubricants	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	75.00 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080075	Dec/07/2012	RE	Paid	VOP01 0000001955 RADIO SHACK CORP. P.O. BOX 848549 DALLAS TX 75284	Not applicable		44.78 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103935	047104	Oct/31/2012	USB FLASH DRIVE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Office Supplies	DPW - Water	Water Fund	Base Program	24.99 USD
1	Operational Supplies	DPW - Water	Water Fund	Base Program	19.79 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080076	Dec/07/2012	RE	Paid	VOP01 0000002822 RED WING SHOE STORE 7059 W. CERMAK BERWYN IL 60402	Not applicable		99.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103934	240000008245	Nov/15/2012	SAFETY SHOES HOWARD STOKES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	DPW - Sewer	Sewer Fund	Base Program	99.00 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080077	Dec/07/2012	RE	Paid	VOP01 0000001315 RESERVE ACCOUNT P.O. BOX 223648 PITTSBURGH PA 15250-2648	Not applicable		4,227.09 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103880	NOVEMBER 2012	Nov/30/2012	POSTAGE ACCOUNT 38402533	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	
15	Postage	DPW - Engineering	General Fund	Base Program	20.60	USD
16	Postage	DPW - Forestry	General Fund	Base Program	0.90	USD
20	Postage	Special Activities	General Fund	Base Program	17.10	USD
23	Postage	Adjudication	General Fund	Base Program	2,124.10	USD
18	Postage	DPW - Sewer	Sewer Fund	Base Program	48.53	USD
17	Postage	Finance	Sewer Fund	Base Program	190.80	USD
4	Postage	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	9.45	USD
22	Postage	Police Pension	Police Pension Fund	Base Program	1.80	USD
21	Boards Commissions Support	Special Activities	General Fund	Base Program	8.40	USD
19	Postage	Parking Services	Parking Fund	Base Program	46.35	USD
27	Boards Commissions Support	Boards and Commissions	General Fund	Historic Preservation Commiss	59.25	USD
24	Postage	Finance	General Fund	Accounting Services	264.55	USD
26	Postage	HEALTH - Health Services	General Fund	Animal Control	0.90	USD
28	Postage	Village Manager's Office (VMO)	Sustainability Fund	Base Program	9.94	USD
25	Postage	Fire Pension	Fire Pension Fund	Base Program	2.70	USD
1	Postage	Village Manager's Office (VMO)	General Fund	Base Program	10.40	USD
3	Postage	Information Technology	General Fund	Base Program	0.90	USD
6	Postage	HR - Human Resources	General Fund	Base Program	122.35	USD
14	Postage	HEALTH - Health Services	General Fund	Base Program	118.25	USD
13	Postage	FIRE - Admin	General Fund	Base Program	74.00	USD
12	Postage	POLICE	General Fund	Base Program	101.61	USD
11	Postage	Building Property Standards	General Fund	Base Program	131.39	USD
10	Postage	Housing Services	General Fund	Base Program	111.95	USD



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9	Postage	CD Grant Admin	General Fund	Base Program	3.55	USD
8	Postage	Plan Community Development	General Fund	Base Program	77.37	USD
7	Postage	Village Clerk's Office (VCO)	General Fund	Base Program	655.45	USD
5	Postage	LEGAL - Law	General Fund	Base Program	12.70	USD
2	Postage	Community Relations	General Fund	Base Program	1.80	USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080078	Dec/07/2012	RE	Paid	VOP01 000004974 RICHARDSON, ANITA 5057 HARVARD TERRACE SKOKIE IL 60077	Not applicable		562.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103868	2012-55	Nov/28/2012	CONTRACTUAL SERVICES 11/28/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Adjudication	General Fund	Base Program	562.50 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080079	Dec/07/2012	RE	Paid	VOP01 0000012117 RICOH AMERICAS CORPORATION P.O. BOX 6434 CAROL STREAM IL 60197-6434	Not applicable		413.70 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103878	6745274915	Nov/25/2012	BPS COLOR COPIER LEASE NOV/DEC 2012	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Equipment Rental	Building Property Standards	General Fund	Property Standards	413.70 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080080	Dec/07/2012	RE	Paid	VOP01 0000002267 ROYAL PIPE & SUPPLY CO. 2400 LAKE STREET PO BOX 1527 MELROSE PARK IL 60160	Not applicable		382.28 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103933	S1345842.001	Nov/15/2012	RETRO FIT KIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Property Repair	DPW - Building Maintenance	General Fund	Village Hall	382.28 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080081	Dec/07/2012	RE	Paid	VOP01 0000001338 SELECT STAFFING TEMPS DEPT 4682 CAROL STREAM IL 60122-4682	Not applicable		281.60 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103892	59029	Nov/23/2012	TEMPORARY SERVICES WEEK ENDING 11/25/12. DIXSON	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Adjudication	General Fund	Base Program	281.60 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 798  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080082	Dec/07/2012	RE	Paid	VOP01 0000002948 SNAP ON INDUSTRIAL 21755 NETWORK PLACE CHICAGO IL 60673-1217	Not applicable		42.94 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103680	ARV/18439208	Nov/10/2012	SPANNER WRENCH	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	DPW - Fleet Operations	General Fund	Base Program	42.94 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080083	Dec/07/2012	RE	Paid	VOP01 0000009363 STACK, JOHN 2906 LINCOLN EVANSTON IL 60201	Not applicable		562.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103870	11/29/12	Nov/29/2012	CONTRACTUAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Adjudication	General Fund	Base Program	562.50 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080084	Dec/07/2012	RE	Paid	VOP01 0000015141 STATHAKOS, JAMES C/O JOSEPH RAU 420 N. MARION ST. OAK PARK IL 60302-1820	Not applicable		14.94 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103928	0240000256-00	Dec/04/2012	REFUND CREDIT BALANCE ON FINAL WATER BILL@420 N. MARION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Utility Sales	DPW - Water	Water Fund	Base Program	14.94 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080085	Dec/07/2012	RE	Paid	VOP01 0000009629 STREICHER'S P.O. BOX 41398 MINNEAPOLIS MN 55441-0398	Not applicable		174.98 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103637	1973725	Nov/15/2012	BOOTS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Support Services	174.98 USD





Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080086	Dec/07/2012	RE	Paid	VOP01 0000012873 SUBURBAN TREE CONSORTIUM C/O WEST CENTRAL MUNICIPAL CONF. 2000 5TH AVE, BUILDING N RIVER GROVE IL 60171	Not applicable		29,366.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103932	0005774-IN	Nov/14/2012	FALL PKWAY TREE PLANT 2012	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Tree Replacement	DPW - Engineering	Capital Improvement Fund	Base Program	29,366.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080087	Dec/07/2012	RE	Paid	VOP01 0000001372 TERMINAL SUPPLY CO P.O. BOX 1253 TROY MI 48099	Not applicable		143.05 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103930	80084-00	Nov/12/2012	CONNECTOR ENDS & QUICK DISCONNECTS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	15.08 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	100.13 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	27.84 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080088	Dec/07/2012	RE	Paid	VOP01 0000001380 THIRD MILLENNIUM 4200 CANTERA DR. STE. #105 WARRENVILLE IL 60555	Not applicable		1,738.36 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103778	15218	Nov/21/2012	NOVEMBER 2012 UTILITY BILL & REMINDER NOTICE RENDERING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	Finance	Sewer Fund	Utilities	1,738.36 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080089	Dec/07/2012	RE	Paid	VOP01 0000001381 THOMPSON ELEVATOR INSPECTION 1302 E THAYER ST MT PROSPECT IL 60056	Not applicable		387.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103858	12-3774	Nov/13/2012	SEMI-ANNUAL ELEVATOR INSPECTIONS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Building Property Standards	General Fund	Building Inspection Services	387.00 USD



Pay Cycle: OAKPK  
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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080090	Dec/07/2012	RE	Paid	VOP01 0000001034 TRUCK PRO, INC. P.O. BOX 905044 CHARLOTTE NC 28290-5044	Not applicable		109.61 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103926	080-0643976	Nov/26/2012	MISC AIR AND OIL FILTERS FOR STOCK	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
4	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	27.40 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	27.40 USD
3	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	27.40 USD
2	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	27.41 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080091	Dec/07/2012	RE	Paid	VOP01 0000009418 UNITED RADIO COMMUNICATIONS 9200 S. OKETO AVE. BRIDGEVIEW IL 60455	Not applicable		122.85 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103896	23283500	Oct/31/2012	ANTENNAS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	122.85 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080092	Dec/07/2012	RE	Paid	VOP01 000002160 VEHICLE FASTENERS INC. 263 N. WEST AVE ELMHURST IL 60126	Not applicable		65.93 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103676	73837	Nov/15/2012	MISC SCREWS, NUTS, WASHERS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	16.48 USD
3	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	16.48 USD
2	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	16.49 USD
4	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	16.48 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080093	Dec/07/2012	RE	Paid	VOP01 0000014803 VIKING CHEMICAL CO. P.O. BOX 1595 ROCKFORD IL 61110-0095	Not applicable		341.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103925	236816	Nov/06/2012	CHLORINE INV#236816	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	DPW - Water	Water Fund	Water Supply	341.00 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080094	Dec/07/2012	RE	Paid	VOP01 0000001600 VILLAGE OF OAK PARK PETTY CASH C/O CASHIER 123 MADISON OAK PARK IL 60302	Not applicable		316.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103893	NOVEMBER 2012 - CA	Nov/30/2012	PETTY CASH REIMBURSEMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Petty Cash	Balance Sheet	General Fund	Balance Sheet	316.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080095	Dec/07/2012	RE	Paid	VOP01 0000001600 VILLAGE OF OAK PARK PETTY CASH C/O CASHIER 123 MADISON OAK PARK IL 60302	Not applicable		387.70 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103894	SEPT/OCT 2012 - CAS	Nov/28/2012	PETTY CASH REIMBURSEMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Petty Cash	Balance Sheet	General Fund	Balance Sheet	387.70 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080096	Dec/07/2012	RE	Paid	VOP01 0000011464 WARREN OIL CO, INC. P.O. BOX 40 SUMMIT IL 60501	Not applicable		26,563.70 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103675	10752149	Nov/14/2012	REGULAR UNLEADED FUEL & B20 DIESEL WINTER BLEND FUEL PURCHASE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	Fuel	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	14,219.86 USD
4	Fuel	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	4,671.88 USD
1	Fuel	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	1,822.08 USD
3	Fuel	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	5,849.88 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080097	Dec/07/2012	RE	Paid	VOP01 0000001618 WASHINGTON,CARRIE BELLE P.O. BOX 35 TINLEY PARK IL 60477	Not applicable		1,612.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103891	11/30/12	Nov/30/2012	CONTRACTUAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Adjudication	General Fund	Base Program	487.50 USD
1	External Support	Adjudication	General Fund	Base Program	1,125.00 USD



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PeopleSoft Accounts Payable  
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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080098	Dec/07/2012	RE	Paid	VOP01 0000001415 WEST COOK COUNTY SOLID WASTE AGENC 2000 FIFTH AVE. BLDG J RIVER GROVE IL 60171	Not applicable		38,905.54 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103920	003066-IN	Oct/31/2012	REFUSE DISPOSAL OCT 2012	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Environmental Services	Environmental Services Fu	Base Program	38,905.54 USD
				Total Requirements for Bank Account	FB_OP VOP 154508888927 814,563.33 USD



Report ID: APY2001

PeopleSoft Accounts Payable  
DETAILED CHECK REGISTER

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Total Requirements for Currency USD 814,563.33 USD

Pay Cycle: OAKPK  
Pay Cycle Sequence: 799  
Pay Cycle Run Date: Dec/07/2012

Bank Account: FB\_OP VOP 15450888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080099	Dec/07/2012	RE	Paid	VOP01 0000011553 ADVANCED GEOTHERMAL PLUMBING & HE 323 S. COMMONWEALTH AVE. ELGIN IL 60122	Not applicable		1,010.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104062	OPE 2012-00059	Dec/05/2012	REFUND PARKWAY & STREET RESTORATION DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	1,010.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080100	Dec/07/2012	RE	Paid	VOP01 0000001958 ALARM DETECTION SYSTEMS INC. 1111 CHURCH RD. AURORA IL 60505	Not applicable		105.02 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104051	DEC-FEB 2013	Nov/04/2012	QUARTERLY CHARGES@720 NORTH BLVD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	Parking Services	Parking Fund	The Avenue Garage	105.02 USD





Pay Cycle: OAKPK  
Pay Cycle Sequence: 799  
Pay Cycle Run Date: Dec/07/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080101	Dec/07/2012	RE	Paid	VOP01 000001022 ANDERSON ELEVATOR CO 2801 S. 19TH AVE BROADVIEW IL 60155	Not applicable		390.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104029	128203	Nov/13/2012	ANNUAL TESTING@201 SOUTH BLVD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Building Maintenance	General Fund	Public Works Center	390.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080102	Dec/07/2012	RE	Paid	VOP01 0000013265 APWA - SUBURBAN BRANCH ATTN: MIKE REYNOLDS - VILLAGE OF ARLI 33 S. ARLINGTON HEIGHTS RD. ARLINGTON HEIGHTS IL 60005	Not applicable		35.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104028	12-0018	Nov/20/2012	CLIENT/CONSULTANT WORKSHOP - VIC SABALIAUSKAS 4/3/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Conferences Training	DPW - Building Maintenance	General Fund	Base Program	35.00 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080103	Dec/07/2012	RE	Paid	VOP01 0000002747 ASCE (MEMBERSHIP) P.O. BOX 79084 BALTIMORE MD 21279-0084	Not applicable		255.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104064	2013 - BROWN, LORI	Sep/04/2012	RENEWAL OF MEMBERSHIP DUES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Membership Dues	DPW - Capital Projects	Capital Improvement Fund	Base Program	255.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080104	Dec/07/2012	RE	Paid	VOP01 0000013854 AT & T P.O. BOX 5080 CAROL STREAM IL 60197-5080	Not applicable		4,055.49 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104067	847734609511	Nov/07/2012	E911 TRUNKS 10/08/12-11/07/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Telecommunication Charges	FINANCE - Purchasing	General Fund	Base Program	3,937.49 USD
1	Telecommunication Charges	FINANCE - Purchasing	General Fund	Base Program	118.00 USD



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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080105	Dec/07/2012	RE	Paid	VOP01 0000008968 AUTO ZONE P.O. BOX 116067 ATLANTA GA 30368-6067	Not applicable		39.98 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104027	2674949162	Oct/31/2012	BRAKELINE COIL	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	39.98 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080106	Dec/07/2012	RE	Paid	VOP01 0000001035 AVALON PETROLEUM DEPT 77-7326 CHICAGO IL 60678-7326	Not applicable		19,305.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104026	042284	Oct/24/2012	FUEL PURCHASED 10/24/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
3	Fuel	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	1,962.57 USD
1	Fuel	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	6,475.56 USD
2	Fuel	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	10,866.87 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080107	Dec/07/2012	RE	Paid	VOP01 0000010206 CALL ONE P.O. BOX 76112 CLEVELAND OH 44101-4755	Not applicable		6,143.03 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104071	11/15/12	Nov/15/2012	PHONE SERVICE 11/15/12-12/14/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Telecommunication Charges	FINANCE - Purchasing	General Fund	Base Program	6,143.03 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080108	Dec/07/2012	RE	Paid	VOP01 0000013926 CARQUEST AUTO PARTS P.O. BOX 503589 ST LOUIS MO 63150-3589	Not applicable		282.34 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104022	1735-240566	Nov/01/2012	SWAY BAR LINKS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	49.90 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	123.70 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	15.47 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	93.27 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080109	Dec/07/2012	RE	Paid	VOP01 0000001059 CASE LOTS INC. 7911 W. OGDEN LYONS IL 60534	Not applicable		1,683.90 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104050	044288	Nov/06/2012	SOAP,MOPHEADS,LINERS,GLOVES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Cleaning Supplies	Parking Services	Parking Fund	Holley Ct Parking Garage	1,683.90 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080110	Dec/07/2012	RE	Paid	VOP01 0000005908 CHICAGO INTERNATIONAL TRUCKS DEPT #10271 P.O. BOX 87618 CHICAGO IL 60680-0618	Not applicable		334.69 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104019	10107199	Nov/01/2012	TURBO FEED TUBE & RING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	53.94 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	30.00 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	250.75 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080111	Dec/07/2012	RE	Paid	VOP01 0000011878 COMED (6111) P.O. BOX 6111 CAROL STREAM IL 60197-6111	Not applicable		795.19 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104018	3567083035	Nov/02/2012	ELECTRIC SERVICE 10/1/12-10/30/12@80 N. MARION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Electricity	DPW - Street Lighting	General Fund	Street Lights Services	795.19 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080112	Dec/07/2012	RE	Paid	VOP01 0000010182 CULLIGAN WATER P.O. BOX 364 UNION GROVE WI 53182-0364	Not applicable		144.73 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104049	610563, 610564	Nov/10/2012	BOTTLED WATER,CUPS,SERVICE FEE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	Water Charges	Parking Services	Parking Fund	Holley Ct Parking Garage	100.83 USD
1	Water Charges	Parking Services	Parking Fund	The Avenue Garage	43.90 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080113	Dec/07/2012	RE	Paid	VOP01 0000001087 CUMMINS N POWER, LLC PO BOX 1450, NW 7686 MINNEAPOLIS MN 55485-7686	Not applicable		575.73 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104017	711-6401	Oct/31/2012	SERVICE CALL & MAINTENANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Building Maintenance	General Fund	Public Works Center	575.73 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080114	Dec/07/2012	RE	Paid	VOP01 0000014117 DATASOURCE, INC./GLOBAL PARTNERS, L 145 COVINGTON DR BLOOMINGDALE IL 60108	Not applicable		85.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104066	8871	Nov/14/2012	TONER CARTRIDGE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Toner Cartridges	POLICE	General Fund	Base Program	85.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080115	Dec/07/2012	RE	Paid	VOP01 0000001095 DELL MARKETING LP (USA) P.O. BOX 802816 C./O DELL USA L.P. CHICAGO IL 60680-2816	Not applicable		136.79 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104069	XJ18KPXR4	Nov/09/2012	TONER CARTRIDGE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
3	Toner Cartridges	Village Manager's Office (VMO)	Sustainability Fund	Base Program	34.20 USD
2	Toner Cartridges	Village Manager's Office (VMO)	General Fund	Base Program	34.20 USD
1	Toner Cartridges	Communication	General Fund	Base Program	68.39 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080116	Dec/07/2012	RE	Paid	VOP01 0000001104 DRESSEL'S ACE HARDWARE 1137 CHICAGO AVE OAK PARK IL 60302	Not applicable		168.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104048	236901,237030,23703	Nov/25/2012	237913,237663. OPERATIONAL SUPPLIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	Parking Services	Parking Fund	Holley Ct Parking Garage	168.25 USD





Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080117	Dec/07/2012	RE	Paid	VOP01 0000002302 DYNAMEX, INC. 12837 COLLECTIONS CENTER DRIVE CHICAGO IL 60693	Not applicable		37.27 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104055	1213862	Sep/23/2012	DELIVERY SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Postage	DPW - Capital Projects	Capital Improvement Fund	CIP Management	18.92 USD
1	Postage	DPW - Capital Projects	Capital Improvement Fund	CIP Management	18.35 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080118	Dec/07/2012	RE	Paid	VOP01 0000001117 FEDERAL EXPRESS P.O. BOX 94515 PALATINE IL 60094-4515	Not applicable		74.87 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104015	2-060-49262	Oct/24/2012	SHIPPING CHARGES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Postage	DPW - Fleet Operations	General Fund	Base Program	22.88 USD
2	Postage	DPW - Fleet Operations	General Fund	Base Program	42.82 USD
1	Postage	DPW - Water	Water Fund	Base Program	9.17 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080119	Dec/07/2012	RE	Paid	VOP01 0000002168 FISH TRANSPORTATION GROUP 801 SOUTH BLVD, SUITE #5 OAK PARK IL 60302	Not applicable		1,450.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104057	11415	Nov/27/2012	SPEED ADT - 1200 BLOCKS OF ELMWOOD & ROSSELL 8/2/12-8/5/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Engineering	General Fund	Traffic Parking Engineering	650.00 USD
1	External Support	DPW - Engineering	General Fund	Traffic Parking Engineering	800.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080120	Dec/07/2012	RE	Paid	VOP01 0000007208 FUELMAN P.O. BOX 105080 ATLANTA GA 30348-5080	Not applicable		547.36 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104013	NP36292020	Nov/05/2012	OCTOBER 2012 FUEL PURCHASES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Fuel	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	547.36 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080121	Dec/07/2012	RE	Paid	VOP01 0000001137 GABRIEL SALES COMPANY 52 E. NORTH AVE. NORTHLAKE IL 60164	Not applicable		408.66 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104006	361488	Nov/21/2012	LEFT & RIGHT SIDE LOADED STRUTS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	248.22 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	160.44 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080122	Dec/07/2012	RE	Paid	VOP01 0000001148 GOODYEAR TIRE DISTRIBUTION 200 THORNDALE AVE BENSENVILLE IL 60106	Not applicable		955.62 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104010	900450934	Nov/05/2012	TIRES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	255.90 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	400.64 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	299.08 USD



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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080123	Dec/07/2012	RE	Paid	VOP01 0000001152 GRAINGER DEPT . 801549411 PALATINE IL 60038-0001	Not applicable		175.60 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104009	9972665948	Nov/08/2012	MOTOR	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Building Materials	DPW - Building Maintenance	General Fund	Public Works Center	142.88 USD
1	Operational Supplies	DPW - Fleet Operations	General Fund	Base Program	32.72 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080124	Dec/07/2012	RE	Paid	VOP01 0000008855 HARTL, OTTO	Not applicable		126.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104001	11/01/2012	Nov/01/2012	REIMBURSEMENT FOR ASE TESTING FEES & REGISTRATION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Conferences Training	DPW - Fleet Operations	General Fund	Base Program	126.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080125	Dec/07/2012	RE	Paid	VOP01 0000008617 HD SUPPLY WATERWORKS, LTD P.O. BOX 91036 CHICAGO IL 60693-1036	Not applicable		735.54 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104003	5781961	Nov/14/2012	FIRE HYDRANT SUPPLIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	DPW - Water	Water Fund	Water Distribution	152.00 USD
1	Operational Supplies	DPW - Water	Water Fund	Water Distribution	304.00 USD
1	Operational Supplies	DPW - Water	Water Fund	Water Distribution	279.54 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080126	Dec/07/2012	RE	Paid	VOP01 0000013152 INTEGRYS ENERGY SERVICES PO BOX 19046 GREEN BAY WI 54307-9046	Not applicable		4,835.94 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104046	21511056-1	Oct/30/2012	ELECTRIC SERVICE 9/27/12-10/26/12@720 NORTH BLVD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Electricity	Parking Services	Parking Fund	The Avenue Garage	2,726.31 USD
1	Electricity	Parking Services	Parking Fund	Lake St & Forest Garage	1,131.09 USD
1	Electricity	Parking Services	Parking Fund	Lake St & Forest Garage	978.54 USD



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PeopleSoft Accounts Payable  
DETAILED CHECK REGISTER

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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080127	Dec/07/2012	RE	Paid	VOP01 0000015142 JOHNSON, MARY 1758 N. MONITOR CHICAGO IL 60639	Not applicable		650.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103974	09/30/12	Sep/30/2012	5841 BLOOMINGDALE INCIDENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Liability Claims	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	650.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080128	Dec/07/2012	RE	Paid	VOP01 000008517 LECHNER & SONS UNIFORM RENTAL 420 KINGSTON CT. MT. PROSPECT IL 60056	Not applicable		356.45 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104043	1683799	Nov/06/2012	LAUNDRY SERVICE - PARKING GARAGES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	
5	Laundry Service	Parking Services	Parking Fund	Holley Ct Parking Garage	6.02	USD
5	Laundry Service	Parking Services	Parking Fund	Holley Ct Parking Garage	6.02	USD
2	Laundry Service	Parking Services	Parking Fund	The Avenue Garage	3.32	USD
4	Laundry Service	Parking Services	Parking Fund	On Street Parking	10.04	USD
2	Laundry Service	Parking Services	Parking Fund	The Avenue Garage	3.32	USD
4	Laundry Service	Parking Services	Parking Fund	On Street Parking	10.04	USD
1	Laundry Service	Parking Services	Parking Fund	OPRF Garage	1.72	USD
3	Laundry Service	Parking Services	Parking Fund	Lake St & Forest Garage	1.95	USD
3	Laundry Service	Parking Services	Parking Fund	Lake St & Forest Garage	1.95	USD
1	Laundry Service	Parking Services	Parking Fund	OPRF Garage	1.72	USD
1	Laundry Service	DPW - Fleet Operations	General Fund	Base Program	310.35	USD



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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080129	Dec/07/2012	RE	Paid	VOP01 0000004459 LEYDEN LAWN SPRINKLER INC. P.O. BOX 5037 GLENDALE HTS IL 60139	Not applicable		1,260.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104060	OPE 2012-00042	Nov/29/2012	REFUND PARKWAY RESTORATION DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	420.00 USD
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	840.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080130	Dec/07/2012	RE	Paid	VOP01 0000001209 LOGSDON OFFICE SUPPLY 1055 ARTHUR ELK GROVE VILLAGE IL 60007	Not applicable		70.70 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104041	422892I	Nov/05/2012	ENVELOPES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Office Supplies	Parking Services	Parking Fund	Base Program	70.70 USD





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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080131	Dec/07/2012	RE	Paid	VOP01 0000015144 LOPEZ CONCRETE & BRICK PAVING 6N456 N. MAPLE WOOD DALE IL 60191	Not applicable		2,100.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104065	OPE 2012-00127	Nov/29/2012	REFUND PARKWAY,CURB,SIDEWALK & RESTORATION DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	2,100.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080132	Dec/07/2012	RE	Paid	VOP01 0000009961 MAINTENANCE ENGINEERING LTD. P.O. BOX 2123 FARGO ND 58107-2123	Not applicable		6,298.29 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104040	2701695-01, 2701695	Nov/15/2012	OPERATIONAL SUPPLIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	Parking Services	Parking Fund	Holley Ct Parking Garage	6,298.29 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080133	Dec/07/2012	RE	Paid	VOP01 0000001223 MCADAM 2001 DES PLAINES AVE FOREST PARK IL 60130	Not applicable		70.74 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103802	0997000358-03	Nov/28/2012	REFUND BALANCE OF HYDRANT METER DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Water Meter Deposits Payable	Balance Sheet	Water Fund	Balance Sheet	70.74 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080134	Dec/07/2012	RE	Paid	VOP01 0000001611 MCCLOUD, W. B. & CO., INC. 2500 W. HIGGINS RD 850 NW CORP. CENTER HOFFMAN ESTATES IL 60195-5220	Not applicable		81.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103997	10568027	Nov/08/2012	PEST CONTROL @255 AUGUSTA	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Building Maintenance	General Fund	Dole Center	81.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 799  
Pay Cycle Run Date: Dec/07/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080135	Dec/07/2012	RE	Paid	VOP01 0000001570 MENARDS-MELROSE PARK 8311 W. NORTH AVE MELROSE PARK IL 60160	Not applicable		57.64 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104039	11085	Nov/13/2012	OAK BOARD,PAINT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	Parking Services	Parking Fund	Holley Ct Parking Garage	57.64 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080136	Dec/07/2012	RE	Paid	VOP01 0000001160 MOHR, H.J. & SONS CO. 915 S. MAPLE OAK PARK IL 60304-1893	Not applicable		255.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103971	151450	Oct/31/2012	STONE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Roadway Maintenance	DPW - Water	Water Fund	Water Distribution	255.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 799  
Pay Cycle Run Date: Dec/07/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080137	Dec/07/2012	RE	Paid	VOP01 0000001243 MR MAT 10351 S MICHIGAN CHICAGO IL 60628	Not applicable		977.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104038	M272506,M272507,M2	Oct/31/2012	M272651,M272792,M272793,M272935,M272936.MATS FOR PARKING GARAGES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	General Contractuals	Parking Services	Parking Fund	Holley Ct Parking Garage	501.00 USD
1	General Contractuals	DPW - Building Maintenance	General Fund	Fire Department	247.05 USD
1	General Contractuals	Parking Services	Parking Fund	Lake St & Forest Garage	173.40 USD
1	General Contractuals	Parking Services	Parking Fund	Lake St & Forest Garage	55.80 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080138	Dec/07/2012	RE	Paid	VOP01 0000001676 O'HARE TOWING SERVICE 2424 WISCONSIN ST. DOWNERS GROVE IL 60515	Not applicable		105.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103995	500456	Nov/19/2012	TOWING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	105.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 799  
Pay Cycle Run Date: Dec/07/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080139	Dec/07/2012	RE	Paid	VOP01 000001284 O'LEARY'S CONTRACTORS 1031 N CICERO CHICAGO IL 60651	Not applicable		606.99 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103994	71150	Oct/17/2012	REPAIR TO TRASH PUMP	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Computer Equipment	DPW - Sewer	Sewer Fund	Sewer Collection	606.99 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080140	Dec/07/2012	RE	Paid	VOP01 0000013821 O'REILLY AUTO PARTS P.O. BOX 9464 SPRINGFIELD MO 65801-9464	Not applicable		93.29 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103992	3366-355814	Oct/31/2012	POWER STEERING RETURN HOSE,SWAY BAR,CONTROL ARM BUSHING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	59.10 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	10.72 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	23.47 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 799  
Pay Cycle Run Date: Dec/07/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080141	Dec/07/2012	RE	Paid	VOP01 000001647 OAK PARK ELEMENTARY SCHOOL DISTRI 970 MADISON ST. OAK PARK IL 60302	Not applicable		55.67 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104054	3099	Dec/04/2012	2013 BUDGET BOOKS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Printing	Finance	General Fund	Base Program	55.67 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080142	Dec/07/2012	RE	Paid	VOP01 0000014802 OLSON FLEET SERVICES P.O. BOX 676 ELMHURST IL 60126	Not applicable		900.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103990	03-969	Nov/05/2012	CREATION OF BID SPECIFICATION FOR FASOLINE & DIESEL FUELS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	225.00 USD
3	External Support	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	225.00 USD
2	External Support	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	225.00 USD
4	External Support	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	225.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 799  
Pay Cycle Run Date: Dec/07/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080143	Dec/07/2012	RE	Paid	VOP01 0000001791 PRAXAIR DISTRIBUTION INC-962 DEPT CH 10660 PALATINE IL 60055-0660	Not applicable		145.20 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103989	44416434	Oct/23/2012	STARGOLD C25 ARG-C02	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
4	Operational Supplies	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	36.30 USD
2	Operational Supplies	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	36.30 USD
1	Operational Supplies	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	36.30 USD
3	Operational Supplies	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	36.30 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080144	Dec/07/2012	RE	Paid	VOP01 0000002415 PUREE'S PIZZA & PASTA 1023 LAKE ST. OAK PARK IL 60301	Not applicable		168.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103988	2	Nov/14/2012	PIZZA'S - MINUS TAX	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	DPW - Street Services	General Fund	Snow Ice Control Mangt	168.50 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 799  
Pay Cycle Run Date: Dec/07/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080145	Dec/07/2012	RE	Paid	VOP01 000009121 RELIANCE PLUMBING SEWER & DRAIN 1848 TECHNY CT NORTHBROOK IL 60062	Not applicable		420.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104063	OPE 2012-00119	Dec/05/2012	REFUND PARKWAY RESTORATION DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	420.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080146	Dec/07/2012	RE	Paid	VOP01 000004974 RICHARDSON, ANITA 5057 HARVARD TERRACE SKOKIE IL 60077	Not applicable		562.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103972	2012-56	Dec/05/2012	CONTRACTUAL SERVICES 12/5/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Adjudication	General Fund	Base Program	562.50 USD





Pay Cycle: OAKPK  
Pay Cycle Sequence: 799  
Pay Cycle Run Date: Dec/07/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080147	Dec/07/2012	RE	Paid	VOP01 0000001185 RIZZA, JOE. FORD 2100 S HARLEM AVE NORTH RIVERSIDE IL 60546	Not applicable		76.74 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103986	448582	Nov/20/2012	WEATHERSTRIPING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	76.74 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080148	Dec/07/2012	RE	Paid	VOP01 0000006488 SAFEWAY 14445 COLLECTIONS CENTER DR. CHICAGO IL 60693-0144	Not applicable		13.28 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103985	11/03/12	Nov/03/2012	SUPPLIES PURCHASED 10/19/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	DPW - Administration	General Fund	Safety Program	13.28 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 799  
Pay Cycle Run Date: Dec/07/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080149	Dec/07/2012	RE	Paid	VOP01 0000008486 SCHEIN INC., HENRY DEPT. CH 10241 PALATINE IL 60055-0241	Not applicable		23.05 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103875	6590451-01	Oct/29/2012	EMS SUPPLIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	FIRE - EMS	General Fund	Base Program	23.05 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080150	Dec/07/2012	RE	Paid	VOP01 0000002882 SEAWAY BANK & TRUST COMPANY 645 E. 87TH ST. ATTN: TRUST DEPT. CHICAGO IL 60619	Not applicable		2,000.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104052	0299-12	Dec/03/2012	ANNUAL FEE FOR TRUST SERVICES DEC 2012-NOV 2013	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Bond Paying Agent Fees	Finance	Debt Service Fund	2005A GO Bond	500.00 USD
2	Bond Paying Agent Fees	Finance	Debt Service Fund	2005B GO Bond	500.00 USD
1	Bond Paying Agent Fees	Finance	Debt Service Fund	2006C GO Bond	500.00 USD
2	Bond Paying Agent Fees	Finance	Debt Service Fund	2006D GO Bond	500.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 799  
Pay Cycle Run Date: Dec/07/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080151	Dec/07/2012	RE	Paid	VOP01 0000007266 SECURITAS SECURITY SERVICES USA 12672 COLLECTIONS CENTER DR CHICAGO IL 60693	Not applicable		39,495.69 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104035	W3712314, W371231	Nov/02/2012	OCTOBER 2012 SECURITY SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	Grant Contractuals	Parking Services	Parking Fund	The Avenue Garage	10,942.47 USD
4	Grant Contractuals	Parking Services	Parking Fund	Holley Ct Parking Garage	6,414.55 USD
1	Grant Contractuals	Parking Services	Parking Fund	Base Program	2,329.02 USD
3	Grant Contractuals	Parking Services	Parking Fund	Lake St & Forest Garage	19,809.65 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080152	Dec/07/2012	RE	Paid	VOP01 0000009872 SIMPSON, M.E. CO., INC. 3406 ENTERPRISE AVE VALPARAISO IN 46383-6953	Not applicable		11,784.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103982	23192	Oct/31/2012	WATER VALVE EXERCISING PROGRAM 10/15/12-10/31/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Encumbrances Liability	Balance Sheet	Water Fund	Balance Sheet	2,299.00 USD
1	Property Repair	DPW - Water	Water Fund	Water Supply	6,050.00 USD
2	External Support	DPW - Water	Water Fund	Water Distribution	3,435.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 799  
Pay Cycle Run Date: Dec/07/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080153	Dec/07/2012	RE	Paid	VOP01 0000001351 SOUTHERN COMPUTER WAREHOUSE P.O. BOX 538035 ATLANTA GA 30353-8035	Not applicable		125.40 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104068	IN000056376	Nov/09/2012	LOGITECH KEYBOARDS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Computer Supplies	Information Technology	General Fund	Base Program	125.40 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080154	Dec/07/2012	RE	Paid	VOP01 0000005743 SUBURBAN LABORATORIES 4140 LITT DRIVE. HILLSIDE IL 60162-1183	Not applicable		240.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103981	22588	Oct/30/2012	WATER TESTING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Water	Water Fund	Water Supply	240.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 799  
Pay Cycle Run Date: Dec/07/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080155	Dec/07/2012	RE	Paid	VOP01 0000001372 TERMINAL SUPPLY CO P.O. BOX 1253 TROY MI 48099	Not applicable		339.66 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103979	77973-00	Nov/01/2012	DRILL BITS,HEADLAMP BULBS, FUSES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	
5	Operational Supplies	DPW - Fleet Operations	General Fund	Base Program	72.06	USD
5	Operational Supplies	DPW - Fleet Operations	General Fund	Base Program	48.60	USD
2	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	17.87	USD
2	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	36.89	USD
4	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	17.86	USD
4	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	36.88	USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	17.86	USD
3	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	17.87	USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	36.88	USD
3	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	36.89	USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 799  
Pay Cycle Run Date: Dec/07/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080156	Dec/07/2012	RE	Paid	VOP01 0000001877 THIESSE PLUMBING 1223 CIRCLE AVE. P.O. BOX 183 FOREST PARK IL 60130-0183	Not applicable		420.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104059	OPE 2012-00094	Nov/28/2012	REFUND PARKWAY RESTORATION DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	420.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080157	Dec/07/2012	RE	Paid	VOP01 0000006400 TOTAL PARKING SOLUTIONS 2721 CURTISS ST. DOWNERS GROVE IL 60515	Not applicable		4,284.35 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104034	101982, 101983	Nov/12/2012	DECEMBER 2012 WEB OFFICE MONITORING,FULL PARTS & LABOR CONTRA	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	Parking Services	Parking Fund	Lots_Off Street Parking	4,284.35 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 799  
Pay Cycle Run Date: Dec/07/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080158	Dec/07/2012	RE	Paid	VOP01 0000001385 TRAFFIC CONTROL & PROTECTION 31W351 NORTH AVE. WEST CHICAGO IL 60185	Not applicable		132.60 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103978	75372	Oct/30/2012	COVERED BLANKS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Sign Replacement	DPW - Street Services	General Fund	Pavement Management	132.60 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080159	Dec/07/2012	RE	Paid	VOP01 0000001034 TRUCK PRO, INC. P.O. BOX 905044 CHARLOTTE NC 28290-5044	Not applicable		719.91 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103977	080-0642091	Nov/05/2012	CLUTCH, PILOT BEARING & RESURFACING OF FLYWHEEL	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	719.91 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 799  
Pay Cycle Run Date: Dec/07/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080160	Dec/07/2012	RE	Paid	VOP01 000008362 TUSCHER ROOFING COMPANY 799 ROOSEVELT RD, #4-315 GLEN ELLYN IL 60137	Not applicable		0.81 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104072	0667000465-01	Dec/06/2012	REFUND CREDIT BALANCE ON FINAL WATER BILL@221 LAKE, 1ST FL	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Utility Sales	DPW - Water	Water Fund	Base Program	0.81 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080161	Dec/07/2012	RE	Paid	VOP01 0000015143 UNITED ATLAS PROPANE 3805 CLEARVIEW CT GURNEE IL 60031	Not applicable		276.91 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103976	251684	Nov/15/2012	PROPANE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Roadway Maintenance	DPW - Street Services	General Fund	Pavement Management	276.91 USD





