



TENTATIVE A g e n d a
President and Board of Trustees
Wednesday, January 18, 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 Review Executive Session Minutes 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

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.

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.

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.

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 (*).

- V. **Agenda Approval**
- VI. **Minutes – Regular Board Meeting Minutes of January 3, 2012**
- VII. **Non-Agenda Public Comment – *Please refer to instructions above.***
- VIII. **Proclamation – Oak Park Art League Celebrates 90 Years of Providing the Community with Opportunities in the Arts, January 18, 2012**
- IX. **Presentation – Federal Reserve Bank of Chicago Presentation**
Overview: Susan Longworth, the author of Suburban Housing Collaborative: A Case for Interjurisdictional Collaboration, will present her finding to the Board about the future of interjurisdictional collaboration.
- X. **Village Manager Reports**
- XI. **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.
- XII. **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.
- XIII. **Citizen Commission Appointments, Reappointments, Removal, Resignation 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.

Environment and Energy Commission-Laura Haussmann, Reappoint as Member
Farmers Market Commission – Alyson Sowers, Appoint as Member
Public Art Advisory Commission – Christine Worley, Reappoint as Member
- XIV. **First Reading**
 - A. **First Reading of an Ordinances Related to IMPACT Recommendations**
The Board directed staff last fall to pursue the recommendations from the IMPACT Committee and create a draft ordinance.
 - 1. **First Reading of an Ordinance Prohibiting the Possession of Tobacco by a Minor; and**
 - 2. **First Reading of an Ordinance Prohibiting the Possession of Cannabis in an Amount Not to Exceed 30 Grams and Cannabis Paraphernalia by Minors**

XV. Regular Agenda

- B. Discussion and Consideration of Draft Conditions for the Amendment to the Planned Development Ordinance 2010-0-014 as Directed on January 9, 2012**
Overview: At the January 9, 2012 Special Meeting, the Village Board requested an additional meeting to review the conditions that are being prepared for the final amended planned development ordinance approval in late January or early February.
- C. Resolution Authorizing the Execution of Agreement between the Village of Oak Park and the Oak Park Regional Housing Center for 2012 in an Amount Not to Exceed \$365,000 for 2012**
Overview: This is the annual agreement adopted by the Village to provide funding for this agency from general revenue funds for a total of \$365,000. The CDBG contract totaling \$187,311 will be presented at a future date.
- D. Resolution Authorizing the Execution of Agreement between the Village of Oak Park and the Oak Park Residence Corporation for 2012 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.
- E. Resolution Authorizing the Execution of Agreement between the Village of Oak Park and the Oak Park Area Convention and Visitors Bureau for 2012 in an Amount Not to Exceed \$132,000**
Overview: This is the annual agreement adopted by the Village to provide funding for this agency from general revenue funds for a total of \$ 132,000.
- F. Resolution Authorizing the Execution of Agreement between the Village of Oak Park and the Oak Park Development Corporation for 2012 in Amount not to exceed \$ 348,000 and Direction to Staff on a Budget Amendment for \$100,000 for a Grant Program Historically Funded by Staff**
Overview: This is the annual agreement adopted by the Village to provide funding for this agency from general revenue funds for a total of \$ 348,000. An additional \$100,000 for grant programs were historically paid for from the DTOP TIF, however in absence of funding in 2012 of TIF funding, the Board will need to give direction on the future funding of this program.
- G. Resolution Authorizing the Execution of a Contract for Services between the Village of Oak Park and the Oak Park Area Arts Council for 2012 in Amount Not to Exceed \$119, 740**
Overview: This is the annual agreement adopted by the Village to provide funding for this agency from general revenue funds for a total of \$119,750.
- O. Motion to Deny Zoning Ordinance Text Amendments Relative to Beauty Supply Stores within the Madison Street Overlay District**
Overview: The applicant has requested to modify the Madison Street Overlay District to restrict beauty supply stores within 500 feet of one another. This is a request to refer the application to the Plan Commission for a public hearing. This item was tabled from the November 28, 2011 Regular Meeting.

P. Resolution Authorizing An Amendment to Agreement with Ray Heise for Certain Legal Consulting Services

Overview: On July 17, 2011, the Village Board executed a contract with Raymond L. Heise for outside legal council services. That contract was for a maximum of 300 hours for projects listed in the agreement. This amendment is for additional legal services for the same projects specified in the original agreement.

S. Motion to Approve a Name Change for the Universal Access Commission and Ordinance Amending Chapter 2 Article 33, Section 1 of the Code of the Village of Oak Park Regarding the Universal Commission

Overview: This is a request of the Commission for a name change.

XVI. Consent Agenda

H. Motion to Approve Zoning Ordinance Text Amendments Relative Motion to Approve Plan Commission Recommendation Proposing New Language Defining the Term “Vegetative/Green Roof” and Allowing the Construction of Vegetative/Green Roofs to be Used to Fulfill Limited Open Space Requirements, and Direct Staff to Prepare Necessary Documents

Overview: A Zoning Ordinance text amendment has been recommended by the Plan Commission to allow vegetative/green roofs to be used for a portion of required open space within the B-1/B-2 General Business District and C Commercial District.

I. Motion to Approve an Ordinance for the Approval of Zoning Ordinance Text Amendments Relative to the B-1/B-2 General Business District and C Commercial District, the Madison Street Overlay District, Fencing of Outdoor Storage Lots, and Accessory Structures

Overview: Several Zoning Ordinance amendments have been developed to help clarify existing Zoning Ordinance language and strengthen current zoning regulations. Planning staff and the plan commission support all of these text amendments.

J. Resolution Authorizing the Release of Certain Executive Session Materials

Overview: From time to time, minutes that are no longer considered confidential are released. This is the formal action.

K. Ordinance Amending Chapter 15, Article 4 of the Village Code Entitled “Vehicle Licenses”

Overview: The ordinance amendment delays the renewal deadline for Vehicle Stickers by two weeks to July 15 annually. The purpose of the two week delay would be to eliminate the existing concurrent deadlines with Quarterly Parking Permit Sales and annual renewal of daytime Resident Parking Permits (RPP).

L. Resolution Authorizing a Lead Hazard Reduction Grant: SFR-040a

Overview: The purpose of the Single Family Housing Rehabilitation Loan Program is to address and to correct deteriorated and blighted homes throughout the village. The eligible board approved a deferred rehabilitation loan and lead hazard reduction grant for this homeowner on May 16, 2011. This request is for an additional lead

hazard reduction grant of \$1,126 to cover work which was included in the original scope, but not in the approved grant amount.

- M. Resolution Authorizing a Subordination of Lien, BPIP-002**
Overview: The loan recipient is requesting a subordination of their Barrie Park Investment Program loan mortgage to a new first mortgage. The Village remains secure in junior position on the title.
- N. Resolution Authorizing the Execution of a Professional Services Agreement between the Village of Oak Park and SpearMC Management Consulting, Inc. for PeopleSoft Related Services**
Overview: This item requests authority to utilize "as needed" PeopleSoft consulting services from SpearMC not to exceed \$15,000.
- Q. Resolution Authorizing the Execution of a Collective Bargaining Agreement Between the International Association of Fire Fighters, Local 95 Representing Fire Fighters and Lieutenants in the Oak Park Fire Department Concerning terms and Conditions of Employment for the Period January 1, 2012 to December 31, 2013.**
Overview: This is a collective bargaining agreement between the International Association of Fire Fighters, Local 95 and the Village regarding the terms and conditions of employment for Fire Fighters and Lieutenants in the Oak Park Fire Department. The agreement covers 2012 and 2013 regarding rates of pay, benefits, and other terms and conditions of employment for members of the collective bargaining unit.
- R. Motion to Approve the 2012 Work Plans for the Following Commissions:**
Overview: This is an annual action in which the Commissions submit to the Village Board work plans for review and approval.
- A. Citizen Advisory Board or Commission
 - B. Citizen Involvement Commission
 - C. Citizens Police Oversight Committee
 - D. Community Design Commission
 - E. Community Development Citizens Advisory Committee
 - F. Community Relations Commission
 - G. Environment and Energy Commission
 - H. Farmers' Market Commission
 - I. Board of Health
 - J. Historic Preservation Commission
 - K. Housing Programs Advisory Committee
 - L. Liquor Control Review Board
 - M. Plan Commission
 - N. Public Art Advisory Commission
 - O. Transportation Commission
 - P. Universal Access Commission
- T. Resolution Authorizing the Purchase of New Monitors in the Amount of \$43,685.80 Waiving the Village's Bid Process**

XVII. Approval of Bills for the week beginning January 2, 2012 through January 13, 2012 in an amount of \$999,837.70

Call to Board and Clerk

Adjourn

(*) 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 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, mouse-over News, then click on Board Agendas and Minutes.

Get the latest Village news via e-mail. Just go to www.oak-park.us and click on the e-news icon to sign up. Also, follow us on *facebook*, *twitter* and *YouTube*.

PROCLAMATION

OAK PARK ART LEAUGE CELEBRATES 90 YEARS OF PROVIDING THE COMMUNITY WITH OPPORTUNITIES IN THE ARTS

January 18, 2012

WHEREAS, the Oak Park Art League has been providing innovative opportunities for arts engagement since 1921 to thousands of artists of all skill levels, ages and backgrounds; and

WHEREAS, the Oak Park Art League first met in Frank Lloyd Wright's home studio and rented the top floor of the new 19th Century Club before settling in its current home in 1937 at 720 Chicago Avenue, purchased with funds raised by the sale of member-donated artworks; and

WHEREAS, generations of artists who have crossed the threshold of the 1902 E.E. Roberts coach house have come to know it as a place of bold imagination and robust creative spirit, where the Oak Park Art League has hosted hundreds of juried exhibitions and art classes for over 90 years, serving over 4,000 individuals each year through its various programs; and

WHEREAS, the Oak Park Art League continues to offer a variety of art classes for beginners and experienced artists in a supportive, nurturing environment, weekly figure drawing and painting sessions with a live model, as well as private lessons and studio time; and a rotating selection of artwork on a monthly basis in its Main Gallery.

NOW THEREFORE, I, David G. Pope, President of the Village of Oak Park and the Board of Trustees, do hereby celebrate the Anniversary of the Oak Park Art League for its 90 years of providing cultural enrichment to the community.

DATED this 18th day of January, 2012.

David G. Pope
Village President


ATTEST:

Teresa Powell
Village Clerk

HOUSING PROGRAMS

Presentation

Memo

To: Tom Barwin
From: Tammie Grossman 
CC: Lisa Shelley
Date: December 22, 2011
Re: Federal Reserve Bank of Chicago Presentation

The November 2011 issue of Profitwise was devoted to a case study of the four interjurisdictional collaborations in Illinois including the West Cook Housing Collaborative (WCCHC). The WCCHC is a collaboration of five communities: Oak Park, Bellwood, Berwyn, Forest Park and Maywood. Since its inception in the fall of 2008, the WCCHC has been successful in obtaining almost \$11 million in private and public support for activities that will increase the supply of affordable housing near transit and will put foreclosed properties back into use in the member communities.

Susan Longworth, the author of *Suburban housing collaboratives: a case for interjurisdictional collaboration*, will present her findings to Board about the future of interjurisdictional collaboration. Ms. Longworth joined the Federal Reserve Bank of Chicago in 2011 as a business economist in the Community Development and Policy Studies Division. Ms. Longworth has over 20 years of community development experience, with a special emphasis on CDFIs and community banks. She holds an undergraduate degree in English from the University of Michigan, a master's in public service management from DePaul University, and an international MBA from the University of Chicago.

**Citizen Boards and Commissions
Vacancies**

UPDATED: 1/11/2012

Committee Name	Total Members	Number of Vacancies	Expired but Serving*	Total # Needed
BUILDING CODES ADVISORY COMMISSION	9	2	0	2
CITIZEN INVOLVEMENT COMMISSION	9	0	0	0
CIVIC INFORMATION SYSTEMS COMMISSION	7	0	0	0
COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE	9	1	0	1
COMMUNITY RELATIONS COMMISSION	9	0	0	0
CITIZEN POLICE OVERSIGHT COMMITTEE	7	0	0	0
COMMUNITY DESIGN COMMISSION	13	1	0	1
ENVIRONMENT & ENERGY COMMISSION	9	1	0	1
FARMERS MARKET COMMISSION	11	2	0	2
FIRE AND POLICE COMMISSION	3	0	0	0
HEALTH, BOARD OF	7	0	0	0
HISTORIC PRESERVATION COMMISSION	11	0	0	0
HOUSING PROGRAMS ADVISORY COMMITTEE	7	3	0	3
LIQUOR CONTROL REVIEW BOARD	5	0	0	0
PLAN COMMISSION	9	0	1	1
PUBLIC ART ADVISORY COMMISSION	11	1	0	1
TRANSPORTATION COMMISSION	7	0	0	0
UNIVERSAL ACCESS COMMISSION	7	2	0	2
ZONING BOARD OF APPEALS	7	1	0	1
TOTAL	157	14	1	15