Pay Cycle: OAKPK  
Pay Cycle Sequence: 799  
Pay Cycle Run Date: Dec/07/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080162	Dec/07/2012	RE	Paid	VOP01 0000009418 UNITED RADIO COMMUNICATIONS 9200 S. OKETO AVE. BRIDGEVIEW IL 60455	Not applicable		247.90 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103975	23283600	Oct/31/2012	REMOTE HEAD KITS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	247.90 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080163	Dec/07/2012	RE	Paid	VOP01 0000006993 WEST SIDE EXCHANGE P.O. BOX 87618 DEPT #4570 CHICAGO IL 60680-0618	Not applicable		162.03 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103915	N81095	Nov/15/2012	BOTTOM SEAT CUSHION UNIT 706	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	162.03 USD



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Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080164	Dec/07/2012	RE	Paid	VOP01 0000012961 WISS, JANNEY, ELSTNER ASSOCIATES, IN 330 PFINGSTEN RD. NORTHBROOK IL 60062	Not applicable		701.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00104033	0244303	Nov/09/2012	HOLLEY COURT FRP REPAIRS, PHASE 2	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Building Improvements	Parking Services	Parking Fund	Holley Ct Parking Garage	701.25 USD
				Total Requirements for Bank Account	121,169.80 USD
				FB_OP VOP 154508888927	



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PeopleSoft Accounts Payable  
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Pay Cycle: OAKPK  
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Total Requirements for Currency USD 121,169.80 USD

Pay Cycle: QUICK1  
Pay Cycle Sequence: 940  
Pay Cycle Run Date: Dec/03/2012

Bank Account: FB\_OP VOP 15450888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080017	Dec/03/2012	RE	Paid	VOP01 0000014886 PATRICK-MATTHEWS, SONJA 24240 NORWOOD DR PLAINFIELD IL 60585	Not applicable		52.39 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103867	0667000453-03 - REP	Aug/31/2012	REFUND CREDIT BALANCE ON FINAL WATER BILL@125 WRIGHT LANE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Utility Sales	DPW - Water	Water Fund	Base Program	52.39 USD
Total Requirements for Bank Account				FB_OP VOP 15450888927	52.39 USD



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Pay Cycle: QUICK1  
Pay Cycle Sequence: 940  
Pay Cycle Run Date: Dec/03/2012

Total Requirements for Currency USD 52.39 USD

Pay Cycle: QUICK1  
Pay Cycle Sequence: 941  
Pay Cycle Run Date: Dec/03/2012

Bank Account: FB\_OP VOP 15450888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080018	Dec/03/2012	RE	Paid	VOP01 0000015140 SB ENERGY SOLUTIONS INC. 3604 OVERLAND ROAD CRYSTAL LAKE IL 60012	Not applicable		16,650.03 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103876	101	Nov/30/2012	HOLLEY COURT & AVENUE GARAGE CHARGING STATION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	
1	General Contractuals	Parking Services	Parking Fund	The Avenue Garage	10,534.53	USD
2	General Contractuals	Parking Services	Parking Fund	Holley Ct Parking Garage	6,115.50	USD
				<b>Total Requirements for Bank Account</b>	<b>FB_OP VOP 15450888927</b>	<b>16,650.03 USD</b>
				<b>Total Requirements for Currency</b>	<b>USD</b>	<b>16,650.03 USD</b>



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079857	Nov/30/2012	RE	Paid	VOP01 000008105 A C PAVEMENT STRIPING COMPANY 695 CHURCH RD ELGIN IL 60123	Not applicable		15,801.44 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103592	PROJECT 12-6, PAYME	Nov/19/2012	MICROSURFACING 11/12/12-11/19/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Street Lighting Improvements	DPW - Capital Projects	Capital Improvement Fund	Local Streets	15,801.44 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079858	Nov/30/2012	RE	Paid	VOP01 0000001694 ACCELA, INC. #774375 4375 SOLUTIONS CENTER CHICAGO IL 60677-4003	Not applicable		13,701.78 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103639	MR053330	Oct/17/2012	SEMI ANNUAL SOFTWARE SUPPORT 11/10/12-5/9/13	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Software License Updates	Information Technology	General Fund	Program Maintenance	13,701.78 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079859	Nov/30/2012	RE	Paid	VOP01 0000014340 ADP, INC. P.O. BOX 0500 CAROL STREAM IL 60132-0500	Not applicable		5,311.06 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103657	414648803	Nov/16/2012	2 REVERSE WIRE FEES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	ADP Payroll Services	Finance	General Fund	Accounting Services	20.00 USD
1	ADP Payroll Services	Finance	General Fund	Accounting Services	2,909.46 USD
1	ADP Payroll Services	Finance	General Fund	Accounting Services	2,381.60 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079860	Nov/30/2012	RE	Paid	VOP01 0000010000 ADVANTAGE DAMAGE APPRAISAL INC. P.O. BOX 238 WOOD DALE IL 60191	Not applicable		216.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103773	116T	Oct/31/2012	DAMAGE APPRAISAL & PHOTOS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	216.00 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079861	Nov/30/2012	RE	Paid	VOP01 0000015126 AFFILIATED-CHICAGO OPERATIONS LLC 303 W. ERIE ST, STE M100 CHICAGO IL 60654	Not applicable		30.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103640	218 N. OAK PARK AV	Nov/27/2012	REFUND OVERPAYMENT OF TRANSFER TAX STAMP	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Real Estate Transfer Tax	Village Clerk's Office (VCO)	General Fund	Base Program	30.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079862	Nov/30/2012	RE	Paid	VOP01 0000008734 AFTERMATH, INC. P.O. BOX 916 OSWEGO IL 60543-0916	Not applicable		155.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103597	JC2012-0541	Nov/01/2012	BIO-HAZARDOUS CLEAN UP	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	POLICE	General Fund	Base Program	155.00 USD



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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079863	Nov/30/2012	RE	Paid	VOP01 0000015129 AMBROSINO MANAGEMENT 1725 S. ASHLAND AVE. PARK RIDGE IL 60068	Not applicable		980.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103652	MSA 1209	Nov/01/2012	MULTI-FAMILY PROGRAM@312-318 CHICAGO AVE.	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Housing Rehab Property Grants	Housing Services	General Fund	Multi-Family Incentive Program	980.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079864	Nov/30/2012	RE	Paid	VOP01 0000012936 ANDY FRAIN SERVICES 761 SHORELINE DR. AURORA IL 60504	Not applicable		26,186.72 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103596	165576	Oct/31/2012	OCTOBER 2012 CROSSING GUARDS-FOOTBALL GAMES & FARMERS MARKE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Support Services	26,186.72 USD





Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079865	Nov/30/2012	RE	Paid	VOP01 000008783 ANIMAL CARE LEAGUE 1013 GARFIELD ST. OAK PARK IL 60304	Not applicable		8,333.33 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103424	DECEMBER 2012	Nov/07/2012	MONTHLY SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	HEALTH - Health Services	General Fund	Animal Control	8,333.33 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079866	Nov/30/2012	RE	Paid	VOP01 0000015124 APWA SUBURBAN BRANCH C/O HANCOCK ENGINEERING ATTN: CHRIS BAKER 9933 ROOSEVELT RD WESTCHESTER IL 60154	Not applicable		55.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103625	11/27/12	Nov/20/2012	2012 THANKSGIVING HOLIDAY PARTY - VIC SABALIAUSKAS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Conferences Training	DPW - Building Maintenance	General Fund	Base Program	55.00 USD



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PeopleSoft Accounts Payable  
DETAILED CHECK REGISTER

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Run Time 11:34:00 AM

Pay Cycle: OAKPK  
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Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079867	Nov/30/2012	RE	Paid	VOP01 0000001033 ASSOC. TIRE & BATTERY CO, INC. 6208 ROOSEVELT RD OAK PARK IL 60304	Not applicable		99.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103769	514504	Nov/13/2012	OIL FILTERS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	26.58 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	15.07 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	6.24 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	51.36 USD



Report ID: APY2001

PeopleSoft Accounts Payable  
DETAILED CHECK REGISTER

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Run Date Nov/30/2012

Run Time 11:34:00 AM

Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079868	Nov/30/2012	RE	Paid	VOP01 0000008968 AUTO ZONE P.O. BOX 116067 ATLANTA GA 30368-6067	Not applicable		612.44 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103765	2674971719	Nov/19/2012	IGNITION COIL	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	25.10 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	32.40 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	74.95 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	35.98 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	151.90 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	74.95 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	142.21 USD
2	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	74.95 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079869	Nov/30/2012	RE	Paid	VOP01 0000003152 AXIOM INTERNATIONAL 1805 DREW STREET CLEARWATER FL 33765	Not applicable		238.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103557	1211004JLC	Nov/08/2012	IMPORTER SOFTWARE FOR CAD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Software License Updates	DPW - Capital Projects	Capital Improvement Fund	CIP Management	238.50 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079870	Nov/30/2012	RE	Paid	VOP01 0000013688 BARRY'S BERRIES 6045 LAKE DR COLOMA MI 49038	Not applicable		285.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103845	OCTOBER 2012 - LINK	Nov/29/2012	REIMBURSEMENT FOR IL "DOUBLE COUPON" SALES@OP FARMERS MARKE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	30.00 USD
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	255.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079871	Nov/30/2012	RE	Paid	VOP01 0000010577 BAXTER & WOODMAN, INC. P.O. BOX 783 CRYSTAL LAKE IL 60012	Not applicable		1,425.20 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103848	0165943	Nov/15/2012	1-290 WATER MAIN CROSSING CONSTRUCTION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Project Engineering	DPW - Water	Water Fund	Water Distribution	1,425.20 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079872	Nov/30/2012	RE	Paid	VOP01 0000012845 BRUNKOW CHEESE 17975 COUNTY HWY F DARLINGTON WI 53530	Not applicable		302.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103834	OCTOBER 2012 - LINK	Nov/29/2012	REIMBURSEMENT FOR IL "DOUBLE COUPON" SALES@OP FARMERS MARKE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	96.00 USD
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	206.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079873	Nov/30/2012	RE	Paid	VOP01 0000007975 CATHOLIC CHARITIES ACCOLADE ADULT D C/O REV M. BOLAND/GRETA BROWN 721 N. LASALLE ST CHICAGO IL 60610	Not applicable		1,941.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103790	PROJECT B12-01, DR	Oct/24/2012	IDIS #630, 3RD QTR TRANSPORTATION & SALARY	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operating Subsidies	CD Grant Admin	Community Dev Block Gr	Accolade Adult Day Care 2012	1,941.25 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079874	Nov/30/2012	RE	Paid	VOP01 0000003553 CD PUBLICATIONS 8204 FENTON ST. SILVER SPRINGS MD 20910	Not applicable		539.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103779	10/08/2012	Nov/02/2012	ACCT#410261018-CD. SUBSCRIPTION RENEWAL-AKERSTROM	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Books & Subscriptions	CD Grant Admin	Community Dev Block Gr	Base Program	539.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079875	Nov/30/2012	RE	Paid	VOP01 0000001054 CDW GOVERNMENT, INC. 75 REMITTANCE DR., SUITE 1515 CHICAGO IL 60675-1515	Not applicable		1,396.62 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103575	S817346	Nov/05/2012	TONER CARTRIDGE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Office Supplies	Adjudication	General Fund	Base Program	348.96 USD
1	Software License Updates	Finance	General Fund	Base Program	1,047.66 USD



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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079876	Nov/30/2012	RE	Paid	VOP01 000009885 CEDA WIC PROGRAM 208 S. LASALLE STE. #1900 CHICAGO IL 60604	Not applicable		150.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103847	NOVEMBER 2012	Nov/29/2012	MONTHLY RENTAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Rent Expense	HEALTH - Health Grants	Family Case Mgmt 2012	Base Program	150.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079877	Nov/30/2012	RE	Paid	VOP01 000008029 CHICAGO COMMUNICATIONS, LLC ATTN: ACCOUNTS RECEIVABLE 200 SPANGLER AVE ELMHURST IL 60126	Not applicable		531.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103598	238444	Nov/17/2012	DECEMBER 2012 C.C.S. MAINTENANCE CONTRACT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE - Dispatch	Enhanced E-911 Fund	Base Program	531.00 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079878	Nov/30/2012	RE	Paid	VOP01 0000014051 CHICAGO FILTER SUPPLY 221 KING ST ELK GROVE VILLAGE IL 60007	Not applicable		269.40 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103760	6670	Nov/06/2012	FILTERS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
3	Building Materials	DPW - Building Maintenance	General Fund	Public Works Center	102.37 USD
1	Building Materials	DPW - Building Maintenance	General Fund	Village Hall	150.86 USD
2	Building Materials	DPW - Building Maintenance	General Fund	Dole Center	16.17 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079879	Nov/30/2012	RE	Paid	VOP01 0000005908 CHICAGO INTERNATIONAL TRUCKS DEPT #10271 P.O. BOX 87618 CHICAGO IL 60680-0618	Not applicable		491.10 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103754	10107646, CM1010764	Nov/02/2012	TURBO CLAMPS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	32.51 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	133.95 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	190.98 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	100.66 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	33.00 USD





Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079880	Nov/30/2012	RE	Paid	VOP01 0000001181 CHILDREN'S CLINIC 320 LAKE ST. C/O ELIZABETH LIPPETT OAK PARK IL 60303	Not applicable		193.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103590	OCTOBER 2012	Nov/14/2012	ORAL HEALTH SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Dental Sealant Services	HEALTH - Health Grants	Dental Sealants 2012	Base Program	193.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079881	Nov/30/2012	RE	Paid	VOP01 0000013498 CLAUSS BROTHERS INC. 360 W. SCHAUMBURG RD. STREAMWOOD IL 60107	Not applicable		174.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103849	23220	Oct/31/2012	VARIOUS PARKWAY RESTORATION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Traffic Calming Improvements	DPW - Capital Projects	Capital Improvement Fund	Local Streets	174.00 USD



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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079882	Nov/30/2012	RE	Paid	VOP01 0000011878 COMED (6111) P.O. BOX 6111 CAROL STREAM IL 60197-6111	Not applicable		124.49 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103753	7449048012	Oct/31/2012	ELECTRIC SERVICE 10/1/12-10/31/12@203 S. MARION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Electricity	DPW - Street Lighting	General Fund	Street Lights Services	124.49 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079883	Nov/30/2012	RE	Paid	VOP01 0000008626 COMMERCIAL TIRE SERVICES INC. 1105 NORTH 30TH AVE MELROSE PARK IL 60160	Not applicable		1,084.06 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103750	1110021642	Oct/17/2012	STEER TIRE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	487.03 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	597.03 USD



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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079884	Nov/30/2012	RE	Paid	VOP01 000008106 COMMUNITY SUPPORT SERVICES C/O KRISTINE PONTA 9021 OGDEN AVE. BROOKFIELD IL 60513	Not applicable		843.41 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103793	PROJECT B12-03, DR	Oct/31/2012	IDIS #632, OCTOBER 2012 RESPITE SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operating Subsidies	CD Grant Admin	Community Dev Block Gr	Community Support Svcs 2012	843.41 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079885	Nov/30/2012	RE	Paid	VOP01 000005009 CONTINENTAL WEATHER SERVICE P.O. BOX 6071 MESA AZ 85216	Not applicable		150.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103749	12572	Nov/01/2012	NOVEMBER 2012 MONTHLY WEATHER FORECASTING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Street Services	General Fund	Snow Ice Control Mangt	150.00 USD



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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079886	Nov/30/2012	RE	Paid	VOP01 0000015138 COOK COUNTY CLERK P.O. BOX 641070 CHICAGO IL 60664-1070	Not applicable		10.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103854	10/17/2012	Oct/17/2012	RECORDING FEES FOR NOTARY COMMISSION - KEVIN CASSIDY	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Conferences Training	Village Clerk's Office (VCO)	General Fund	Base Program	10.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079887	Nov/30/2012	RE	Paid	VOP01 0000001891 COOK COUNTY RECORDER OF DEEDS P.O. BOX 94450 CHICAGO IL 60690-4450	Not applicable		412.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103653	INV269103112	Oct/31/2012	RECORDED MORTGAGES & MORTGAGE RELEASE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Housing Services	General Fund	Base Program	412.00 USD



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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079888	Nov/30/2012	RE	Paid	VOP01 0000001087 CUMMINS N POWER, LLC PO BOX 1450, NW 7686 MINNEAPOLIS MN 55485-7686	Not applicable		100.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103748	711-4800	Oct/23/2012	REPAIR OIL LEAK NEAR AIR COMPRESSOR	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Building Maintenance	General Fund	Public Works Center	100.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079889	Nov/30/2012	RE	Paid	VOP01 0000009498 CURRIE MOTORS (CHEVROLET) 8401 W. ROOSEVELT RD. FOREST PARK IL 60130	Not applicable		21.39 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103746	40157	Nov/13/2012	INTAKE MANIFOLD QUICK DISCONNECT NIPPLE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	13.73 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	7.66 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079890	Nov/30/2012	RE	Paid	VOP01 0000014117 DATASOURCE, INC./GLOBAL PARTNERS, L 145 COVINGTON DR BLOOMINGDALE IL 60108	Not applicable		982.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103477	8825, 8807	Nov/06/2012	TONER CARTRIDGES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Toner Cartridges	POLICE	General Fund	Base Program	982.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079891	Nov/30/2012	RE	Paid	VOP01 0000014941 DEKALB MECHANICAL INC 339 WURLITZER DR DEKALB IL 60115	Not applicable		2,288.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103478	57936	Nov/05/2012	COUNCIL CHAMBER NETWORK CONDUIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	WAN Equipment	Finance	Equipment Replacement F	Computer Equipment - IT Dept	2,288.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079892	Nov/30/2012	RE	Paid	VOP01 0000012999 DELTA DENTAL-RISK P.O. BOX 804067 CHICAGO IL 60680	Not applicable		26,723.55 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103789	494503, 494504	Dec/01/2012	GROUP 11005-000-00001-00000. PPO LOW & HIGH PERIOD 12/1/12-12/31/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Dental Insurance Expense	HR - Health Insurance	Health Insurance Fund	Base Program	26,723.55 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079893	Nov/30/2012	RE	Paid	VOP01 0000014610 DENNANNE FARMS 29 W 244 OLD LAKE ST ELGIN IL 60120	Not applicable		280.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103824	OCTOBER 2012	Nov/28/2012	REIMBURSEMENT FOR CREDIT CARD SALES@OP FARMERS MARKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	271.00 USD
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	9.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079894	Nov/30/2012	RE	Paid	VOP01 0000012239 DICKSON, ELIZABETH C/O POLICE DEPT 123 MADISON ST OAK PARK IL 60302	Not applicable		39.21 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103599	54866	Oct/01/2012	REIMBURSEMENT FOR THANK YOU GIFT FOR BASKETBALL CAMP DONOR	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Basketball Camp Expenses	POLICE	Police Youth Basketball Ca	Youth Services	39.21 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079895	Nov/30/2012	RE	Paid	VOP01 0000004828 DODGSON, VALERY	Not applicable		54.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103724	11/09/2012	Nov/09/2012	TRANSIT REIMBURSEMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Flexible Spending Transportati	Balance Sheet	General Fund	Balance Sheet	54.00 USD





Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079896	Nov/30/2012	RE	Paid	VOP01 0000002302 DYNAMEX, INC. 12837 COLLECTIONS CENTER DRIVE CHICAGO IL 60693	Not applicable		105.79 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103646	1235486	Oct/31/2012	MESSENGER SERVICE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Postage	HR - Human Resources	General Fund	Base Program	62.30 USD
2	Postage	LEGAL - Law	General Fund	Base Program	43.49 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079897	Nov/30/2012	RE	Paid	VOP01 0000013689 ELLIS FARMS 4461 EAST BRITAIN AVE. BENTON HARBOR MI 49022	Not applicable		340.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103823	OCTOBER 2012	Nov/28/2012	REIMBURSEMENT FOR CREDIT CARD SALES@OP FARMERS MARKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	294.00 USD
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	46.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079898	Nov/30/2012	RE	Paid	VOP01 0000009293 EMERSON NETWORK POWER P.O. BOX 70474 FORMERLY LIBERT SERVICES CHICAGO IL 60673-0001	Not applicable		11,736.70 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103741	MI3968646	Oct/26/2012	PREVENTATIVE MAINTENANCE FOR UPS SYSTEM	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Building Maintenance	General Fund	Village Hall	11,736.70 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079899	Nov/30/2012	RE	Paid	VOP01 0000014796 ENVISION SUSTAINABILITY TOOLS INC. 203 ONE ALEXANDER ST VANCOUVER CANADA BC V6A 1B2	Not applicable		11,700.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103650	29913101	Nov/01/2012	SUBSCRIPTION COSTS FOR BERWYN & BELLWOOD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Housing Services	HUD Sustain Comm Chall G	HUD Sustain Commun Challenge	11,700.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079900	Nov/30/2012	RE	Paid	VOP01 0000015136 ESTATE OF DANIEL GARBER C/O BONNIE J. RYAN 136 BERTEAU ELMHURST IL 60126	Not applicable		17.90 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103803	0242000061-00	Nov/28/2012	REFUND CREDIT BALANCE ON FINAL WATER BILL @544 FOREST	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Utility Sales	DPW - Water	Water Fund	Base Program	17.90 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079901	Nov/30/2012	RE	Paid	VOP01 0000015130 EVT CERTIFICATION COMMISSION, INC. P.O. BOX 894 DUNDEE IL 60118	Not applicable		182.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103742	11/20/2012	Nov/20/2012	SHOULDER CERTIFICATION PATCHES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	DPW - Fleet Operations	General Fund	Base Program	182.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079902	Nov/30/2012	RE	Paid	VOP01 0000014995 EXPRESS PLUMBING INC. 5807 N. WEST CIRLCE CHICAGO IL 60631	Not applicable		1,850.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103851	OPE 2010-00120	Nov/26/2012	REFUND PARKWAY RESTORATION DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	420.00 USD
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	420.00 USD
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	1,010.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079903	Nov/30/2012	RE	Paid	VOP01 0000001117 FEDERAL EXPRESS P.O. BOX 94515 PALATINE IL 60094-4515	Not applicable		42.05 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103740	2-074-54494	Nov/07/2012	SHIPPING CHARGES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Postage	DPW - Fleet Operations	General Fund	Base Program	42.05 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079904	Nov/30/2012	RE	Paid	VOP01 0000002842 FOLEY, PATRICK J. C/O POLICE DEPT. 123 MADISON OAK PARK IL 60302	Not applicable		155.56 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103608	38092	Nov/05/2012	UNIFORM ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Support Services	155.56 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079905	Nov/30/2012	RE	Paid	VOP01 0000003361 G.A. PAVING CONSTRUCTION CO., INC. 344 TRINITY LANE OAK BROOK IL 60523	Not applicable		8,885.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103739	1001	Oct/21/2012	VARIOUS OPENINGS FOR WATER & SEWER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Water	Water Fund	Water Distribution	6,785.00 USD
2	Local Street Construction	DPW - Capital Projects	Capital Improvement Fund	Local Streets	2,100.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079906	Nov/30/2012	RE	Paid	VOP01 0000001137 GABRIEL SALES COMPANY 52 E. NORTH AVE. NORTHLAKE IL 60164	Not applicable		384.74 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103738	361191	Nov/08/2012	BLACK RUBBERIZED UNDERCOATING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
4	Lubricants	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	4.43 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	40.22 USD
2	Lubricants	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	4.43 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	104.80 USD
1	Lubricants	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	4.43 USD
3	Lubricants	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	4.43 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	190.00 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	32.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079907	Nov/30/2012	RE	Paid	VOP01 0000002257 GALLS INCORPORATED 24296 NETWORK PLACE CHICAGO IL 60673-1224	Not applicable		49.13 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103610	000122591	Oct/23/2012	HINGED HANDCUFFS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Field Services	49.13 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079908	Nov/30/2012	RE	Paid	VOP01 0000012849 GENESIS GROWERS 8373 E. 3000 S. ROAD ST. ANNE IL 60964	Not applicable		80.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103822	OCTOBER 2012	Nov/28/2012	REIMBURSEMENT FOR CREDIT CARD SALES@OP FARMERS MARKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	44.25 USD
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	36.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079909	Nov/30/2012	RE	Paid	VOP01 0000011721 GENEVA LAKES PRODUCE 1223 CLAUSEN RD. BURLINGTON WI 53105	Not applicable		227.05 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103843	OCTOBER 2012 - LINK	Nov/29/2012	REIMBURSEMENT FOR IL "DOUBLE COUPON" SALES@OP FARMERS MARKE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	19.00 USD
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	208.05 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079910	Nov/30/2012	RE	Paid	VOP01 0000002374 GIAMMONA, JOSEPH 1839 S. 4TH PLACE ST. CHARLES IL 60174	Not applicable		170.70 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103671	11/26/12	Nov/26/2012	CONTRACTUAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Adjudication	General Fund	Base Program	170.70 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079911	Nov/30/2012	RE	Paid	VOP01 0000015123 GOLDEN, I.R. 934 FOREST AVE. OAK PARK IL 60302	Not applicable		102.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103659	0242000158-00	Nov/21/2012	REFUND CREDIT BALANCE ON ACCT DUE TO OVERESTIMATION@934 FOR	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Utility Sales	DPW - Water	Water Fund	Base Program	102.50 USD





Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079912	Nov/30/2012	RE	Paid	VOP01 0000015122 GOOD, WALTER 67 DELAFIELD ISLAND RD DARIEN CT 06820	Not applicable		18.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103656	0241000072-00	Nov/21/2012	REFUND CREDIT BALANCE ON FINAL WATER BILL @804 BELLEFORTE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Utility Sales	DPW - Water	Water Fund	Base Program	18.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079913	Nov/30/2012	RE	Paid	VOP01 0000001148 GOODYEAR TIRE DISTRIBUTION 200 THORNDALE AVE BENSENVILLE IL 60106	Not applicable		1,602.56 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103732	900441926, 90044192	Nov/02/2012	DRIVE TIRES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	1,602.56 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079914	Nov/30/2012	RE	Paid	VOP01 0000013972 GOVTEMPSUSA LLC P.O. BOX 2392 NEW YORK NY 10116-2392	Not applicable		11,368.14 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103696	1253529, 1253530	Nov/15/2012	TEMPORARY SERVICES PERIOD 11/04, 11/11. VELAN	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Parking Services	Parking Fund	Base Program	4,050.00 USD
1	External Support	Building Property Standards	General Fund	Building Inspection Services	7,318.14 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079915	Nov/30/2012	RE	Paid	VOP01 0000001152 GRAINGER DEPT . 801549411 PALATINE IL 60038-0001	Not applicable		135.06 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103731	9970805306	Nov/07/2012	V:\Finance\WATER.H2O\METER DATALOG REPORTS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	DPW - Fleet Operations	General Fund	Base Program	135.06 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079916	Nov/30/2012	RE	Paid	VOP01 0000002668 GUY, STEVEN	Not applicable		120.55 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103607	101702	Oct/10/2012	UNIFORM ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Field Services	120.55 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079917	Nov/30/2012	RE	Paid	VOP01 0000001571 HALL SIGNS, INC. 4495 W. VERNAL PIKE BLOOMINGTON IN 47404	Not applicable		161.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103723	278514	Oct/30/2012	SCROLL BRACKET W/HOOKS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Sign Replacement	DPW - Street Services	General Fund	Pavement Management	161.00 USD



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PeopleSoft Accounts Payable  
DETAILED CHECK REGISTER

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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079918	Nov/30/2012	RE	Paid	VOP01 0000012844 HARDIN FARMS 5228 HOCHBERGER RD EAU CLAIRE MI 49111	Not applicable		123.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103820	OCTOBER 2012	Nov/28/2012	REIMBURSEMENT FOR CREDIT CARD SALES@OP FARMERS MARKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	34.00 USD
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	89.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079919	Nov/30/2012	RE	Paid	VOP01 0000001544 HARRIS BANK CORPORATE CLIENTS PAYME P.O. BOX 71878 CHICAGO IL 60694-1878	Not applicable		1,799.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103743	2012-11	Nov/15/2012	CORPORATE CREDIT CARD CHARGES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
8	Conferences Training	HEALTH - Health Services	General Fund	Environmental Health	212.00 USD
2	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	265.00 USD
6	WAN Equipment	Finance	Equipment Replacement F	Computer Equipment - IT Dept	100.00 USD
4	Operational Supplies	DPW - Street Services	General Fund	Pavement Management	235.82 USD
1	Books & Subscriptions	Finance	General Fund	Base Program	79.00 USD
7	Office Supplies	HEALTH - Health Services	General Fund	Base Program	106.48 USD
9	Conferences Training	FIRE - Training and Public Ed.	General Fund	Base Program	390.00 USD
5	Conferences Training	DPW - Administration	General Fund	Base Program	75.00 USD
3	Conferences Training	DPW - Street Services	General Fund	Base Program	75.00 USD
10	Operational Supplies	FIRE - Admin	General Fund	Base Program	119.00 USD
12	Office Supplies	Housing Services	General Fund	Base Program	27.94 USD
14	Special Events	Plan Community Development	General Fund	Base Program	58.14 USD
13	Office Supplies	Building Property Standards	General Fund	Base Program	27.94 USD
11	Office Supplies	Plan Community Development	General Fund	Base Program	27.93 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 15450888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079920	Nov/30/2012	RE	Paid	VOP01 0000012846 HEARTLAND MEATS INC. 3878 N. STATE HIGHWAY 251 MENDOTA IL 61342	Not applicable		84.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103819	OCTOBER 2012	Nov/28/2012	REIMBURSEMENT FOR CREDIT CARD SALES@OP FARMERS MARKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	64.50 USD
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	20.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079921	Nov/30/2012	RE	Paid	VOP01 0000014637 HIGHRISE BAKING COMPANY 405 N. WABASH #4012 CHICAGO IL 60611	Not applicable		6.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103838	OCTOBER 2012 - LINK	Nov/29/2012	REIMBURSEMENT FOR IL "DOUBLE COUPON" SALES@OP FARMERS MARKE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	6.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079922	Nov/30/2012	RE	Paid	VOP01 0000013767 ILL SPECIALTY CUT FLOWERS 9518 HALIGUS RD HUNTLY IL 60142	Not applicable		112.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103818	OCTOBER 2012	Nov/28/2012	REIMBURSEMENT FOR CREDIT CARD SALES@OP FARMERS MARKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	112.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079923	Nov/30/2012	RE	Paid	VOP01 0000004057 ILLINOIS STATE POLICE (ASSET SEIZURE & & FORFEITURE SECTION P.O. BOX 19461 SPRINGFIELD IL 62794-9461	Not applicable		63.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103670	12-14248	Nov/28/2012	SEIZED FUNDS,EQUITABLE SHARE RETURNED FOR DRUG ENFORCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Asset Seizures Forfeitures	POLICE - RICO Funding	State RICO Fund	Base Program	63.00 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079924	Nov/30/2012	RE	Paid	VOP01 0000012842 IRON CREEK FARM 3620 KNOX AVE. ST. JOSEPH MI 49085	Not applicable		114.85 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103817	OCTOBER 2012	Nov/28/2012	REIMBURSEMENT FOR CREDIT CARD SALES@OP FARMERS MARKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	93.85 USD
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	21.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079925	Nov/30/2012	RE	Paid	VOP01 0000012391 Illinois Liquor Control Commission 100 W. Randolph, Ste. 7-801 CHICAGO Cook IL 60601	Not applicable		2,319.26 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103600	FY 2012	Nov/19/2012	REIMBURSE UNUSED PORTION OF TOBACCO ENFORCEMENT GRANT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Deferred Revenue	Balance Sheet	Tobacco Enforcement Pro	Balance Sheet	1,946.75 USD
2	Tobacco Grant Expenditures	POLICE - Grants	Tobacco Enforcement Pro	Base Program	372.51 USD





Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079926	Nov/30/2012	RE	Paid	VOP01 0000002059 J.G. UNIFORMS 5949 W. IRVING PARK RD. CHICAGO IL 60634	Not applicable		607.80 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103613	28849	Nov/07/2012	DRESS PANTS,BLUE SHIRTS,SHOULDER PATCHES,FIELD GUIDE,STENCILS,	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Base Program	406.80 USD
1	Clothing	POLICE	General Fund	Base Program	201.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079927	Nov/30/2012	RE	Paid	VOP01 0000015132 JACKNOW CONSTRUCTION, INC. 122 MARENGO AVE FOREST PARK IL 60130	Not applicable		30,375.97 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103794	PROJECT B12-18, DR	Nov/07/2012	IDIS#663. LEAD GRANT@ 1224 N. KENILWORTH	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Housing Rehab Property Grants	CD Grant Admin	Community Dev Block Gr	VOP Lead Abatement Grant 2012	10,102.97 USD
1	Housing Rehab Property Loan	Housing Services	Community Development L	VOP SF Hous Rehab Loan 2012	20,273.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079928	Nov/30/2012	RE	Paid	VOP01 0000012851 JOHANSON'S APPLE WORLD 8700 KEEHN RD. BARODA MI 49101	Not applicable		3.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103816	OCTOBER 2012	Nov/28/2012	REIMBURSEMENT FOR CREDIT CARD SALES@OP FARMERS MARKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	3.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079929	Nov/30/2012	RE	Paid	VOP01 0000002073 K & S SPRINKLERS INC. 2619 CONGRESS STREET BELLWOOD IL 60104-2400	Not applicable		600.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103722	97925	Nov/01/2012	FIRE PUMP PERFORMANCE TEST@1119 NORTH BLVD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Building Maintenance	General Fund	Intermodal Station	600.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079930	Nov/30/2012	RE	Paid	VOP01 0000002387 KAARRE, DOUG	Not applicable		111.91 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103631	10/31/12	Oct/31/2012	REIMBURSEMENT-PRESERVATION AWARDS LUNCH FOR JUDGES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Boards Commissions Support	Boards and Commissions	General Fund	Historic Preservation Commiss	111.91 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079931	Nov/30/2012	RE	Paid	VOP01 0000008759 LAKOTA GROUP INC. 212 W. KINZIE ST. 3RD FLR. CHICAGO IL 60610	Not applicable		6,909.10 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103783	12014-06	Nov/05/2012	OCTOBER 2012 LAKE ST DESIGN OF UNIFIED STREETSCAPE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Plan Community Development	General Fund	Base Program	6,909.10 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079932	Nov/30/2012	RE	Paid	VOP01 0000010500 LEAD INSPECTORS USA INC. 281A UNIVERISTY LN.. ELK GROVE VILLAGE IL 60007	Not applicable		325.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103654	6215	Nov/08/2012	SFR-052 LEAD INSPECTION@1045 N. TAYLOR	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Lead Consulting Services	Housing Services	General Fund	Base Program	325.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079933	Nov/30/2012	RE	Paid	VOP01 0000008517 LECHNER & SONS UNIFORM RENTAL 420 KINGSTON CT. MT. PROSPECT IL 60056	Not applicable		275.36 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103719	1671822,1674325,167	Oct/31/2012	1679112,1681454. LAUNDRY SERVICE FOR STREETLIGHTING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Laundry Service	DPW - Street Lighting	General Fund	Base Program	61.80 USD
1	Laundry Service	DPW - Street Services	General Fund	Base Program	213.56 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079934	Nov/30/2012	RE	Paid	VOP01 0000001209 LOGSDON OFFICE SUPPLY 1055 ARTHUR ELK GROVE VILLAGE IL 60007	Not applicable		680.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103536	4229271, 4229291, 422	Nov/07/2012	OFFICE SUPPLIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Office Supplies	Finance	General Fund	Base Program	82.45 USD
1	Office Supplies	Village Manager's Office (VMO)	General Fund	Base Program	124.75 USD
1	Office Supplies	Plan Community Development	General Fund	Base Program	19.13 USD
2	Office Supplies	Finance	General Fund	Accounting Services	454.17 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079935	Nov/30/2012	RE	Paid	VOP01 0000013731 MCCLELLAND, SUSAN C/O OAK PARK LIBRARY 834 LAKE ST OAK PARK IL 60302	Not applicable		116.55 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103725	10/11/12-10/30/12	Oct/23/2012	TRANSIT REIMBURSEMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Flexible Spending Transportati	Balance Sheet	General Fund	Balance Sheet	116.55 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079936	Nov/30/2012	RE	Paid	VOP01 0000001611 MCCLLOUD, W. B. & CO., INC. 2500 W. HIGGINS RD 850 NW CORP. CENTER HOFFMAN ESTATES IL 60195-5220	Not applicable		192.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103714	10566572	Oct/25/2012	PEST CONTROL @207 GARFIELD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Water	Water Fund	Water Supply	57.00 USD
1	General Contractuals	DPW - Water	Water Fund	Water Supply	78.00 USD
1	General Contractuals	DPW - Water	Water Fund	Water Supply	57.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079937	Nov/30/2012	RE	Paid	VOP01 0000004074 METRO MORTUARY TRANSPORT, INC. 7319 MADISON FOREST PARK IL 60130	Not applicable		225.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103433	OCTOBER 2012	Nov/06/2012	STATEMENT #A-001 REMOVALS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	FIRE - Admin	General Fund	Base Program	225.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079938	Nov/30/2012	RE	Paid	VOP01 0000014113 MIDWAY BUILDING SERVICES 456 N. OAKLEY BLVD CHICAGO IL 60612	Not applicable		2,175.80 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103713	33659, 33660	Nov/06/2012	TECHNICIAN CHECKS ON BOILER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Building Maintenance	General Fund	Village Hall	2,175.80 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079939	Nov/30/2012	RE	Paid	VOP01 0000001234 MILITARY AND POLICE SUPPLY,INC 7351 MADISON STREET FOREST PARK IL 60130-1543	Not applicable		427.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103615	10597	Oct/29/2012	BATTERY	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Support Services	24.00 USD
1	Clothing	POLICE	General Fund	Field Services	24.00 USD
1	Clothing	POLICE	General Fund	Field Services	19.50 USD
1	Clothing	POLICE	General Fund	Field Services	35.00 USD
1	Clothing	POLICE	General Fund	Support Services	286.00 USD
1	Clothing	POLICE	General Fund	Field Services	39.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079940	Nov/30/2012	RE	Paid	VOP01 0000003339 MO, CHI-CHIANG	Not applicable		194.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103726	10/29/12	Oct/29/2012	TRANSIT REIMBURSEMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Flexible Spending Transportati	Balance Sheet	General Fund	Balance Sheet	194.50 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079941	Nov/30/2012	RE	Paid	VOP01 0000001238 MONROE TRUCK EQUIPMENT 4328 PAYSPHERE CIRCLE CHICAGO IL 60674	Not applicable		613.69 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103712	5526990	Nov/08/2012	MPS CABLE, & SENSOR	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	613.69 USD





Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079942	Nov/30/2012	RE	Paid	VOP01 0000001243 MR MAT 10351 S MICHIGAN CHICAGO IL 60628	Not applicable		1,189.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103708	272518,272664,27280	Oct/31/2012	273084. MATS@255 AUGUSTA	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Building Maintenance	General Fund	Dole Center	369.00 USD
1	General Contractuals	DPW - Building Maintenance	General Fund	Village Hall	276.00 USD
1	General Contractuals	DPW - Building Maintenance	General Fund	Public Works Center	544.50 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079943	Nov/30/2012	RE	Paid	VOP01 0000007414 MUNICIPAL WEB SERVICE 330 E. MAPLE RD, #302 BIRMINGHAM MI 48009	Not applicable		40.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103861	30039	Nov/10/2012	E-NEWS LIST SERV HOSTING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	Communication	General Fund	Base Program	40.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079944	Nov/30/2012	RE	Paid	VOP01 0000001853 NATIONAL RUBBER STAMP CO. , INC. 1704 W. BELMONT AVE CHICAGO IL 60657-3020	Not applicable		130.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103855	F 4818	Nov/20/2012	SELF INKING STAMPER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Office Supplies	Building Property Standards	General Fund	Building Inspection Services	118.25 USD
1	Boards Commissions Support	Boards and Commissions	General Fund	Historic Preservation Commiss	12.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079945	Nov/30/2012	RE	Paid	VOP01 0000013445 NICHOLS FARM & ORCHARD 2602 HAWTHORN RD MARENGO IL 60152	Not applicable		369.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103829	OCTOBER 2012 - LINK	Nov/29/2012	REIMBURSEMENT FOR IL "DOUBLE COUPON" SALES@OP FARMERS MARKE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	34.00 USD
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	335.50 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 15450888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079946	Nov/30/2012	RE	Paid	VOP01 0000014612 NORDIC CREAMERY 52244 LANGAARD LANE WESTBY WI 54667	Not applicable		197.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103812	OCTOBER 2012	Nov/28/2012	REIMBURSEMENT FOR CREDIT CARD SALES@OP FARMERS MARKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	181.00 USD
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	16.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079947	Nov/30/2012	RE	Paid	VOP01 0000014735 NORTH WICHERT GARDENS 3237 S. 8500 E. RD. ST. ANNE IL 60964	Not applicable		21.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103811	OCTOBER 2012	Nov/28/2012	REIMBURSEMENT FOR CREDIT CARD SALES@OP FARMERS MARKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	21.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079948	Nov/30/2012	RE	Paid	VOP01 0000015125 NORTHWESTERN UNIVERSITY CENTER FOR PUBLIC SAFETY 1801 MAPLE AVE EVANSTON IL 60208	Not applicable		950.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103638	29193	Oct/31/2012	STANDARDIZED FIELD SOBRIETY TESTING INSTRUCTOR COURSE-FELLOW	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Conferences Training	POLICE	General Fund	Field Services	950.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079949	Nov/30/2012	RE	Paid	VOP01 0000002534 NUGENT CONSULTING, LLC 2409 PEACHTREE LANE NORTHBROOK IL 60062	Not applicable		1,000.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103695	570	Nov/26/2012	FINAL 2013 RENEWAL FEE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	1,000.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079950	Nov/30/2012	RE	Paid	VOP01 0000001267 NYHAN, BAMBRICK,KINZIE & LOWRY, P.C. 20 N. CLARK STREET, SUITE 1000 CHICAGO IL 60602	Not applicable		2,523.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103649	321493-321503	Nov/07/2012	OCTOBER 2012 LEGAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Legal Fees Workers Comp	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	2,523.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079951	Nov/30/2012	RE	Paid	VOP01 0000007535 O'CONNOR, MICHAEL	Not applicable		128.31 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103605	11/05/12	Nov/05/2012	UNIFORM ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Support Services	128.31 USD





Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079953	Nov/30/2012	RE	Paid	VOP01 000001977 O'HERRON,RAY CO. INC. 523 E. ROOSEVELT RD. LOMBARD IL 60148	Not applicable		348.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103609	0062175-IN, 0041456-I	Nov/07/2012	DUTY BLET, MAG POUCH,HOLSTERS, OPERATOR BELT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	
1	Clothing	POLICE	General Fund	Support Services	141.85	USD
1	Clothing	POLICE	General Fund	Field Services	12.95	USD
1	Clothing	POLICE	General Fund	Support Services	193.45	USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079954	Nov/30/2012	RE	Paid	VOP01 0000013821 O'REILLY AUTO PARTS P.O. BOX 9464 SPRINGFIELD MO 65801-9464	Not applicable		687.80 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103688	3366-356882	Nov/06/2012	REAR AXLE KIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	200.00	USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	68.99	USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	20.20	USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	200.00	USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	34.32	USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	150.31	USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	13.98	USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079955	Nov/30/2012	RE	Paid	VOP01 0000001638 O'SHEA, SEAN C/O POLICE 123 MADISON OAK PARK IL 60302	Not applicable		398.62 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103606	916546404	Oct/25/2012	UNIFORM ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Field Services	398.62 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079956	Nov/30/2012	RE	Paid	VOP01 0000001647 OAK PARK ELEMENTARY SCHOOL DISTRI 970 MADISON ST. OAK PARK IL 60302	Not applicable		545.14 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103745	3087	Oct/26/2012	2013 BUDGET BOOKS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Printing	Finance	General Fund	Base Program	545.14 USD





Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079957	Nov/30/2012	RE	Paid	VOP01 000001275 OAK PARK REGIONAL HOUSING CTR 1041 SOUTH BOULEVARD C/O ROB BREYMAIER OAK PARK IL 60302	Not applicable		15,208.34 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103655	MFHIP-2012.10	Nov/15/2012	MULT-FAMILY INCENTIVE PROGRAM REIMBURSEMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operating Subsidies	Housing Services	General Fund	Oak Park Housing Center	15,208.34 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079958	Nov/30/2012	RE	Paid	VOP01 0000012547 OAKLAKE PARK ASSOCIATES MCCOLLOM REALTY LTD P.O. BOX 27 WESTERN SPRINGS IL 60558	Not applicable		10.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103601	7508	Dec/01/2012	DECEMBER 2012 RENT FOR 1010 LAKE ST	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Support Services	10.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079959	Nov/30/2012	RE	Paid	VOP01 0000001608 OGDEN TOP & TRIM 6609 OGDEN AVE BERWYN IL 60402	Not applicable		425.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103687	164987	Nov/09/2012	REPAIRED BENCH SEAT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	425.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079960	Nov/30/2012	RE	Paid	VOP01 0000002277 PASQUINELLI, GINO 5615 N. MANOR LANE NORWOOD PARK IL 60301	Not applicable		68.24 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103663	MSA 1104-G	Sep/24/2012	MULTI-FAMILY PROGRAM@626 N AUSTIN	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Housing Rehab Property Grants	Housing Services	General Fund	Multi-Family Incentive Program	68.24 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079961	Nov/30/2012	RE	Paid	VOP01 0000003384 PCC COMMUNITY WELLNESS CENTER 14 W. LAKE ST. OAK PARK IL 60302	Not applicable		1,258.66 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103846	445	Nov/15/2012	NOVEMBER 2012 MEDICAL CONSULTATION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	Grant Contractuals	HEALTH - Health Grants	Public Health Emrg. Prep 2	Base Program	843.30 USD
1	Grant Contractuals	HEALTH - Health Grants	City Readiness 2012	Base Program	415.36 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079962	Nov/30/2012	RE	Paid	VOP01 0000003469 PEDICINI, CHRIS	Not applicable		174.95 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103632	11/15/12	Nov/15/2012	UNIFORM ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Support Services	174.95 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079963	Nov/30/2012	RE	Paid	VOP01 0000015135 PLEASANT HOME CONDO 947 PLEASANT ST OAK PARK IL 60302-3138	Not applicable		120.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103804	26419	Nov/28/2012	REFUND OVERPAYMENT OF FALL 2012 ELEVATOR INSPECTION INVOICE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Elevator Inspection Fees	Building Property Standards	General Fund	Building Inspection Services	120.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079964	Nov/30/2012	RE	Paid	VOP01 0000005001 POLFUS, EDWARD 521 BEACH AVE. LAGRANGE PARK IL 60526	Not applicable		443.82 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103660	11/20/12	Nov/20/2012	CONTRACTUAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Adjudication	General Fund	Base Program	273.12 USD
1	External Support	Adjudication	General Fund	Base Program	170.70 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079965	Nov/30/2012	RE	Paid	VOP01 0000010083 POLICE EXECUTIVE RESEARCH FORUM C/O SMIP 1120 CONECTICUT AVE. NW #930 WASHINGTON DC 20036	Not applicable		460.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103602	3119-10948	Nov/13/2012	2013 PERF GENERAL MEMBERSHIP DUES - CHIEF RICK TANKSLEY	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Membership Dues	POLICE - Admin	General Fund	Base Program	300.00 USD
1	Membership Dues	POLICE - Admin	General Fund	Base Program	160.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079966	Nov/30/2012	RE	Paid	VOP01 0000008004 PRAIRIE TITLE 6821 W. NORTH AVE OAK PARK IL 60302	Not applicable		335.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103800	14276,14277, 14278	Oct/09/2012	BASIC TRACT SEARCHES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	LEGAL - Law	General Fund	Base Program	335.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079967	Nov/30/2012	RE	Paid	VOP01 0000014782 PROJECT MANAGEMENT ADVISORS, INC. 150 S. WACKER, SUITE 670 CHICAGO IL 60606	Not applicable		6,703.18 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103780	13388	Nov/06/2012	OCTOBER 2012 CONSULTING SERVICES - LAKE/FOREST PARKING GARAGE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Business Services	Lake Forest Develop Proje	Base Program	6,703.18 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079968	Nov/30/2012	RE	Paid	VOP01 0000015137 R J CONCRETE, INC 100 E COMSTOCK AVE. ADDISON IL 60101	Not applicable		840.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103850	OPE 2012-00113	Nov/26/2012	REFUND PARKWAY & CURB RESTORATION DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	840.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079969	Nov/30/2012	RE	Paid	VOP01 0000014745 R. SMITS & SONS 8848 STARK DR BURR RIDGE IL 60527	Not applicable		206.35 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103810	OCTOBER 2012	Nov/28/2012	REIMBURSEMENT FOR CREDIT CARD SALES@OP FARMERS MARKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	97.35 USD
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	109.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079970	Nov/30/2012	RE	Paid	VOP01 0000014613 RED HEN BREAD 250 N. WESTERN CHICAGO IL 60612	Not applicable		22.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103809	OCTOBER 2012	Nov/28/2012	REIMBURSEMENT FOR CREDIT CARD SALES@OP FARMERS MARKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	22.50 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079971	Nov/30/2012	RE	Paid	VOP01 0000012780 REDMOND, DARLENE 2801 S. KING DR. #1104 CHICAGO IL 60616	Not applicable		975.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103667	11/27/12	Nov/27/2012	CONTRACTUAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Adjudication	General Fund	Base Program	487.50 USD
1	External Support	Adjudication	General Fund	Base Program	487.50 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079972	Nov/30/2012	RE	Paid	VOP01 0000013446 RIVER VALLEY RANCH 39900 60TH ST BURLINGTON WI 53105	Not applicable		367.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103836	OCTOBER 2012 - LINK	Nov/29/2012	REIMBURSEMENT FOR IL "DOUBLE COUPON" SALES@OP FARMERS MARKE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	87.00 USD
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	280.00 USD





Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079973	Nov/30/2012	RE	Paid	VOP01 0000001185 RIZZA, JOE. FORD 2100 S HARLEM AVE NORTH RIVERSIDE IL 60546	Not applicable		299.77 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103682	448323	Nov/13/2012	WINDOW REGULATOR	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	64.98 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	26.54 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	178.45 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	29.80 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079974	Nov/30/2012	RE	Paid	VOP01 0000002011 RYGH,WILLIAM	Not applicable		48.67 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103604	10/18/12	Nov/19/2012	UNIFORM ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Support Services	48.67 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079975	Nov/30/2012	RE	Paid	VOP01 0000011814 SANTANNA ENERGY SERVICES P.O BOX 200024 HOUSTON TX 77216	Not applicable		389.28 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103681	INV001971184	Nov/01/2012	GAS SERVICE 10/1/12-10/31/12@127 LAKE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Natural Gas	DPW - Water	Water Fund	Water Supply	389.28 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079976	Nov/30/2012	RE	Paid	VOP01 0000001326 SARAH'S INN 309-311 HARRISON OAK PARK IL 60304	Not applicable		1,086.65 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103792	PROJECT B12-12, DR	Nov/08/2012	IDIS #641, OCTOBER 2012 STAFF FOR CRISIS LINE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operating Subsidies	CD Grant Admin	Community Dev Block Gr	Sarah's Inn 2012	1,086.65 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079977	Nov/30/2012	RE	Paid	VOP01 0000001804 SECRETARY OF STATE-DEPT OF POLICE CONFIDENTIAL SERVICES DEPT. 110 E. ADAMS ST. SPRINGFIELD IL 62701-1109	Not applicable		99.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103626	12/31/12 - UNIT #039	Nov/15/2012	RENEWAL OF PLATES - VIN#1GCHG39R421145587	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	99.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079978	Nov/30/2012	RE	Paid	VOP01 0000001804 SECRETARY OF STATE-DEPT OF POLICE CONFIDENTIAL SERVICES DEPT. 110 E. ADAMS ST. SPRINGFIELD IL 62701-1109	Not applicable		99.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103629	12/31/12 - UNIT #101	Nov/15/2012	RENEWAL OF PLATES - VIN#2FAHP71W15X115408	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	99.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079979	Nov/30/2012	RE	Paid	VOP01 0000001804 SECRETARY OF STATE-DEPT OF POLICE CONFIDENTIAL SERVICES DEPT. 110 E. ADAMS ST. SPRINGFIELD IL 62701-1109	Not applicable		99.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103627	12/31/12 - UNIT #100	Nov/15/2012	RENEWAL OF PLATES - VIN#2FAHP71W35X115409	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	99.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079980	Nov/30/2012	RE	Paid	VOP01 0000001804 SECRETARY OF STATE-DEPT OF POLICE CONFIDENTIAL SERVICES DEPT. 110 E. ADAMS ST. SPRINGFIELD IL 62701-1109	Not applicable		99.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103628	12/31/12 - UNIT #102	Nov/15/2012	RENEWAL OF PLATES - VIN#2FAHP71WX5X155410	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	99.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079981	Nov/30/2012	RE	Paid	VOP01 0000001804 SECRETARY OF STATE-DEPT OF POLICE CONFIDENTIAL SERVICES DEPT. 110 E. ADAMS ST. SPRINGFIELD IL 62701-1109	Not applicable		99.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103630	12/31/12 - UNIT #103	Nov/15/2012	RENEWAL OF PLATES - VIN#2FAHP71W15X115411	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	99.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079982	Nov/30/2012	RE	Paid	VOP01 0000001337 SEGUIN SERVICES, INC. 3100 S CENTRAL AVE CICERO IL 60650	Not applicable		1,900.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103791	PROJECT B12-13, DR	Oct/31/2012	IDIS#642,WORK@416 N. HUMPHREY	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Capital Improvement Program	CD Grant Admin	Community Dev Block Gr	Seguin Services Fac Imp 2012	1,900.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079983	Nov/30/2012	RE	Paid	VOP01 0000001338 SELECT STAFFING TEMPS DEPT 4682 CAROL STREAM IL 60122-4682	Not applicable		660.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103666	58958	Nov/16/2012	TEMPORARY SERVICES WEEK ENDING 11/18/12. DIXSON	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Office Supplies	Adjudication	General Fund	Base Program	660.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079984	Nov/30/2012	RE	Paid	VOP01 0000003455 SHARPE, TIMOTHY W. ACTUARY 1816 ALLEN DRIVE GENEVA IL 60134	Not applicable		4,800.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103777	11/23/2012	Nov/23/2012	SERVICES RENDERED SEPTEMBER-NOVEMBER 2012	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Finance	General Fund	Base Program	4,800.00 USD



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PeopleSoft Accounts Payable  
DETAILED CHECK REGISTER