Bolded CBACs need members

CHAIR EXPIRATION DATE

COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE	No Chair
BUILDING CODES ADVISORY COMMISSION	9/7/2008
HISTORIC PRESERVATION COMMISSION	4/20/2012
HOUSING PROGRAMS ADVISORY COMMITTEE	5/11/2012
PUBLIC ART ADVISORY COMMISSION	5/11/2012
CITIZEN POLICE OVERSIGHT COMMITTEE	10/17/2012
CITIZEN INVOLVEMENT COMMISSION	6/20/2014
LIQUOR CONTROL REVIEW BOARD	2/5/2013
COMMUNITY RELATIONS COMMISSION	1/19/2013
ENVIRONMENT & ENERGY COMMISSION	8/2/2013
PLAN COMMISSION	9/18/2013
FARMERS MARKET COMMISSION	2/4/2014
FIRE AND POLICE COMMISSION	2/7/2014
COMMUNITY DESIGN COMMISSION	5/16/2014
UNIVERSAL ACCESS COMMISSION	6/6/2014
ZONING BOARD OF APPEALS	7/18/2016
CIVIC INFORMATION SYSTEMS COMMISSION	8/4/2014
TRANSPORTATION COMMISSION	11/7/2014
HEALTH, BOARD OF	12/5/2014

APPOINTMENTS

18 JANUARY 2012

Environment and Energy Commission

Reappoint as Member:

Laura Haussmann
414 S. Wisconsin, Unit A
630-740-7764

Term expires 1-5-15

Farmers Market Commission

Appoint as Member:

Alyson Sowers
233 N. Lombard
917-328-6121

Term expires 1-18-15

Public Art Advisory Commission

Reappoint as Member:

Christine Worley
822 N. Harvey
708-386-2782

Term expires 1-5-15

C

VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

Item Title: Resolution Authorizing the Execution of Agreement between the Village of Oak Park and the Oak Park Regional Housing Center for 2012 in an amount not to exceed \$365,000.

Resolution or Ordinance No. _____
Date of Board Action: *January 18, 2012*

Staff Review:

Department Director Name: *Tammie Grossman*
Tammie Grossman, Housing Programs Manager

Village Manager's Office: *W/S*

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 funding requested was \$385,000 attached as Exhibit B. However, staff recommends that funding remain at \$365,000.

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 2012 budget assumes expenditures of General Revenue Funds and CDBG Funds totaling \$552,311, which is the same level of funding as in 2011. The contract on this agenda covers the monthly General Revenue

Fund dollars annually totaling \$365,000. The Board budgeted \$365,000 for this item in 2012.

The funding for the CDBG contracts which will be brought to the Board separately is approximately \$187,311 which may be reduced by Federal Budget cuts estimated to be approximately 11-13%.

Expenditure Category	CDBG Fund	<i>General Revenue Fund</i>
Administrative Support	\$ 75,740	\$365,000
Public Services	\$111,571	
<i>Total</i>	\$187,311	\$365,000

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.

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 2011**

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 18th day of January, 2012 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 18thth day of January, 2012.

David G. Pope
Village President

ATTEST:

Teresa Powell
Village Clerk

**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 agreement to provide funding for the CONTRACTOR'S program to achieve racial diversity in Oak Park's housing market. Through implementation of the Marketing Plan and the provision of the Services set forth below, which take into account both stimulating housing supply and creating housing demand, measurable results will be achieved.

Now Therefore, the parties agree as follows:

1. Length of Contract

This contract shall commence January 1, 2012, and shall terminate December 31, 2012, 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 2012 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. 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.

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) 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 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.

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 1041 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 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.

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:

Thomas W. Barwin
Village Manager

Teresa Powell
Village Clerk


OAK PARK REGIONAL HOUSING CENTER

Rob Breymaier, Executive Director

Witness

REVIEWED AND APPROVED
AS TO FORM

JAN 11 2012



LAW DEPARTMENT

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 30th 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.

FUNDING SCHEDULE - 2011 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)	\$ 45,625.00	\$ 45,625.00
February	(1)	(1)	\$ 45,625.00	\$ 91,250.00
March	(1)	(1)	\$ 45,625.00	\$ 136,875.00
April	(1)	(1)	\$ 45,625.00	\$ 182,500.00
May	(1)	(1)	\$ 45,625.00	\$ 228,125.00
June	(1)	(1)	\$ 45,625.00	\$ 273,750.00
July	(1)	(1)	\$ 15,208.34	\$ 288,958.34
August	(1)	(1)	\$ 15,208.34	\$ 304,166.68
September	(1)	(1)	\$ 15,208.34	\$ 319,375.02
October	(1)	(1)	\$ 15,208.34	\$ 334,583.35
November	(1)	(1)	\$ 15,208.34	\$ 349,791.69
December	(1)	(1)	\$ 15,208.32	\$ 365,000.00
Total Monthly Payments	\$ -	\$ -	\$ 365,000.00	
Reimbursed Program Costs (Subject to Actual Costs Incurred and Federal CDBG funding levels. Could be 11-13% less)	\$ 111,571.00	\$ 75,740.00		
TOTALS	\$ 111,571.00	\$ 75,740.00	\$ 365,000.00	\$ 552,311.00

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

EXHIBIT 1

Revised February 11, 1999

Addendum to Agreement

The Contractor agrees to comply with the terms and conditions set forth hereinbelow. Any violation of the terms or conditions set forth hereinbelow by the Contractor 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."

1. Conflicts of Interest and Standards of Conduct. The Contractor shall adhere to the provisions relating to Ethics and Conflicts of Interest, set forth hereinbelow, or such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with ~~Paragraph~~ Section 65 of the Agreement, entitled "Adherence to Village Policies."

Conflicts of Interest and Standards of Conduct

1. Members of the Board of Directors shall serve without salary, but the Board of Directors may authorize the payment by the Corporation 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 Corporation. No Director or employee shall, in the performance of his or her duties on behalf of the Corporation, grant or make available to any person or entity, including other directors or employees of the Corporation, any consideration, treatment or service beyond that which is available to every other similarly situated person or entity served by the Corporation.
3. 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 interests of the Corporation or which may tend to impair his/her independence of judgment or action in the performance of his/her official duties.

4. No Director or employee shall have any financial or personal interest, directly or indirectly, in any contract, work or business of with the Corporation, except that a Director may provide materials, merchandise, property, services or labor under the following circumstances:
 - A. 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
 - B. 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 ~~ex~~ 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
 - 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 Corporation 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 sSection 4 must comply with the Corporation's policies concerning competitive bidding and outreach to women and minority business enterprises. ¹

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 person interest, direct or indirect, which

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

may reasonably tend to impair the Director's independence of judgment or action in the best interests of the Corporation, that the Director shall:

- A. Before or during consideration of the proposed action, disclose any such interest to the Board of Directors, and
- B. Abstain from voting on the proposed action.

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.²

- 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 for personal convenience or profit.

2. Procurement Policy. The Contractor agrees to adhere to the provisions set forth hereinbelow 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

²NOTE: 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. (i.e., size of asset bonuses, pension policies, etc.)

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 do 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 newspapers 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 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.

The Contractor shall prepare a spreadsheet for each separate contract over ten thousand dollars (\$10,000.00) for goods or 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 therefor.

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.

3. Diversity Statement. Twenty years ago 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.

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 Corporation as is reviewed and approved by the Village in accordance with Section 5 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.

Said 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.

4. Drug Free Work Place. The Contractor agrees to adhere to the following policy related to a drug free work place 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 Contractor shall identify itself and the individual or position which fulfills the "human resources director" function for the Contractor in the following posted notice.~~
The content of said ~~the~~ notice set forth hereinbelow also sets forth the policy of the Village with regard to the Village as a drug free work place. The Contractor shall post the following notice or its 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 WORK PLACE

PURSUANT TO 24 C.R.F. 540.303

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 work place. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance as defined in Illinois law at 720.I.L.C.S. 570/201 et seq. and United States law at 21 C.F.R. 108-11 through 1308-15 is prohibited at the work place 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 work place, must notify the (Human Resources Director) within (5) days of the conviction. Failure to so notify the (Human Resources Director) is grounds for dismissal from employment.

~~Said notice shall be posted in a conspicuous location on the Contractor's premises where it will be visible to all employees of the Contractor.~~

5. **Sexual Harassment Policy.** The Contractor agrees to adhere to the sexual harassment policy set forth hereinbelow or to 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."

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 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 substantially 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 (Human Resources Director). 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).

Retaliating or discriminating against an employee for complaining about sexual harassment is prohibited. Any employee found by the Village 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.

6. 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 Paragraph Section 5 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.

7. Compliance with Americans with Disabilities Act (ADA). The Contractor hereby certifies that it is in compliance with the Americans with Disabilities Act (ADA) and has submitted to the Village a checklist or comparable self-evaluation together with a brief plan for maintaining compliance with ADA.

8. Compliance with HUD 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.

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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 best 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 century.

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 affidants 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.

D. EMPLOYMENT BENEFITS. The Village of Oak Park shall provide the same family sick leave, funeral leave benefits and H.M.D. 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.

Housing Ctr.

C

ATTACHMENTS

The Village requested of the Partners the following information. If provided, it is attached.

2011 PERFORMANCE MEASURES

COPY OF THE 2012 BUDGET FOR THEIR
ORGANIZATION

OTHER INFORMATION SUPPLIED BY
THE PARTNER

Oak Park Regional Housing Center 2012 Preliminary Budget	Administration		Oak Park Rental Diversity Program		Municipal Fair Housing Assistance	West Cook Homeownership Center			TOTAL
	General Operating	Development	Technical Assistance	Counseling		Pre-Purchase Counseling and Outreach	Foreclosure Counseling and Outreach	Neighborhood Stabilization Program	
Income									
VOP - Multi-Family Incentives Program			\$385,000						\$385,000
VOP - CDBG				\$200,000					\$200,000
Cook County					\$15,000	\$11,250	\$11,250	\$30,000	\$67,500
NFMC Round 6							\$20,000		\$20,000
NCRC - Mortgage Scam Assistance						\$15,000	\$15,000		\$30,000
HUD - Fair Housing Education			\$5,000	\$45,000	\$75,000	\$75,000	\$121,667		\$125,000
Foundation Grants	\$7,500					\$15,000	\$15,000		\$204,167
Corporate Grants									\$30,000
Donations and Contributions	\$34,000	\$27,000							\$61,000
Special Events Income		\$55,375							\$55,375
Program Income						\$10,950			\$10,950
Interest Income	\$25								\$25
Other Income	\$1,000								\$1,000
TOTAL	\$42,525	\$82,375	\$390,000	\$245,000	\$90,000	\$127,200	\$182,917	\$30,000	\$1,190,017
Expense									
Salaries	\$33,000	\$12,000	\$206,600	\$170,400	\$58,500	\$67,600	\$109,400	\$19,000	\$676,500
Benefits	\$3,071	\$2,340	\$41,480	\$28,371	\$19,310	\$12,673	\$19,641	\$3,473	\$130,359
Payroll Taxes	\$1,600	\$1,200	\$18,660	\$17,040	\$5,850	\$6,760	\$10,940	\$1,900	\$63,950
Professional Fees	\$7,180	\$90	\$4,050	\$2,700	\$90	\$900	\$900	\$90	\$16,000
Rent	\$1,215	\$810	\$22,275	\$14,175	\$2,025	\$16,200	\$18,000	\$1,800	\$76,500
Utilities	\$285	\$190	\$5,225	\$3,325	\$475	\$3,375	\$3,750	\$375	\$17,000
Telephone	\$300	\$200	\$5,500	\$3,500	\$500	\$6,750	\$7,500	\$750	\$25,000
Office Equipment & Supplies	\$420	\$280	\$7,700	\$4,900	\$700	\$2,250	\$2,500	\$250	\$19,000
Postage and Delivery		\$500	\$500	\$500	\$100	\$500	\$1,000	\$100	\$3,200
Advertising & Promotions	\$2,000	\$2,000	\$65,000			\$5,000	\$5,000		\$79,000
Printing & Reproduction	\$2,000	\$2,000	\$5,000			\$2,000	\$2,000	\$1,000	\$14,000
Dues & Subscription			\$1,000		\$200	\$250	\$250		\$1,700
Training & Education			\$500			\$2,000	\$2,000		\$4,500
Travel & Meeting			\$3,000		\$2,000	\$1,000	\$1,000	\$1,000	\$8,000
Community Events and Activities		\$1,000	\$1,000			\$0	\$0		\$2,000
Fund Raising Expense		\$18,000							\$18,000
Bank Service Charges	\$500								\$500
Insurance	\$120	\$60	\$2,700	\$1,800	\$60	\$600	\$600	\$60	\$6,000
Miscellaneous	\$250	\$250	\$500	\$0	\$250	\$250	\$250	\$250	\$2,000
TOTAL	\$51,941	\$40,920	\$390,690	\$246,711	\$90,060	\$128,108	\$184,731	\$30,048	\$1,163,209
Surplus/Deficit	(\$9,416)	\$41,455	(\$690)	(\$1,711)	(\$60)	(\$908)	(\$1,814)	(\$48)	\$26,808



1041 South Boulevard
Oak Park, IL 60302-2879
Phone: (708) 848-7150
Fax: (708) 848 7165
info@oprhc.org

Board of Directors

August 26, 2011

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Whitney Smith

Vice President

Nasri Mansour

Secretary

Rev. Kathy Nolte

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William Peterman

Tammie Grossman
Housing Programs Manager
Village of Oak Park
123 Madison Street
Oak Park, IL 60302

Directors

Catherine Bendowitz
Tom Gallagher
Greer Haseman
Claude L'Heureux
Maria Krysan
Rafael Vaiadez
Phyllis Walden
J. Michael Williams

Dear Tammie,

The Oak Park Regional Housing Center is a 501(c)(3) organization and a designated Partner Agency of the Village of Oak Park. Our mission is to achieve meaningful and lasting racial diversity throughout Oak Park and surrounding communities. As a Partner Agency, the Housing Center assists the Village with its core value of diversity and integration in the housing market.