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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079985	Nov/30/2012	RE	Paid	VOP01 0000015127 SIG SAUER INC P.O. BOX 12021 LEWISTON NH 04243-9497	Not applicable		30.95 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103641	1394440	Oct/04/2012	PARTS-EXTRACTOR	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Ammunition and Guns	POLICE - Dispatch	Enhanced E-911 Fund	Base Program	18.00 USD
1	Ammunition and Guns	POLICE - Dispatch	Enhanced E-911 Fund	Base Program	2.50 USD
1	Ammunition and Guns	POLICE - Dispatch	Enhanced E-911 Fund	Base Program	10.45 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079986	Nov/30/2012	RE	Paid	VOP01 0000001632 SILVA,DON C/O POLICE 123 MADISON ST OAK PARK IL 60302	Not applicable		29.96 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103636	10/23/12	Oct/23/2012	UNIFORM ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	POLICE	General Fund	Base Program	29.96 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079987	Nov/30/2012	RE	Paid	VOP01 000009363 STACK, JOHN 2906 LINCOLN EVANSTON IL 60201	Not applicable		1,387.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103661	10/5/12, 11/20/12	Nov/20/2012	CONTRACTUAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Adjudication	General Fund	Base Program	1,387.50 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079988	Nov/30/2012	RE	Paid	VOP01 0000001358 STANARD AND ASSOCIATES, INC 309 WEST WASHINGTON STREET, SUITE 10 CHICAGO IL 60606	Not applicable		804.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103788	SA000020955	Aug/31/2012	PHQ REPORT & ANSWER SHEET, TRAVEL EXPENSE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	HR - Human Resources	General Fund	Employment	804.50 USD





Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079989	Nov/30/2012	RE	Paid	VOP01 0000012853 STOVER, K V & SONS 7840 GARR RD. BERRIEN SPRINGS MI 49103	Not applicable		918.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103814	OCTOBER 2012	Nov/28/2012	REIMBURSEMENT FOR CREDIT CARD SALES@OP FARMERS MARKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	639.00 USD
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	279.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079990	Nov/30/2012	RE	Paid	VOP01 0000003032 SULLIVAN'S LAW DIRECTORY 1360 ABBOTT CT. BUFFALO GROVE IL 60089-9833	Not applicable		22.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103801	959321 - 2013	Nov/19/2012	2 IL LAWYERS HANDBOOKS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Books & Subscriptions	LEGAL - Law	General Fund	Base Program	22.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
Pay Cycle Run Date: Nov/30/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079991	Nov/30/2012	RE	Paid	VOP01 0000002085 T.P.I. BUILDING CODE CONSULTANTS, INC. 7N262 W. WHISPERING TRAIL ST. CHARLES IL 60175	Not applicable		4,232.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103857	6385	Oct/31/2012	OCTOBER 2012 INSPECTIONS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Building Property Standards	General Fund	Building Inspection Services	4,232.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079992	Nov/30/2012	RE	Paid	VOP01 0000002621 TAYLOR, ROBERT C/O POLICE 123 MADISON ST OAK PARK IL 60302	Not applicable		83.52 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103633	11/07/12	Nov/07/2012	UNIFORM ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Support Services	83.52 USD



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Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079993	Nov/30/2012	RE	Paid	VOP01 0000001372 TERMINAL SUPPLY CO P.O. BOX 1253 TROY MI 48099	Not applicable		138.36 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103678	77973-01	Nov/06/2012	GM GENERAL PURPOSE RUBBER BUMPERS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	5.49 USD
2	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	29.10 USD
4	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	29.10 USD
4	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	5.49 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	5.49 USD
3	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	29.10 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	29.10 USD
3	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	5.49 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079994	Nov/30/2012	RE	Paid	VOP01 0000001381 THOMPSON ELEVATOR INSPECTION 1302 E THAYER ST MT PROSPECT IL 60056	Not applicable		874.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103531	12-3652, 12-3713	Nov/06/2012	SEMI-ANNUAL ELEVATOR INSPECTIONS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Building Property Standards	General Fund	Building Inspection Services	874.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079995	Nov/30/2012	RE	Paid	VOP01 0000011696 THRIVE COUNSELING CENTER 120 S. MARION ST. OAK PARK IL 60302	Not applicable		10,052.33 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103645	104	Nov/01/2012	NOVEMBER 2012 CRISIS SERVICE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Support Services	10,052.33 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079996	Nov/30/2012	RE	Paid	VOP01 0000014744 TREE OF LIFE GARDENS 232 KIRKWOOD RD. CUBA CITY WI 53807	Not applicable		58.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103807	OCTOBER 2012	Nov/28/2012	REIMBURSEMENT FOR CREDIT CARD SALES@OP FARMERS MARKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	39.50 USD
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	19.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079997	Nov/30/2012	RE	Paid	VOP01 000001034 TRUCK PRO, INC. P.O. BOX 905044 CHARLOTTE NC 28290-5044	Not applicable		99.58 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103677	080-0638107,080-063	Nov/12/2012	080-0640860,080-0642768. FILTERS,SERPENTINE BELTS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	83.27 USD
3	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	8.16 USD
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	8.15 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079998	Nov/30/2012	RE	Paid	VOP01 0000010233 UNITY TEMPLE RESTORATION FOUNDATION 875 LAKE ST. C/O EMILY ROTH OAK PARK IL 60301	Not applicable		280.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103782	531	Nov/14/2012	UNITY TEMPLE RENTAL & SEXTON FEE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Boards Commissions Support	Boards and Commissions	General Fund	Historic Preservation Commiss	280.00 USD



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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079999	Nov/30/2012	RE	Paid	VOP01 0000015128 UNIVERSITY OF ILLINOIS GRANTS & CONTRACTS P.O. BOX 20787 SPRINGFIELD IL 62708-0787	Not applicable		3,430.70 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103651	002-000, 003-000, 00	Sep/30/2012	JULY - SEPTEMBER 2012 DATA COLLECTION & ANALYSIS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Housing Services	HUD Sustain Comm Chall G	HUD Sustain Commun Challenge	3,430.70 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080000	Nov/30/2012	RE	Paid	VOP01 0000002696 VARDAL, DINA C/O POLICE 123 MADISON OAK PARK IL 60302	Not applicable		259.41 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103635	11/04/12	Nov/04/2012	UNIFORM ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Field Services	259.41 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080001	Nov/30/2012	RE	Paid	VOP01 0000012850 VITALO, KATHY 409 FOREST AVE. WILLOW SPRINGS IL 60480	Not applicable		103.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103815	OCTOBER 2012	Nov/28/2012	REIMBURSEMENT FOR CREDIT CARD SALES@OP FARMERS MARKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	85.00 USD
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	18.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080002	Nov/30/2012	RE	Paid	VOP01 0000002804 WALSH, R.E. & ASSOCIATES, INC. 1415 W. 22ND ST. TOWER FLOOR OAK BROOK IL 60523	Not applicable		500.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103727	22582	Nov/15/2012	TRANSIT REIMBURSEMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	HR - Human Resources	General Fund	Labor Relations	500.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080003	Nov/30/2012	RE	Paid	VOP01 0000012848 WALT SKIBBE FARMS 3130 HOCHBERGER RD EAU CLAIRE MI 49111	Not applicable		303.20 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103806	OCTOBER 2012	Nov/28/2012	REIMBURSEMENT FOR CREDIT CARD SALES@OP FARMERS MARKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	220.20	USD
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	83.00	USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080004	Nov/30/2012	RE	Paid	VOP01 0000011464 WARREN OIL CO, INC. P.O. BOX 40 SUMMIT IL 60501	Not applicable		18,106.78 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103669	10749222	Oct/26/2012	REGULAR UNLEADED FUEL PURCHASED	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	
2	Fuel	DPW - Fleet Operations	General Fund	Police Vehicle Maint Services	12,584.57	USD
4	Fuel	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	4,120.96	USD
1	Fuel	DPW - Fleet Operations	General Fund	Fire Vehicle Maint Services	121.05	USD
3	Fuel	DPW - Fleet Operations	General Fund	Pub Wks Vehicle Maint Servc	1,280.20	USD





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Bank Account: FB\_OP VOP 15450888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080005	Nov/30/2012	RE	Paid	VOP01 0000001412 WEDNESDAY JOURNAL, INC 141 S. OAK PARK AVE. OAK PARK IL 60302	Not applicable		784.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103784	11/14/12	Nov/14/2012	ACCT#033104-00000. ZBA 115 N. MARION & 119 S. HARVEY	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Legal Advertisements	Building Property Standards	General Fund	Zoning Board	350.00 USD
1	Legal Advertisements	Plan Community Development	General Fund	Plan Commission	434.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080006	Nov/30/2012	RE	Paid	VOP01 0000001416 WEST PAYMENT CENTER P.O. BOX 6292 CAROL STREAM IL 60197-6292	Not applicable		1,214.93 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103644	825987839	Nov/01/2012	WEST INFORMATION CHARGES 10/1/12-10/31/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	POLICE	General Fund	Base Program	239.31 USD
1	Books & Subscriptions	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	975.62 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080007	Nov/30/2012	RE	Paid	VOP01 0000001418 WEST SUBURBAN P.A.D.S. C/O LYNDA SCHUELER, P.O. BOX 797 OAK PARK IL 60303	Not applicable		3,798.08 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103797	PROJECT B12-22, DR	Nov/09/2012	IDIS #649, OCTOBER 2012 SHELTER STAFF	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operating Subsidies	CD Grant Admin	Community Dev Block Gr	WS PADS Emerg Shelter 2012	1,423.08 USD
1	Operating Subsidies	CD Grant Admin	Community Dev Block Gr	WS PADS Trans Housing 2012	2,375.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080008	Nov/30/2012	RE	Paid	VOP01 0000012847 WETTSTEIN ORGANIC FARM 2100 US HIGHWAY 150 CARLOCK IL 61725	Not applicable		1,835.07 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103832	OCTOBER 2012 - LINK	Nov/29/2012	REIMBURSEMENT FOR IL "DOUBLE COUPON" SALES@OP FARMERS MARKE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Grant Expenses	HEALTH - Health Grants	FM Double Coupon - 2011	Base Program	131.00 USD
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	1,704.07 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080009	Nov/30/2012	RE	Paid	VOP01 0000003466 WILLIAMS, KEENAN	Not applicable		163.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103634	10/18/2012	Oct/18/2012	UNIFORM ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Field Services	163.25 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080010	Nov/30/2012	RE	Paid	VOP01 0000012961 WISS, JANNEY, ELSTNER ASSOCIATES, IN 330 PFINGSTEN RD. NORTHBROOK IL 60062	Not applicable		1,271.18 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103668	0244268	Nov/09/2012	DESIGN HAUNCH STRENGTHENING@201 SOUTH BLVD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Building Maintenance	DPW - Building Maintenance	Capital Bldg Improvements	Base Program	1,271.18 USD



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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
080011	Nov/30/2012	RE	Paid	VOP01 0000012856 ZIMMERMAN, PAUL 543 S. EUCLID AVE. OAK PARK IL 60304	Not applicable		1,599.96 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103662	MSA 0925-G	Nov/08/2012	MULTI-FAMILY PROGRAM@6126-6134 ROOSEVELT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Housing Rehab Property Grants	Housing Services	General Fund	Multi-Family Incentive Program	1,599.96 USD
				Total Requirements for Bank Account	309,626.96 USD
				FB_OP VOP 154508888927	



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Pay Cycle: OAKPK  
Pay Cycle Sequence: 797  
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Total Requirements for Currency USD 309,626.96 USD

Pay Cycle: QUICK1  
Pay Cycle Sequence: 932  
Pay Cycle Run Date: Nov/26/2012

Bank Account: FB\_OP VOP 15450888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079854	Nov/26/2012	RE	Paid	VOP01 0000014873 SEIU LOCAL 73 C/O DEBORAH CLARK, LEGAL ASSISTANT 300 S. ASHLAND AVE, SUITE 400 CHICAGO IL 60607	Not applicable		90.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103623	GV120479,GV111027	Nov/26/2012	REIMBURSEMENT FOR FIRST & SECOND PANEL ARBITRATORS FEDERAL M	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	HR - Human Resources	General Fund	Labor Relations	90.00 USD
Total Requirements for Bank Account					FB_OP VOP 15450888927 90.00 USD



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Pay Cycle: QUICK1  
Pay Cycle Sequence: 932  
Pay Cycle Run Date: Nov/26/2012

Total Requirements for Currency USD 90.00 USD

Pay Cycle: QUICK1  
Pay Cycle Sequence: 933  
Pay Cycle Run Date: Nov/26/2012

Bank Account: FB\_OP VOP 15450888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079855	Nov/26/2012	RE	Paid	VOP01 0000012842 IRON CREEK FARM 3620 KNOX AVE. ST. JOSEPH MI 49085	Not applicable		126.10 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103624	SEPTEMBER 2012	Oct/19/2012	REIMBURSEMENT FOR CREDIT CARD SALES@OP FARMERS MARKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Miscellaneous Payables	Balance Sheet	Farmers Market Com	Balance Sheet	126.10 USD
Total Requirements for Bank Account					FB_OP VOP 15450888927 126.10 USD



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Pay Cycle: QUICK1  
Pay Cycle Sequence: 933  
Pay Cycle Run Date: Nov/26/2012

Total Requirements for Currency USD 126.10 USD

Pay Cycle: QUICK1  
Pay Cycle Sequence: 934  
Pay Cycle Run Date: Nov/28/2012

Bank Account: FB\_OP VOP 15450888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079856	Nov/28/2012	RE	Paid	VOP01 0000013697 ROWBOAT CREATIVE 2642 N. HAMLIN AVE. CHICAGO IL 60647	Not applicable		1,954.10 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103716	2410 - REPLACEMENT	Jul/19/2011	T-SHIRTS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Basketball Camp Expenses	POLICE	Police Youth Basketball Ca	Youth Services	1,954.10 USD
<b>Total Requirements for Bank Account</b>					<b>1,954.10 USD</b>
<b>Total Requirements for Currency</b>					<b>1,954.10 USD</b>



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079755	Nov/23/2012	RE	Paid	VOP01 0000010223 ABC COMMERCIAL MAINT. SERVICES, INC. 8056 N. MILWAUKEE AVE. NILES IL 60714	Not applicable		6,950.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103530	055	Oct/31/2012	JANITORIAL SERVICES 10/1/12-10/31/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	General Contractuals	DPW - Building Maintenance	General Fund	Public Works Center	1,246.00 USD
4	General Contractuals	DPW - Building Maintenance	General Fund	Intermodal Station	452.00 USD
3	General Contractuals	DPW - Building Maintenance	General Fund	Dole Center	500.00 USD
1	General Contractuals	DPW - Building Maintenance	General Fund	Village Hall	4,752.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079756	Nov/23/2012	RE	Paid	VOP01 0000001011 ADVANTAGE CHEVROLET 9510 W. JOLIET RD HODGKINS IL 60525	Not applicable		11.80 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103391	289252	Oct/30/2012	WIRE CLIPS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	DPW - Fleet Operations	General Fund	Other Vehicle Maint Services	11.80 USD





Pay Cycle: OAKPK  
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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079757	Nov/23/2012	RE	Paid	VOP01 0000015118 ALBRECHT ENTERPRISES 1684 E. OAKTON DES PLAINES IL 60018	Not applicable		1,000.62 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103546	0997000405-00	Nov/12/2012	REFUND BALANCE OF HYDRANT METER DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Water Meter Deposits Payable	Balance Sheet	Water Fund	Balance Sheet	1,000.62 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079758	Nov/23/2012	RE	Paid	VOP01 0000009812 AMERICAN NATIONAL SPRINKLER 924 TURRET CT. MUNDELEIN IL 60060	Not applicable		420.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103457	OPE 2012-00050	Oct/25/2012	REFUND PARKWAY RESTORATION DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	420.00 USD



Pay Cycle: OAKPK  
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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079759	Nov/23/2012	RE	Paid	VOP01 0000001022 ANDERSON ELEVATOR CO 2801 S. 19TH AVE BROADVIEW IL 60155	Not applicable		2,724.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103528	128050	Nov/01/2012	NOVEMBER 2012 ELEVATOR MAINTENANCE@201 SOUTH BLVD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Building Maintenance	General Fund	Public Works Center	173.00 USD
1	General Contractuals	DPW - Building Maintenance	General Fund	Village Hall	233.33 USD
2	General Contractuals	Parking Services	Parking Fund	The Avenue Garage	280.54 USD
2	General Contractuals	DPW - Building Maintenance	General Fund	Dole Center	116.67 USD
1	Property Repair	DPW - Building Maintenance	General Fund	Public Works Center	732.00 USD
3	General Contractuals	Parking Services	Parking Fund	Lake St & Forest Garage	161.85 USD
1	General Contractuals	Parking Services	Parking Fund	OPRF Garage	140.27 USD
1	General Contractuals	Parking Services	Parking Fund	Holley Ct Parking Garage	390.00 USD
4	General Contractuals	Parking Services	Parking Fund	Holley Ct Parking Garage	496.34 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079760	Nov/23/2012	RE	Paid	VOP01 0000002112 ANDERSON PEST SOLUTIONS P.O. BOX 600670 JACKSONVILLE FL 32260-0670	Not applicable		921.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103265	2316921	Nov/01/2012	NOVEMBER 2012 RODENT CONTROL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Grant Contractuals	HEALTH - Health Grants	Local Health Protection 20	Base Program	921.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079761	Nov/23/2012	RE	Paid	VOP01 000003503 AQUA FIORI INC. 1215 N. 25TH AVE. MELROSE PARK IL 60160	Not applicable		420.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103461	OPE 2012-00062	Nov/01/2012	REFUND PARKWAY RESTORATION DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	420.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079762	Nov/23/2012	RE	Paid	VOP01 0000015104 ARCO PLUMBING 206 N. CASS WESTMONT IL 60559	Not applicable		420.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103458	OPE 2012-00057	Oct/10/2012	REFUND PARKWAY RESTORATION DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	420.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079763	Nov/23/2012	RE	Paid	VOP01 0000002747 ASCE (MEMBERSHIP) P.O. BOX 79084 BALTIMORE MD 21279-0084	Not applicable		255.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103555	2013 - KOPERNIAK	Nov/15/2012	MEMBERSHIP DUES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Membership Dues	DPW - Capital Projects	Capital Improvement Fund	Base Program	255.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079764	Nov/23/2012	RE	Paid	VOP01 0000015111 BALD EAGLE CONSTRUCTION 926 FOREST AVE. RIVER FOREST IL 60305	Not applicable		65.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103532	BLD 2012-02588	Nov/09/2012	REFUND BUILDING PERMIT FOR 1116 MADISON	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Building Permits	Building Property Standards	General Fund	Building Inspection Services	65.25 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079765	Nov/23/2012	RE	Paid	VOP01 0000010577 BAXTER & WOODMAN, INC. P.O. BOX 783 CRYSTAL LAKE IL 60012	Not applicable		569.79 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103454	0165436	Oct/18/2012	I-290 WATER MAIN CROSSING CONSTRUCTION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Project Engineering	DPW - Water	Water Fund	Water Distribution	569.79 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079766	Nov/23/2012	RE	Paid	VOP01 0000002938 BUREAU OF IDENTIFICATION 260 N. CHICAGO STREET, ATTN:DIRECTOR JOLIET IL 60431	Not applicable		126.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103559	10/1/12-10/31/12	Oct/31/2012	COST CENTER:6028, ORI:IL016810L. LIQUOR LICENSE FIGERPRINT BACKGROUN	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Background Check	Village Clerk's Office (VCO)	General Fund	Base Program	126.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079767	Nov/23/2012	RE	Paid	VOP01 0000003445 CANON BUSINESS SOLUTIONS, INC. 15004 COLLECTIONS CENTER DR. CHICAGO IL 60693	Not applicable		108.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103455	4008038196	Nov/01/2012	COLOR COPIER COSTS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Office Machine Service	DPW - Capital Projects	Capital Improvement Fund	CIP Management	108.25 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079768	Nov/23/2012	RE	Paid	VOP01 0000001641 COLEMAN, ANTHONY C/O POLICE 123 MADISON OAK PARK IL 60302	Not applicable		400.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103485	DECEMBER 2012	Dec/01/2012	HOUSING ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Support Services	400.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079769	Nov/23/2012	RE	Paid	VOP01 0000011878 COMED (6111) P.O. BOX 6111 CAROL STREAM IL 60197-6111	Not applicable		2,645.80 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103525	1227091126	Oct/26/2012	ELECTRIC HEAT 9/26/12-10/25/12@201 SOUTH BLVD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Electricity	DPW - Building Maintenance	General Fund	Public Works Center	2,304.45 USD
1	Electricity	DPW - Street Lighting	General Fund	Street Lights Services	51.22 USD
1	Electricity	DPW - Street Lighting	General Fund	Street Lights Services	8.77 USD
1	Electricity	DPW - Street Lighting	General Fund	Street Lights Services	11.48 USD
1	Electricity	DPW - Building Maintenance	General Fund	Intermodal Station	31.61 USD
1	Downtown TIF St Improvements	DPW - Engineering	Capital Improvement Fund	Base Program	238.27 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079770	Nov/23/2012	RE	Paid	VOP01 0000001075 COMED (6112) PO BOX 6112 CAROL STREAM IL 60197-6112	Not applicable		3,937.37 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103521	3607171007	Oct/24/2012	MASTER ACCOUNT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Electricity	DPW - Street Lighting	General Fund	Street Lights Services	3,937.37 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079771	Nov/23/2012	RE	Paid	VOP01 0000015114 DECORREVONT, JAS & NANCY 233 S. KENILWORTH AVE. OAK PARK IL 60302	Not applicable		20.18 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103535	0108000760-00	Nov/07/2012	REFUND CREDIT BALANCE ON FINAL WATER BILL@233 S KENILWORTH	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Utility Sales	DPW - Water	Water Fund	Base Program	20.18 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079772	Nov/23/2012	RE	Paid	VOP01 0000001095 DELL MARKETING LP (USA) P.O. BOX 802816 C./O DELL USA L.P. CHICAGO IL 60680-2816	Not applicable		818.86 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103479	XJ14K5X26	Oct/31/2012	TONER CARTRIDGES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Office Supplies	Village Manager's Office (VMO)	General Fund	Base Program	818.86 USD