Executive Director

Rob Breymaier

The Housing Center is requesting a budget allocation of \$385,000. The increase of \$20,000 is due to increased demand for our services and probable losses in CDBG funding due to federal cutbacks.

Honorary Board

Barbara Furlong
Richard Gloor, Sr.
W. Robert James
Robert Jones, Jr.
A. Gene Lawrence
Patricia M. Lucas
Mary Ellen Matthies
James McClure, Jr.
Joseph C. Scully
Nancy Staunton
William Turner

Demand for the Housing Center's services has increased steadily in 2011. Compared to this point in 2010:

- Registrations have increased 18%
- Moves have increased 48%
- Affirmative moves have increased 59%
- The affirmative move rate has increased by 7%

Founder

Roberta L. Raymond

In 2011, the Housing Center is serving more people and improving our efficacy in sustaining a diverse and integrated Oak Park. At this rate, we will exceed the total number of registrations in 2010 by the end of September 2011. We are likely to exceed the total number of moves and affirmative moves in 2010 by the end of October 2011.

In addition, as the Village's designated marketing agent for the Multi-Family Housing Incentives Program (MFHIP), the Housing Center provides essential technical assistance, marketing expertise, and tenant referrals for MFHIP-participating owners and managers. Participating owners in MFHIP increased in late 2009 and again in 2010. In 2011, MFHIP grants included a significant number of new owners to the program. Thus, the Housing Center is providing increased services for this program.

Meanwhile, the rapidly changing rental market increases demand for our services as property owners and managers rely on us more frequently to help them with marketing trends and advice to adapt to a changing housing market with more rental units and more rental demand.

Oak Park is facing increasing competition from other communities that have similar desirability. The necessity to market Oak Park as a community of choice has never been greater.

Of course, the Housing Center promotes all of Oak Park and its rental opportunities throughout the region and beyond as a destination for people of all races and ethnicities. Promoting Oak Park to ensure a balanced demand and an integrated housing market is critical to the future sustainability of our community. Investment in the Housing Center is vital to ensuring the continued desirability and value of our housing market. It is also necessary to ensure we have integrated schools and social networks. Our integration is crucial to racial harmony and the Oak Park spirit of considering the community as a whole. In addition, our strong presence in these programs offers us an ability to assist with other efforts such as the Success of All Youth campaign at the Oak Park and River Forest Community Foundation, the Martin Luther King essay contest at Oak Park-River Forest High School, and events such as Day in Our Village, Barrie Fest, and What's Bloomin' on Harrison.

Throughout 2011, the Housing Center has improved the integration of Oak Park. This positive impact is in direct competition with the forces of the rest of the rental market. The Housing Center's clients move affirmatively 77% of the time. This rate increases to 89% for MFHIP moves. Meanwhile, clients who do not use the Housing Center move affirmatively only 49% of the time and the rate for non-clients in MFHIP moves is only 36%. Thus, moves that do not involve the Housing Center's clients and efforts are segregating Oak Park.

Funding from the Village of Oak Park will ensure that the Housing Center can continue to promote a diverse and integrated community. To ensure our capacity to serve the community, we are requesting \$385,000 in 2012 from the Village of Oak Park. We look forward to assisting the Village in sustaining its core value of a diverse community and its future sustainability.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Breymaier". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Rob Breymaier
Executive Director

Village of Oak Park
 Community Planning and Development
 Housing Programs Division

Oak Park Regional Housing Center
 2011 Activity
 1/1/11 through 9/30/11

December 19, 2011

	Total 2007	Total 2008	Total 2009	Total 2010	Through Q3 2011	2011 Contract Total
Registrations	2844	2908	2173	2633	2546	2000
Oak Park Registrations	n/a	656	577	663	608	---
Moves to Oak Park	1008	1021	708	757	607	750
Affirmative Moves to Oak Park	627	639	422	483	425	400
Listings	1133	1138	1128	1122	1059	---

D

VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

Item Title: : Resolution Authorizing the Execution of Agreement between the Village of Oak Park and the Oak Park Residence Corporation for 2012 in an amount not to exceed \$25,000 to Administer a Condominium Management Program.

Resolution or Ordinance No. _____
Date of Board Action: *January 18, 2012*

Staff Review:

Department Director Name: *Tammie Grossman*
Tammie Grossman, Housing Programs Manager

Village Manager's Office: *UP*

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 2012 is consistent with previous contracts except that since 2010 the Village no longer provides general operating support to the Residence Corporation. As in 2011, 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:

Expenditure Type	General
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 2012**

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 18th day of January, 2012 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 18th day of January, 2012.

David G. Pope
Village President

ATTEST:

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, 2012, and shall terminate December 31, 2012, 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. 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 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.

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 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.

12. 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.

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

Attest:

Thomas W. Barwin
Village Manager

Teresa Powell
Village Clerk

OAK PARK RESIDENCE CORPORATION

Ed Solan, Executive Director

Witness

REVIEWED AND APPROVED
AS TO FORM

JAN 11 2012
[Signature]
LAW DEPARTMENT

FUNDING SCHEDULE - 2012 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)		\$ -
Total Monthly Payments	\$ -	\$ -	\$ -
Reimbursed Condo Program Costs (Subject to Actual Costs Incurred)	\$ 25,000.00	\$ -	\$ 25,000.00
TOTALS	\$ 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
2012 SCOPE OF SERVICES
AND
PROGRAM GOALS AND MEASURES

Scope of Services

In 2012, 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 2012, the CORPORATION will work with 5 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.

Revised February 11, 1999

Addendum to Agreement

The Contractor agrees to comply with the terms and conditions set forth hereinbelow. Any violation of the terms or conditions set forth hereinbelow by the Contractor 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."

1. **Conflicts of Interest and Standards of Conduct.** The Contractor shall adhere to the provisions relating to Ethics and Conflicts of Interest, set forth hereinbelow, or such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with ~~Paragraph~~ Section 65 of the Agreement, entitled "Adherence to Village Policies."

Conflicts of Interest and Standards of Conduct

1. Members of the Board of Directors shall serve without salary, but the Board of Directors may authorize the payment by the Corporation 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 Corporation. No Director or employee shall, in the performance of his or her duties on behalf of the Corporation, grant or make available to any person or entity, including other directors or employees of the Corporation, any consideration, treatment or service beyond that which is available to every other similarly situated person or entity served by the Corporation.
3. 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 interests of the Corporation or which may tend to impair his/her independence of judgment or action in the performance of his/her official duties.

4. No Director or employee shall have any financial or personal interest, directly or indirectly, in any contract, work or business of with the Corporation, except that a Director may provide materials, merchandise, property, services or labor under the following circumstances:
 - A. 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
 - B. 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 ~~ex~~ 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
 - 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 Corporation 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 sSection 4 must comply with the Corporation's policies concerning competitive bidding and outreach to women and minority business enterprises. ¹

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 person interest, direct or indirect, which

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

may reasonably tend to impair the Director's independence of judgment or action in the best interests of the Corporation, ~~that~~ the Director shall:

- A. Before or during consideration of the proposed action, disclose any such interest to the Board of Directors, and
- B. Abstain from voting on the proposed action.

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.²

- 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 for personal convenience or profit.

2. Procurement Policy. The Contractor agrees to adhere to the provisions set forth hereinbelow 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

²NOTE: 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. (i.e., size of asset bases, preview policies, etc.)

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 do 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 newspapers 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 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.

The Contractor shall prepare a spreadsheet for each separate contract over ten thousand dollars (\$10,000.00) for goods or 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 therefor.

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.

3. Diversity Statement. Twenty years ago 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.

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 Corporation as is reviewed and approved by the Village in accordance with Section 5 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.

Said 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.

4. Drug Free Work Place. The Contractor agrees to adhere to the following policy related to a drug free work place 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 Contractor shall identify itself and the individual or position which fulfills the "human resources director" function for the Contractor in the following posted notice. The content of said the notice set forth hereinbelow also sets forth the policy of the Village with regard to the Village as a drug free work place. The Contractor shall post the following notice or its 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 WORK PLACE

PURSUANT TO 24 C.R.F. 540.303

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 work place. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance as defined in Illinois law at 720.I.L.C.S. 570/201 et.seq. and United States law at 21 C.F.R. 108-11 through 1308-15 is prohibited at the work place 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 work place, must notify the (Human Resources Director) within (5) days of the conviction. Failure to so notify the (Human Resources Director) is grounds for dismissal from employment.

~~Said notice shall be posted in a conspicuous location on the Contractor's premises where it will be visible to all employees of the Contractor.~~

5. Sexual Harassment Policy. The Contractor agrees to adhere to the sexual harassment policy set forth hereinbelow or to 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."

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 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 substantially 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 (Human Resources Director). 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).

Retaliating or discriminating against an employee for complaining about sexual harassment is prohibited. Any employee found by the Village 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.

6. 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 ~~Paragraph~~ Section 5 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.

7. Compliance with Americans with Disabilities Act (ADA). The Contractor hereby certifies that it is in compliance with the Americans with Disabilities Act (ADA) and has submitted to the Village a checklist or comparable self-evaluation together with a brief plan for maintaining compliance with ADA.

8. 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.

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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 best 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 century.

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 affidavits 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 these 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.

D. EMPLOYMENT BENEFITS. The Village of Oak Park shall provide the same family sick leave, funeral leave benefits and H.M.D. 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

Ordinance
Number 11-2007

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 Barman, 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.

PROCÉDURES

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

Rescope

D.

ATTACHMENTS

The Village requested of the Partners the following information. If provided, it is attached.

2011 PERFORMANCE MEASURES

COPY OF THE 2012 BUDGET FOR THEIR
ORGANIZATION

OTHER INFORMATION SUPPLIED BY
THE PARTNER

**OAK PARK RESIDENCE CORPORATION
2012 OPRC Budgets Summary**

Includes: 2001 & 2006 Bond Buildings, RC Building Houses, RCCA & RC Management Services

	TOTAL OPERATIONS YEAR-TO-DATE		
	2011 Budget	2011 Projected	2012 Budget
1 Revenues			
2 Rentals	3,709,434	3,644,752	3,753,309
3 Tenant Assistance Payments	643,847	718,593	714,687
4 Parking	120,413	115,608	127,170
5 Owned - Mgmt, Leasng, Janit	723,917	722,281	731,929
6 Third Party - Mgmt, Leasng, Janit	86,820	106,906	106,906
7 HA - Rent, Util, Adm, Compr	76,909	76,905	78,006
8 VOP Grants - Small Condo Project	25,000	25,000	25,000
9 Interest Income	81,862	43,551	1,225
10 Labor Reimb - Capital Imprv	172,725	154,052	155,920
11 All Other	148,186	79,726	129,977
12 Total Revenues	5,789,113	5,687,374	5,824,129
13 Operating Expenses			
14 Water	117,973	112,020	141,265
15 Electricity	48,429	55,166	51,777
16 Gas	224,644	220,701	261,500
17 Labor/Operating Salaries	764,379	758,983	803,270
18 Apartment Repair	31,577	56,105	54,829
19 Market Ready	79,282	74,200	86,720
20 Scavenger	50,984	51,786	52,770
21 Exterminating	22,300	20,936	30,130
22 Contracts	26,950	41,306	37,243
23 Building Repairs	178,990	171,657	212,532
24 Operation Supplies	74,017	64,302	64,863
25 Other Operating	-	1,143	1,143
26 Total Operating Expenses	1,619,525	1,628,305	1,798,042
27 Administrative Expenses			
28 Adm Salaries	677,489	695,174	779,987
29 Employee Benefits	318,718	312,999	346,668
30 Consulting	-	150	10,000
31 Office Supplies & Postage	17,583	20,803	21,204
32 Advertising & Marketing	27,886	25,431	37,741
33 Legal & Appraisals	10,968	10,683	9,253
34 Audit/Accounting Fees	24,937	31,600	27,756
35 Training, Travel, Meetings	25,880	26,171	22,932
36 Office Rent	107,315	108,187	111,415
37 Telephone	19,144	18,082	18,426
38 Computer	42,885	44,077	54,249
39 Parking	73,282	69,663	76,048
40 Insurance	165,478	172,501	177,719
41 Real Estate Taxes	988,113	814,869	846,645
42 Managmt & Leasing Fees	301,006	301,671	310,830
43 Other Admin	25,776	26,975	26,763
44 Total Administrative Expenses	2,826,460	2,679,036	2,877,636
45 Debt Service			
46 Mortgage Interest	20,000	18,567	14,266
47 IDFA Bond Costs	198,784	547,612	215,347
48 IDFA Bond Interest	410,513	296,949	61,850
49 Equipment Lease Interest	2,924	3,083	3,083
50 Total Debt Service	632,221	866,211	294,546
51 TOTAL EXPENSES before Depr	5,078,206	5,173,553	4,970,224
52 REVENUE/(LOSS) before Depr	710,907	513,821	853,905
53 Depreciation Expense	1,023,670	1,007,827	1,043,913
54 TOTAL EXPENSES w/ Depr	6,101,876	6,181,380	6,014,137
55 NET REVENUE/(LOSS)	(312,763)	(494,006)	(190,008)
56 Mortgage Principal	-	-	-
57 Replacement Reserve	-	-	-
58 TOTAL EXPENSES	6,101,876	6,181,380	6,014,137
59 Extraordinary Income	-	-	-
60 NET REVENUE/(LOSS)	(312,763)	(494,006)	(190,008)
61 EXTRAORDINARY INC - CONTRIBUTION		442,500	
62 GAIN (LOSS) ON SALE OF 26 S. AUSTIN		(210,987)	
63 NET FROM SALE OF 26 S. AUSTIN		231,513	

Memo

To: Tammie Grossman
From: Beth Swaggerty
Date: 08/22/2011
Re: Small Condominium Management Program Funding

Tammie,

The Oak Park Residence Corporation (OPRC) proposes to continue its Small Condominium Management Program (SCP) and is requesting that the Village of Oak Park continue its funding of the Program in the amount of \$25,000 for 2012.