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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079773	Nov/23/2012	RE	Paid	VOP01 0000011589 DISPOSALL WASTE SERVICES, LLC. 5817 W. OGDEN AVE. CICERO IL 60804	Not applicable		5,082.80 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103519	49159	Oct/29/2012	REFUSE/RECYCLING PICK UP 10/22/12-10/28/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	Parking Services	Parking Fund	The Avenue Garage	21.50 USD
2	General Contractuals	Parking Services	Parking Fund	Holley Ct Parking Garage	8.60 USD
2	General Contractuals	Parking Services	Parking Fund	Holley Ct Parking Garage	8.60 USD
4	General Contractuals	DPW - Street Services	General Fund	Pavement Management	2,502.70 USD
3	General Contractuals	Parking Services	Parking Fund	Lake St & Forest Garage	8.60 USD
1	General Contractuals	Parking Services	Parking Fund	The Avenue Garage	21.50 USD
3	General Contractuals	Parking Services	Parking Fund	Lake St & Forest Garage	8.60 USD
4	General Contractuals	DPW - Street Services	General Fund	Pavement Management	2,502.70 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079774	Nov/23/2012	RE	Paid	VOP01 0000001103 DOWNTOWN OAK PARK 1010 LAKE ST, SUITE 114 OAK PARK IL 60301	Not applicable		3,163.63 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103517	1111	Nov/01/2012	DTOP PLANTINGS & MAINTENANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Forestry	General Fund	Landscaping Services	3,163.63 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079775	Nov/23/2012	RE	Paid	VOP01 0000001104 DRESSEL'S ACE HARDWARE 1137 CHICAGO AVE OAK PARK IL 60302	Not applicable		183.18 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103513	235569,236054,23630	Oct/22/2012	236424. MURIATAC ACID,AIR FILTERS,PIN HINGE,JOINT COMPOUND,SPONGE,S	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	Building Materials	DPW - Building Maintenance	General Fund	Public Works Center	35.98 USD
1	Sign Replacement	DPW - Street Services	General Fund	Pavement Management	24.74 USD
2	Building Materials	DPW - Building Maintenance	General Fund	Village Hall	28.99 USD
1	Building Materials	DPW - Building Maintenance	General Fund	Village Hall	20.77 USD
1	Building Materials	DPW - Building Maintenance	General Fund	Village Hall	3.48 USD
1	Operational Supplies	Parking Services	Parking Fund	Holley Ct Parking Garage	55.94 USD
1	Building Maintenance	DPW - Building Maintenance	Capital Bldg Improvements	Base Program	13.28 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079776	Nov/23/2012	RE	Paid	VOP01 0000002998 ELITE RECOGNITION SERVICES 15 WAKEFIELD LANE GENEVA IL 60134	Not applicable		2,294.04 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103571	3290	Nov/08/2012	EMPLOYEE RECOGNITION GIFTS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Employees Awards Recognition	Village Manager's Office (VMO)	General Fund	Base Program	2,294.04 USD



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079777	Nov/23/2012	RE	Paid	VOP01 0000001117 FEDERAL EXPRESS P.O. BOX 94515 PALATINE IL 60094-4515	Not applicable		85.14 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103582	2-081-84967	Nov/14/2012	PARCEL DROP OFF 11/2/12,11/5/12,11/6/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Postage	Information Technology	General Fund	Base Program	28.19 USD
2	Postage	Adjudication	General Fund	Base Program	13.43 USD
3	Postage	DPW - Engineering	General Fund	CIP Management	43.52 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079778	Nov/23/2012	RE	Paid	VOP01 0000001123 FLOOD TESTING LABORATORIES 1945 EAST 87TH ST CHICAGO IL 60617	Not applicable		155.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103456	12-100061	Nov/01/2012	MATERIAL TESTING FOR ALLEYS & STREETS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Project Engineering	DPW - Capital Projects	Capital Improvement Fund	Local Streets	155.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079779	Nov/23/2012	RE	Paid	VOP01 0000015119 FORT, ERIC & ELIZABETH 941 N. TAYLOR AVE. OAK PARK IL 60302	Not applicable		260.38 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103578	0662000851-00	Nov/16/2012	REFUND CREDIT BALANCE ON FINAL WATER BILL@941 N. TAYLOR	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Utility Sales	DPW - Water	Water Fund	Base Program	260.38 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079780	Nov/23/2012	RE	Paid	VOP01 0000014268 GARDA CL GREAT LAKES, INC. LOCKBOX 233209 3209 MOMENTUM PLACE CHICAGO IL 60689-5332	Not applicable		1,765.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103408	186-812712	Nov/01/2012	NOVEMBER 2012 PARKING METER COIN TRANSPORT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	Parking Services	Parking Fund	On Street Parking	1,765.50 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079781	Nov/23/2012	RE	Paid	VOP01 0000002374 GIAMMONA, JOSEPH 1839 S. 4TH PLACE ST. CHARLES IL 60174	Not applicable		261.74 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103493	11/15/12	Nov/15/2012	CONTRACTUAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Adjudication	General Fund	Base Program	261.74 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079782	Nov/23/2012	RE	Paid	VOP01 0000013972 GOVTEMPSUSA LLC P.O. BOX 2392 NEW YORK NY 10116-2392	Not applicable		216.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103586	1193760, 1185962	Jul/26/2012	TEMPORARY SERVICES PERIODS 07/08, 07/15. VELAN	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Parking Services	Parking Fund	Base Program	216.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079783	Nov/23/2012	RE	Paid	VOP01 0000013845 GREEN COMMUNITY CONNECTIONS C/O EARL LEMBERGER, TREASURER 300 N. MAPLE AVE, #3 OAK PARK IL 60302	Not applicable		250.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103570	10/01/12	Oct/01/2012	SPONSORSHIP OF GREEN LIVING & LEARNING TOUR	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Conferences Training	Village Manager's Office (VMO)	Sustainability Fund	Base Program	250.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079784	Nov/23/2012	RE	Paid	VOP01 0000001039 HANEY,B & SONS INC 1200 N. LOMBARD RD. LOMBARD IL 60148-1201	Not applicable		700.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103512	36621	Oct/30/2012	CABLE & ROD PARKWAY TREES@213 WESLEY	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Forestry	General Fund	Tree Care Services	700.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079785	Nov/23/2012	RE	Paid	VOP01 0000008412 HARRIS COMPUTER SYSTEMS 62133 COLLECTIONS CENTER DR CHICAGO IL 60693-0621	Not applicable		399.55 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103413	XT00003454	Oct/31/2012	OCTOBER 2012 I-CONNECT HOSTING & EBILLS FEE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Software	Finance	Sewer Fund	Utilities	399.55 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079786	Nov/23/2012	RE	Paid	VOP01 0000008617 HD SUPPLY WATERWORKS, LTD P.O. BOX 91036 CHICAGO IL 60693-1036	Not applicable		658.28 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103511	5681983	Oct/26/2012	FIRE HYDRANT SUPPLIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	DPW - Water	Water Fund	Water Distribution	658.28 USD



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079787	Nov/23/2012	RE	Paid	VOP01 000002912 HEWLETT PACKARD CORPORATION 13207 COLLECTION CENTER DR. CHICAGO IL 60693	Not applicable		703.64 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103574	67545357	Nov/02/2012	NOVEMBER 2012 HP VAX SOFTWARE SUPPORT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Software License Updates	Information Technology	General Fund	Program Maintenance	703.64 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079788	Nov/23/2012	RE	Paid	VOP01 0000012607 HOLT, ANDREA L. C/O PARKING 123 MADISON ST OAK PARK IL 60302	Not applicable		680.13 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103491	11/19/12	Nov/19/2012	TUITION REIMBURSEMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Tuition Reimbursement	HR - Human Resources	General Fund	Base Program	680.13 USD





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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079789	Nov/23/2012	RE	Paid	VOP01 0000004255 HOY LANDSCAPING, INC. 3000 W. LAKE ST. MELROSE PARK IL 60160	Not applicable		5,096.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103510	32181,32180,32183,3	Oct/26/2012	TREE WATERING 10/1/12-10/26/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Tree Replacement	DPW - Engineering	Capital Improvement Fund	Base Program	5,096.25 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079790	Nov/23/2012	RE	Paid	VOP01 0000013217 HYGIENE SOLUTIONS 2296 CORNELL AVE. MONTGOMERY IL 60538	Not applicable		123.75 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103509	12321	Nov/01/2012	NOVEMBER 2012 AUTO CONCEPT UNIT MAINTENANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Building Maintenance	General Fund	Public Works Center	123.75 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079791	Nov/23/2012	RE	Paid	VOP01 0000001750 ICE MOUNTAIN SPRING WATER P.O. BOX 856680 LOUISVILLE KY 40285-0680	Not applicable		749.14 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103537	12J8106458766	Nov/02/2012	OCTOBER 2012 BOTTLED DRINKING WATER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Water Charges	DPW - Building Maintenance	General Fund	Village Hall	749.14 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079792	Nov/23/2012	RE	Paid	VOP01 0000015108 IMPERIAL CRANE SERVICE 7500 W. IMPERIAL DR. BRIDGEVIEW IL 60455	Not applicable		840.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103463	OBS 2012-00577	Nov/01/2012	REFUND PARKWAY & SIDEWALK RESTORATION DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	840.00 USD



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079793	Nov/23/2012	RE	Paid	VOP01 0000015002 INSIGHT PUBLIC SECTOR, INC. P.O. BOX 731072 DALLAS TX 75373-1072	Not applicable		81.84 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103476	1100286393	Oct/22/2012	MOUNTING KIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Computer Supplies	Information Technology	General Fund	Base Program	81.84 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079794	Nov/23/2012	RE	Paid	VOP01 0000015121 INSTITUTE FOR SUSTAINABLE INFRASTRUCTU 1275 K STREET NW, SUITE 750 WASHINGTON DC 20005	Not applicable		150.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103587	11/15/12	Nov/15/2012	REGISTRATION-ISI ENVISION PROVISIONAL ACCREDITATION-POULOS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Conferences Training	Village Manager's Office (VMO)	Sustainability Fund	Base Program	150.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079795	Nov/23/2012	RE	Paid	VOP01 0000002521 INSTITUTE OF TRANSPORTATION ENGINEER C/O SUNTRUST BANK P.O. BOX 79501 BALTIMORE MD 21279-0501	Not applicable		285.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103560	2013 - KOPERNIAK	Nov/15/2012	MEMBERSHIP DUES - MICHAEL KOPERNIAK #24504	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Membership Dues	DPW - Engineering	General Fund	Traffic Parking Engineering	285.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079796	Nov/23/2012	RE	Paid	VOP01 0000008365 IPFA 188 INDUSTRIAL DRIVE STE. #18-A ELMHURST IL 60126-1609	Not applicable		90.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103554	1545	Nov/07/2012	2013 TRIFOLD WALLET SHIFT CALENDARS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Membership Dues	FIRE - Admin	General Fund	Base Program	90.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079797	Nov/23/2012	RE	Paid	VOP01 0000015107 JB BRODA PLUMBING 4237 N. MEADE AVE. CHICAGO IL 60634	Not applicable		420.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103464	OPE 2012-00109	Nov/06/2012	REFUND DRIVEWAY RESTORATION DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	420.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079798	Nov/23/2012	RE	Paid	VOP01 0000015120 JIFFY LUBE ATTN: TONY DEGEATANO 6845 NORTH AVE OAK PARK IL 60302-1023	Not applicable		1,401.46 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103588	0685000347-00	Nov/20/2012	REFUND CREDIT BALANCE ON WATER ACCOUT DUE TO OVERPAYMENT@68	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Utility Sales	DPW - Water	Water Fund	Base Program	1,401.46 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079799	Nov/23/2012	RE	Paid	VOP01 0000015117 JONES, LISA 1157 S. GROVE AVE. OAK PARK IL 60304	Not applicable		590.51 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103545	0110000390-01	Nov/12/2012	REFUND CREDIT BALANCE ON FINAL WATER BILL@1157 S. GROVE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Utility Sales	DPW - Water	Water Fund	Base Program	590.51 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079800	Nov/23/2012	RE	Paid	VOP01 0000001187 JUDGE,JAMES & KUJAWA, LLC. 422 N. NORTHWEST HGWY. STE.#200 PARK RIDGE IL 60068-3283	Not applicable		2,294.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103471	17971	Sep/24/2012	AUGUST 2012 LEGAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Legal Fees Liability Claims	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	1,350.00 USD
1	Legal Fees Liability Claims	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	944.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079801	Nov/23/2012	RE	Paid	VOP01 0000015105 KADLEC, JOHN 7506 MEADOW LN CARY IL 60013	Not applicable		420.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103460	OPE 2012-00340	Nov/06/2012	REFUND PARKWAY RESTORATION DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	420.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079802	Nov/23/2012	RE	Paid	VOP01 0000001190 KALE UNIFORMS 204 W. LIBERTY WHEATON IL 60187	Not applicable		190.45 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103553	806334, 807983	Oct/24/2012	TROUSERS,GOLD EMBLEM,MALTESE CROSS EMBLEM	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	FIRE - Operations	General Fund	Base Program	190.45 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079803	Nov/23/2012	RE	Paid	VOP01 0000015112 KELLER, KARA 7841 GREENFIELD ST. RIVER FOREST IL 60305	Not applicable		4,200.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103533	443 WASHINGTON	Nov/07/2012	REFUND REAL ESTATE TRANSFER TAX STAMP-SALE DID NOT GO THROUG	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Real Estate Transfer Tax	Finance	General Fund	Base Program	4,200.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079804	Nov/23/2012	RE	Paid	VOP01 0000001199 KLEIN, THORPE & JENKINS 20 N. WACKER DR., SUITE 1660 CHICAGO IL 60606	Not applicable		8,969.68 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103469	160345-160351	Oct/10/2012	SEPTEMBER 2012 LEGAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	LEGAL - Law	General Fund	Base Program	7,867.56 USD
2	Legal Fees Liability Claims	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	1,102.12 USD





Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079805	Nov/23/2012	RE	Paid	VOP01 000008517 LECHNER & SONS UNIFORM RENTAL 420 KINGSTON CT. MT. PROSPECT IL 60056	Not applicable		46.10 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103566	1681450	Oct/30/2012	LAUNDRY SERVICES - PARKING GARAGES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	
2	Laundry Service	Parking Services	Parking Fund	The Avenue Garage	3.32	USD
2	Laundry Service	Parking Services	Parking Fund	The Avenue Garage	3.32	USD
4	Laundry Service	Parking Services	Parking Fund	On Street Parking	10.04	USD
5	Laundry Service	Parking Services	Parking Fund	Holley Ct Parking Garage	6.02	USD
5	Laundry Service	Parking Services	Parking Fund	Holley Ct Parking Garage	6.02	USD
4	Laundry Service	Parking Services	Parking Fund	On Street Parking	10.04	USD
1	Laundry Service	Parking Services	Parking Fund	OPRF Garage	1.72	USD
1	Laundry Service	Parking Services	Parking Fund	OPRF Garage	1.72	USD
3	Laundry Service	Parking Services	Parking Fund	Lake St & Forest Garage	1.95	USD
3	Laundry Service	Parking Services	Parking Fund	Lake St & Forest Garage	1.95	USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079806	Nov/23/2012	RE	Paid	VOP01 0000014807 LEWELLYN TECHNOLOGY, INC. P.O. BOX 618 LINTON IN 47441	Not applicable		2,968.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103508	6753	Oct/09/2012	ARC FLASH PHASE III:ENGINEERING ANALYSIS & PRESENTATION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Water	Water Fund	Water Supply	2,968.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079807	Nov/23/2012	RE	Paid	VOP01 0000001209 LOGSDON OFFICE SUPPLY 1055 ARTHUR ELK GROVE VILLAGE IL 60007	Not applicable		884.70 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103060	422133I	Oct/29/2012	OFFICE SUPPLIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Office Supplies	POLICE	General Fund	Base Program	584.80 USD
1	Office Supplies	Finance	General Fund	Base Program	47.74 USD
1	Office Supplies	HEALTH - Health Services	General Fund	Base Program	22.88 USD
1	Office Supplies	Parking Services	Parking Fund	Base Program	32.43 USD
2	Office Supplies	Finance	General Fund	Accounting Services	196.85 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079808	Nov/23/2012	RE	Paid	VOP01 0000001611 MCCLLOUD, W. B. & CO., INC. 2500 W. HIGGINS RD 850 NW CORP. CENTER HOFFMAN ESTATES IL 60195-5220	Not applicable		206.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103507	10566336	Oct/25/2012	PEST CONTROL @201 SOUTH BLVD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Building Maintenance	General Fund	Public Works Center	114.00 USD
1	General Contractuals	DPW - Building Maintenance	General Fund	Village Hall	92.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079809	Nov/23/2012	RE	Paid	VOP01 0000001570 MENARDS-MELROSE PARK 8311 W. NORTH AVE MELROSE PARK IL 60160	Not applicable		370.79 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103504	9721, 9858	Oct/29/2012	TOGGLE DRILLER, ELBOW,WIRE CHANNEL,OUTLET KIT,ACCESSORY PACK	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Building Materials	DPW - Building Maintenance	General Fund	Public Works Center	8.98 USD
2	Building Materials	DPW - Building Maintenance	General Fund	Village Hall	78.22 USD
1	Building Materials	DPW - Building Maintenance	General Fund	Village Hall	195.65 USD
1	Operational Supplies	DPW - Water	Water Fund	Water Supply	39.18 USD
1	Operational Supplies	DPW - Water	Water Fund	Water Supply	48.76 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079810	Nov/23/2012	RE	Paid	VOP01 000009889 MILLER, CANFIELD,PADDOCK & STONE, P.L P.O. DRAWER 640348 DETROIT MI 48264-0348	Not applicable		1,659.79 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103467	1183486	Nov/05/2012	OCTOBER 2012 LEGAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	LEGAL - Law	Madison Street TIF Fund	Base Program	1,659.79 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079811	Nov/23/2012	RE	Paid	VOP01 000001244 MUELLERMIST IRRIGATION CO 2612-22 S. NINTH AVE. P.O. BOX 6307 BROADVIEW IL 60155	Not applicable		420.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103462	OPE 2012-00118	Nov/06/2012	REFUND PARKWAY RESTORATION DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	420.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079812	Nov/23/2012	RE	Paid	VOP01 0000008823 MURPHY, RAPHAEL C/O POLICE 123 MADISON OAK PARK IL 60302	Not applicable		400.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103487	DECEMBER 2012	Dec/01/2012	HOUSING ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Support Services	400.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079813	Nov/23/2012	RE	Paid	VOP01 0000001919 NEAL, & LEROY, L.L.C. 203 N. LASALLE ST. SUITE #2300 CHICAGO IL 60601	Not applicable		5,900.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103468	146,81,71,89,56	Sep/26/2012	AUGUST 2012 LEGAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	LEGAL - Law	Madison Street TIF Fund	Base Program	593.75 USD
2	Legal Fees Liability Claims	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	267.50 USD
3	External Support	LEGAL - Law	General Fund	Base Program	5,039.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079814	Nov/23/2012	RE	Paid	VOP01 000001256 NICOR (P.O. BOX 0632) P.O. BOX 0632 AURORA IL 60507-0632	Not applicable		12.83 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103501	35-44-06-9527 4	Oct/29/2012	GAS SERVICE 9/28/12-10/29/12@ 1120 SOUTH BLVD #B	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Natural Gas	DPW - Building Maintenance	General Fund	Intermodal Station	12.83 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079815	Nov/23/2012	RE	Paid	VOP01 0000015113 NORTHERN TRUST CO. C/O 28141 PO BOX 92990 CHICAGO IL 60675-0001	Not applicable		21.15 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103534	066100053100	Nov/12/2012	REFUND CREDIT BALANCE ON FINAL WATER BILL@1221 HAYES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Utility Sales	DPW - Water	Water Fund	Base Program	21.15 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079816	Nov/23/2012	RE	Paid	VOP01 0000001267 NYHAN, BAMBRICK,KINZIE & LOWRY, P.C. 20 N. CLARK STREET, SUITE 1000 CHICAGO IL 60602	Not applicable		3,451.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103473	318264-318274	Sep/24/2012	AUGUST 2012 LEGAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Legal Fees Workers Comp	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	2,625.00 USD
1	Legal Fees Workers Comp	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	826.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079817	Nov/23/2012	RE	Paid	VOP01 0000001977 O'HERRON, RAY CO. INC. 523 E. ROOSEVELT RD. LOMBARD IL 60148	Not applicable		87.95 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103356	0061756-IN	Oct/30/2012	BOOT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Field Services	87.95 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079818	Nov/23/2012	RE	Paid	VOP01 0000001269 OAK PARK AREA ARTS COUNCIL 123 MADISON ST OAK PARK IL 60302	Not applicable		6,383.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103496	OCTOBER 2012	Nov/16/2012	GENERAL SERVICES & VOP COMMUNITY MINI MURALS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Oak Park Area Arts Council	Special Activities	General Fund	Base Program	6,383.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079819	Nov/23/2012	RE	Paid	VOP01 0000009660 OCE FINANCIAL SERVICES, INC. 13824 COLLECTIONS CENTER DR. CHICAGO IL 60693	Not applicable		73.23 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103453	901975732	Oct/22/2012	PLOTTER SUPPLIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	DPW - Capital Projects	Capital Improvement Fund	CIP Management	73.23 USD





Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079820	Nov/23/2012	RE	Paid	VOP01 0000011695 ODELSON & STERK, LTD. 3318 W. 95TH ST. EVERGREEN PARK IL 60805	Not applicable		601.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103470	11297	Nov/02/2012	OCTOBER 2012 LEGAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Legal Fees Liability Claims	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	508.75 USD
1	Legal Fees Liability Claims	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	92.50 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079821	Nov/23/2012	RE	Paid	VOP01 0000002365 PITNEY BOWES INC P.O. BOX 371887 PITTSBURG PA 15250-7887	Not applicable		1,781.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103497	0498840-NV12	Nov/13/2012	NOVEMBER 2012 POSTAGE & FOLDING MACHINE LEASE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Equipment Rental	FINANCE - Purchasing	General Fund	Central Services	1,323.00 USD
2	Equipment Rental	Parking Services	General Fund	Parking Permit Office	458.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079822	Nov/23/2012	RE	Paid	VOP01 000005001 POLFUS, EDWARD 521 BEACH AVE. LAGRANGE PARK IL 60526	Not applicable		170.70 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103494	11/13/12	Nov/13/2012	CONTRACTUAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Adjudication	General Fund	Base Program	170.70 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079823	Nov/23/2012	RE	Paid	VOP01 000002373 PRIMAK, ROBERT C/O POLICE DEPT. 123 MADISON ST OAK PARK IL 60302	Not applicable		400.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103486	DECEMBER 2012	Dec/01/2012	HOUSING ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Support Services	400.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 15450888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079824	Nov/23/2012	RE	Paid	VOP01 0000001797 RAZZINO,ANTHONY C/O POLICE 123 MADISON OAK PARK IL 60302	Not applicable		300.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103488	DECEMBER 2012	Dec/01/2012	HOUSING ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Support Services	300.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079825	Nov/23/2012	RE	Paid	VOP01 0000004974 RICHARDSON, ANITA 5057 HARVARD TERRACE SKOKIE IL 60077	Not applicable		1,425.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103492	2012-54	Nov/15/2012	CONTRACTUAL SERVICES 11/14/12, 11/15/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Adjudication	General Fund	Base Program	1,425.00 USD



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PeopleSoft Accounts Payable  
DETAILED CHECK REGISTER

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Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079826	Nov/23/2012	RE	Paid	VOP01 0000008988 RICOH AMERICAS CORPORATION P.O. BOX 4245 CAROL STREAM IL 60197-4245	Not applicable		1,037.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103539	520677	Nov/01/2012	OCTOBER 2012 COPIER MAINTENANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	Equipment Rental	Parking Services	Parking Fund	Parking Permit Office	50.75 USD
1	Equipment Rental	POLICE	General Fund	Base Program	193.26 USD
1	Equipment Rental	POLICE	General Fund	Base Program	515.83 USD
1	Equipment Rental	Building Property Standards	General Fund	Property Standards	165.68 USD
1	Equipment Rental	POLICE	General Fund	Base Program	56.42 USD
3	Equipment Rental	HEALTH - Health Services	General Fund	Base Program	55.06 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079827	Nov/23/2012	RE	Paid	VOP01 0000012117 RICOH AMERICAS CORPORATION P.O. BOX 6434 CAROL STREAM IL 60197-6434	Not applicable		1,984.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103538	6745225033	Nov/02/2012	OCTOBER 2012 COPIER LEASE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Equipment Rental	FINANCE - Purchasing	General Fund	Central Services	330.75 USD
2	Equipment Rental	FINANCE - Purchasing	General Fund	Central Services	330.75 USD
3	Equipment Rental	Village Manager's Office (VMO)	General Fund	Base Program	330.75 USD
4	Equipment Rental	DPW - Administration	General Fund	Base Program	330.75 USD
5	Equipment Rental	POLICE	General Fund	Base Program	330.74 USD
7	Equipment Rental	Plan Community Development	General Fund	Base Program	82.69 USD
9	Equipment Rental	Housing Services	General Fund	Base Program	82.69 USD
8	Equipment Rental	Development Services	General Fund	Base Program	82.69 USD
6	Equipment Rental	CD Grant Admin	General Fund	Base Program	82.69 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079828	Nov/23/2012	RE	Paid	VOP01 0000015110 RMS UTILITY SERVICES 79 W. US HWY 6 VALPARAISO IN 46385	Not applicable		5,194.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103500	285	Oct/26/2012	EZ INSERT VALVE@508 WISCONSIN	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Water	Water Fund	Water Distribution	5,194.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079829	Nov/23/2012	RE	Paid	VOP01 0000014361 ROB WEST PLUMBING, INC. 1102 N. CALIFORNIA AVE. CHICAGO IL 60622	Not applicable		420.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103459	OPE 2012-00024	Nov/06/2012	REFUND PARKWAY RESTORATION DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	420.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079830	Nov/23/2012	RE	Paid	VOP01 0000014545 ROBBINS SCHWARTZ NICHOLAS LIFTON & TAYLOR LTD 55 W. MONROE ST, SUITE 800 CHICAGO IL 60603-5144	Not applicable		4,743.62 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103466	244794	Oct/19/2012	SEPTEMBER 2012 LEGAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Legal Fees Liability Claims	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	4,743.62 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079831	Nov/23/2012	RE	Paid	VOP01 0000015106 ROCKLAND PLUMBING 100039 S. TRIPP OAK LAWN IL 60453	Not applicable		420.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103465	OPE 2012-00053	Nov/06/2012	REFUND PARKWAY RESTORATION DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Reserve For Restoration Dep	Balance Sheet	General Fund	Balance Sheet	420.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079832	Nov/23/2012	RE	Paid	VOP01 0000001639 RUMORO,JOHN C/O POLICE 123 MADISON ST OAK PARK IL 60302	Not applicable		400.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103489	DECEMBER 2012	Dec/01/2012	HOUSING ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Support Services	400.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079833	Nov/23/2012	RE	Paid	VOP01 0000001324 SANDRY FIRE SUPPLY LLC 618 6TH ST. DEWITT IA 52742-1604	Not applicable		2,760.80 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103551	39667, 39668	Oct/09/2012	SERVICING OF TNT TOOLS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	FIRE - Operations	General Fund	Base Program	2,760.80 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079834	Nov/23/2012	RE	Paid	VOP01 0000008486 SCHEIN INC., HENRY DEPT. CH 10241 PALATINE IL 60055-0241	Not applicable		1,726.64 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103547	6590211-01	Oct/23/2012	EMS SUPPLIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	FIRE - EMS	General Fund	Base Program	252.08 USD
1	Operational Supplies	FIRE - EMS	General Fund	Base Program	871.86 USD
1	Operational Supplies	FIRE - EMS	General Fund	Base Program	602.70 USD





Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079835	Nov/23/2012	RE	Paid	VOP01 0000014836 SCHINDLER ELEVATOR CORPORATION 853 N. CHURCH CT. ELMHURST IL 60126-1036	Not applicable		3,730.20 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103568	7100231961	Oct/30/2012	SMART PHONE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	Parking Services	Parking Fund	Holley Ct Parking Garage	3,730.20 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079836	Nov/23/2012	RE	Paid	VOP01 0000006932 SCOTT, MARK C/O POLICE 123 MADISON OAK PARK IL 60302	Not applicable		400.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103484	DECEMBER 2012	Dec/01/2012	HOUSING ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Support Services	400.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079837	Nov/23/2012	RE	Paid	VOP01 0000001338 SELECT STAFFING TEMPS DEPT 4682 CAROL STREAM IL 60122-4682	Not applicable		704.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103579	58916	Nov/09/2012	TEMPORARY SERVICES WEEK ENDING 11/4/12.DIXSON	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Office Supplies	Adjudication	General Fund	Base Program	704.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079838	Nov/23/2012	RE	Paid	VOP01 0000013825 SHERIDAN PLUMBING & SEWER 100 TOWER DR, SUITE 115 BURR RIDGE IL 60527	Not applicable		31,766.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103558	PROJECT 11-9, PAYME	Jun/27/2012	WATER MAIN CROSSING@I-290 PERIOD TO 6/27/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Capital Improvements	DPW - Water	Water Fund	Water Distribution	31,766.00 USD



Pay Cycle: OAKPK  
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Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079839	Nov/23/2012	RE	Paid	VOP01 0000002163 SIMPLEX GRINNELL P.O. BOX 9563 MANCHESTER NH 03108	Not applicable		398.75 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103499	68330965	Oct/26/2012	REPAIR TO CAMERA	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Property Repair	DPW - Building Maintenance	General Fund	Public Works Center	398.75 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079840	Nov/23/2012	RE	Paid	VOP01 0000015115 SKAPEK, STEPHEN & MARGARET 210 N. ELMWOOD AVE. OAK PARK IL 60302	Not applicable		91.44 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103543	0453000763-01	Nov/13/2012	REFUND CREDIT BALANCE ON FINAL WATER BILL@210-212 N. ELMWOOD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Utility Sales	DPW - Water	Water Fund	Base Program	91.44 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079841	Nov/23/2012	RE	Paid	VOP01 000009363 STACK, JOHN 2906 LINCOLN EVANSTON IL 60201	Not applicable		562.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103490	11/16/12	Nov/16/2012	CONTRACTUAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Adjudication	General Fund	Base Program	562.50 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079842	Nov/23/2012	RE	Paid	VOP01 000005657 STRYKER SALES CORPORATION P.O. BOX 93308 CHICAGO IL 60673-3308	Not applicable		140.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103550	118779 M	Oct/16/2012	CHEST RESTRAINT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	FIRE - EMS	General Fund	Base Program	140.00 USD



Pay Cycle: OAKPK  
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Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079843	Nov/23/2012	RE	Paid	VOP01 0000006184 TETRA TECH EM INC. P.O. BOX 901642 DENVER CO 80291-1642	Not applicable		3,999.66 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103451	50599014	Aug/24/2012	SOIL SAMPLINGS-ALLEY PROJECT 12-4	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Alley Improvements	DPW - Capital Projects	Capital Improvement Fund	Local Streets	712.07 USD
1	Alley Improvements	DPW - Capital Projects	Capital Improvement Fund	Local Streets	3,287.59 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079844	Nov/23/2012	RE	Paid	VOP01 0000006506 THERMFLO, INC. 251 HOLBROOK DR. WHEELING IL 60090	Not applicable		326.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103573	TM-19776	Nov/02/2012	SERVICE TO AC UNIT IN DATA CENTER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Hardware Maintenance	Information Technology	General Fund	Program Maintenance	326.00 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079845	Nov/23/2012	RE	Paid	VOP01 0000014549 US BANK - CORPORATE REAL ESTATE ATTN: ACCOUNTING 2800 EAST LAKE ST. MINNEAPOLIS MN 55406	Not applicable		5,821.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103564	3RD QTR	Oct/29/2012	2012 LEASED LOT PAYMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Lot Rental Reimbursement	Parking Services	Parking Fund	Lots_Off Street Parking	5,821.50 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079846	Nov/23/2012	RE	Paid	VOP01 0000001618 WASHINGTON,CARRIE BELLE P.O. BOX 35 TINLEY PARK IL 60477	Not applicable		1,687.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103495	11/12/12, 11/13/12	Nov/13/2012	CONTRACTUAL SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Adjudication	General Fund	Base Program	1,125.00 USD
1	External Support	Adjudication	General Fund	Base Program	562.50 USD



Pay Cycle: OAKPK  
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Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079847	Nov/23/2012	RE	Paid	VOP01 0000001412 WEDNESDAY JOURNAL, INC 141 S. OAK PARK AVE. OAK PARK IL 60302	Not applicable		168.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103569	10/24/12	Oct/24/2012	ACCT#051595-00011.PUBLIC NOTICE CLASSIFIED AD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Legal Advertisements	Parking Services	Parking Fund	Base Program	168.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079848	Nov/23/2012	RE	Paid	VOP01 0000015109 WESTMONT INTERIOR SUPPLY HOUSE 1030 VANDUSTRIAL DR WEST,PMT IL 60559	Not applicable		243.84 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103482	130006597	Oct/26/2012	CEILING TILES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Building Maintenance	DPW - Building Maintenance	Capital Bldg Improvements	Base Program	243.84 USD



Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079849	Nov/23/2012	RE	Paid	VOP01 0000001424 WINKLER'S TREE SERVICE P.O. BOX 1154 LAGRANGE PARK IL 60526	Not applicable		4,892.72 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103481	62703	Oct/17/2012	5 PARKWAY TREE REMOVALS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Forestry	General Fund	Tree Care Services	4,892.72 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079850	Nov/23/2012	RE	Paid	VOP01 0000001431 ZIEBELL WATER SERVICE PRODUCTS 2001 PRATT BLVD ELK GROVE VILLAGE IL 60007	Not applicable		253.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103480	215484-000	Oct/20/2012	WATER & SEWER SUPPLIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	DPW - Water	Water Fund	Water Distribution	253.00 USD

Total Requirements for Bank Account FB\_OP VOP 154508888927 166,009.42 USD





Report ID: APY2001

PeopleSoft Accounts Payable  
DETAILED CHECK REGISTER

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Run Time 4:37:20 PM

Pay Cycle: OAKPK  
Pay Cycle Sequence: 796  
Pay Cycle Run Date: Nov/20/2012

Total Requirements for Currency USD 166,009.42 USD

Pay Cycle: QUICK1  
Pay Cycle Sequence: 929  
Pay Cycle Run Date: Nov/20/2012

Bank Account: FB\_OP VOP 15450888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
079851	Nov/20/2012	RE	Paid	VOP01 0000002857 KELLY, PATRICK 204 OLMSTED ROAD RIVERSIDE IL 60546	Not applicable		30,685.03 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00103556	2011	Nov/20/2012	ANNUITY PAYMENT PER SETTLEMENT AGREEMENT LAWSUIT 87C 2093	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Surmin Kelly Settlement	Balance Sheet	General Fund	Balance Sheet	30,685.03 USD
				Total Requirements for Bank Account	FB_OP VOP 15450888927 30,685.03 USD
				Total Requirements for Currency	USD 30,685.03 USD