In 2012, the SCP will work closely with 5 specific condominium boards of associations with 12 or less units. Additionally, the SCP will act as a resource for other small Oak Park condominium associations – providing information, training materials, and referrals to address their immediate questions and management concerns. OPRC agrees to provide an overview of the SCP's activities on a semi-annual basis, including the location of the properties, a description of the services provided, the start date and length of time the SCP plans to work with the 5 individual boards, and the goals established for each board. At the conclusion of 2012, the SCP will ask each board to complete a written evaluation tool and will forward a copy of the evaluation to the Village.

The Small Condominium Management Program provides a valuable service to the Oak Park community and is a viable and effective extension of the Village's housing programs. We ask that the Village of Oak Park include the funding of this program in its 2012 budget.

Should you have any questions regarding this request for funding or require further information on the program, please let me know.

Thanks, Tammie.

Beth Swaggerty
Assistant Executive Director
Oak Park Residence Corporation

Oak Park Residence Corporation

Memo

To: Jeff Richardson
From: Beth Swaggerty
Date: 08/23/2011
Re: Small Condo Property Management Program

Below is a summary of services and assistance provided to qualifying Oak Park associations for the period of 01/01/2011 through 6/30/2011. Our invoice in the amount of \$12,500 for this period has been sent under separate cover.

Beth Swaggerty, program coordinator spoke, corresponded, and/or met independently with various unit owners and/or board members of the following associations on issues including, board members' and officers' roles and responsibilities, meetings and elections, best practices in budgeting and record keeping, due diligence and effective legal action in the collection of delinquent assessments, rental and leasing accommodations and requirements, foreclosures, reserves, operating expenses and vendor contracts, conflict resolution and effective association communication.

- 211 N. Grove Condominium Associations (211 N. Grove - 10 Units)
- North Austin Condominium Association (1030 N. Austin - 7 Units)
- 720 North Austin Condominium Association (720 N. Austin - 10 Units)
- 421 S. Ridgeland Condo Association (421 S. Ridgeland - 7 Units)
- Park Avenue Manor Condominium Association (1128 S. Oak Park - 6 Units)
- Maple Arbor Condominium Association (phone consults only - FAQ)
- Heritage Manor Condominium Association (439 S. Taylor - 9 Units)

E

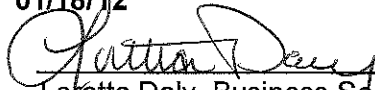
VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

Item Title: Resolution Authorizing the Execution of Agreement between the Village of Oak Park and the Oak Park Area Convention and Visitors Bureau for 2012


Resolution No. _____

Date of Board Action 01/18/12

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 that included and expanded Scope of Services was adopted for the 2009 fiscal year, and is again included with the 2012 Contract.

Item Policy Commentary:

The Oak Park Area Convention and Visitors Bureau provides tourism and marketing assistance to the various tourism and cultural attractions in the Village and also promotes The Village of Oak Park regionally, nationally, and internationally.

Item Budget Commentary: The 2012 budget includes a General Fund contribution of \$202,644. Included in this contribution is all revenue received from the Village imposed Hotel Tax of 4%. It is estimated that the 2012 Hotel/Motel Tax will generate approximately \$132,000.

Proposed Action: Approve the resolution.

RESOLUTION
AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN THE VILLAGE OF OAK PARK AND THE OAK PARK AREA CONVENTION AND VISITORS BUREAU FOR 2012

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 the Oak park Area Convention and Visitors Bureau. Said agreement shall conform substantially to the Agreement attached hereto as Exhibit A and made part of hereof.

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

ADOPTED this 18th day of January 2012 pursuant to a roll call vote as follows:

AYES:

NAYS

ABSENT:

APPROVED by me this 18th day of January 2012

David G. Pope
Village President

ATTEST

Teresa Powell
Village Clerk

**CONTRACT FOR SERVICES BETWEEN
THE VILLAGE OF OAK PARK AND
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 the Oak Park Area Convention and Visitors Bureau (hereinafter referred to as "Contractor or "Visitors Bureau").

1. Length of Contract

This contract shall commence January 1, 2012, and shall terminate December 31, 2012, 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 1 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, 2012 through December 31, 2012 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 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) 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 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.

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 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.

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 Exhibit 2 and as set forth in Exhibit 2A 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 Exhibit 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 the Oak Park Area Convention and Visitors Bureau'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

Thomas W. Barwin
Village Manager

Attest:

Teresa Powell
Village Clerk

REVIEWED AND APPROVED
AS TO FORM

JAN 11 2012


LAW DEPARTMENT

OAK PARK AREA CONVENTION & VISITORS BUREAU

Witness

EXHIBIT 2

OAK PARK AREA CONVENTION AND VISITORS BUREAU
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. except between November and March when hours will be from 10:00 a.m. to 4:00 p.m. 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). 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 2011 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.

EXHIBIT 2A
ANNUAL PERFORMANCE MEASUREMENTS
OAK PARK AREA VISITORS AND CONVENTION BUREAU

- A. Oak Park Attractions Attendance
 - 2011 data and past trends
- B. Oak Park Hotel / Motel Tax Revenue
 - 2011 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

FUNDING SCHEDULE - 2012 BUDGET
Oak Park Area Convention and Visitors Bureau

Month	Monthly Disbursement	Cumulative TOTAL
January	\$ 46,000.00	\$ 46,000.00
February	\$ 13,500.00	\$ 59,500.00
March	\$ 13,500.00	\$ 73,000.00
April	\$ 13,500.00	\$ 86,500.00
May	\$ 13,500.00	\$ 100,000.00
June	\$ 13,500.00	\$ 113,500.00
July	\$ 36,000.00	\$ 149,500.00
August	\$ 27,000.00	\$ 176,500.00
September	\$ 13,500.00	\$ 190,000.00
October	\$ 12,644.00	\$ 202,644.00
November		\$ 202,644.00
December		\$ 202,644.00
TOTALS	\$ 202,644.00	\$ 202,644.00

Total funding for 2011 = \$202,644

EXHIBIT 1

Revised February 11, 1999

Addendum to Agreement

The Contractor agrees to comply with the terms and conditions set forth hereinbelow. Any violation of the terms or conditions set forth hereinbelow by the Contractor 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."

1. **Conflicts of Interest and Standards of Conduct.** The Contractor shall adhere to the provisions relating to Ethics and Conflicts of Interest, set forth hereinbelow, or such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with ~~Paragraph~~ Section 65 of the Agreement, entitled "Adherence to Village Policies."

Conflicts of Interest and Standards of Conduct

1. Members of the Board of Directors shall serve without salary, but the Board of Directors may authorize the payment by the Corporation 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 Corporation. No Director or employee shall, in the performance of his or her duties on behalf of the Corporation, grant or make available to any person or entity, including other directors or employees of the Corporation, any consideration, treatment or service beyond that which is available to every other similarly situated person or entity served by the Corporation.
3. 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 interests of the Corporation or which may tend to impair his/her independence of judgment or action in the performance of his/her official duties.

4. No Director or employee shall have any financial or personal interest, directly or indirectly, in any contract, work or business of with the Corporation, except that a Director may provide materials, merchandise, property, services or labor under the following circumstances:
 - A. 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
 - B. 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 ~~ex~~ 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
 - 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 Corporation 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 ~~s~~Section 4 must comply with the Corporation's policies concerning competitive bidding and outreach to women and minority business enterprises. ¹

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 person interest, direct or indirect, which

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

may reasonably tend to impair the Director's independence of judgment or action in the best interests of the Corporation, that the Director shall:

- A. Before or during consideration of the proposed action, disclose any such interest to the Board of Directors, and
- B. Abstain from voting on the proposed action.

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.²

- 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 for personal convenience or profit.

2. Procurement Policy. The Contractor agrees to adhere to the provisions set forth hereinbelow 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

²NOTE: 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. (i.e., size of estate bonuses, preview policies, etc.)

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 do 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 newspapers 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 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.

The Contractor shall prepare a spreadsheet for each separate contract over ten thousand dollars (\$10,000.00) for goods or 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 therefor.

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.

3. Diversity Statement. Twenty years ago 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.

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 Corporation as is reviewed and approved by the Village in accordance with Section 5 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.

Said 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.

4. Drug Free Work Place. The Contractor agrees to adhere to the following policy related to a drug free work place 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 Contractor shall identify itself and the individual or position which fulfills the "human resources director" function for the Contractor in the following posted notice.~~
The content of said the notice set forth hereinbelow also sets forth the policy of the Village with regard to the Village as a drug free work place. The Contractor shall post the following notice or its 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 WORK PLACE

PURSUANT TO 24 C.R.F. 540.303

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 work place. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance as defined in Illinois law at 720.I.L.C.S. 570/201 et.seq. and United States law at 21 C.F.R. 108-11 through 1308-15 is prohibited at the work place 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 work place, must notify the (Human Resources Director) within (5) days of the conviction. Failure to so notify the (Human Resources Director) is grounds for dismissal from employment.

~~Said notice shall be posted in a conspicuous location on the Contractor's premises where it will be visible to all employees of the Contractor.~~

5. **Sexual Harassment Policy.** The Contractor agrees to adhere to the sexual harassment policy set forth hereinbelow or to 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."

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 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 substantially 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 (Human Resources Director). 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).

Retaliating or discriminating against an employee for complaining about sexual harassment is prohibited. Any employee found by the Village 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.

6. 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 ~~Paragraph~~ Section 5 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.

7. Compliance with Americans with Disabilities Act (ADA). The Contractor hereby certifies that it is in compliance with the Americans with Disabilities Act (ADA) and has submitted to the Village a checklist or comparable self-evaluation together with a brief plan for maintaining compliance with ADA.

8. Compliance with HUD 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.

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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 best 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 century.

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 publications 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 affidavits 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.

D. 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 circumstance 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.

Visitors Bureau
E

ATTACHMENTS

The Village requested of the Partners the following information. If provided, it is attached.

2011 PERFORMANCE MEASURES

COPY OF THE 2012 BUDGET FOR THEIR
ORGANIZATION

OTHER INFORMATION SUPPLIED BY
THE PARTNER

EXPENSE ACCOUNTS	Actual 2009	Actual 2010	Budget 2011	Projected 2011	Budget 2012 (Proposed)	Explanations
PERSONNEL						
Gross Wages	\$343,658	\$275,874	\$262,260	\$216,000	\$220,000	Same staff levels-3% ave. increase
Gross Payroll Taxes and Benefits	\$88,587	\$65,405	\$56,000	\$50,700	\$52,000	Experience & health ins. quotes
Misc. Payroll Costs-Ads & ADP	\$2,501	\$2,707	\$2,600	\$2,650	\$2,650	Based on 2011
Temporary Personnel	\$0	\$0	\$0	\$0	\$0	
TOTAL PERSONNEL EXPENSE	\$414,746	\$343,986	\$320,860	\$269,350	\$274,650	
% of Bureau Expenses	52.4%	46%	46.7%	35.9%	35.3%	
ADMINISTRATIVE						
Information Systems	\$6,540	\$27,043	\$17,500	\$3,700	\$17,500	New computers + Software upgrades
Insurance	\$5,900	\$5,480	\$6,250	\$6,250	\$6,625	Based on 2011 + 6% increase
Loan Interest	\$868	\$1,912	\$2,000	\$2,180	\$2,700	Term Loan and line interest
Miscellaneous	\$3,333	\$2,108	\$1,000	\$4,000	\$2,600	Lower projected expense
Office Furniture and Equipment/Leasing	\$10,960	\$10,606	\$11,000	\$10,646	\$11,000	Based on 2011
Office Supplies	\$5,707	\$5,868	\$5,500	\$6,056	\$5,500	Based on 2011
Parking	\$3,440	\$2,745	\$3,180	\$2,291	\$2,750	Three FT emp. usage + rate incr.
Postage	\$4,011	\$2,877	\$4,500	\$4,300	\$4,800	Experience + small rate incr.
Distribution	\$12,768	\$17,357	\$16,000	\$16,873	\$18,400	Based on 2011
Professional Fees	\$5,260	\$14,497	\$6,550	\$21,220	\$26,000	Audit + Marketing Expense
Relocation/Remodeling/Rent	\$5,606	\$28,000	\$42,000	\$42,000	\$46,000	4 Mos. @ \$3,500; 8 @ \$4,000
Repairs & Maintenance	\$10,443	\$8,551	\$7,000	\$8,694	\$11,000	Based on 2011
Telephone	\$15,172	\$15,818	\$13,500	\$14,780	\$15,000	Based on 2011
Utilities	\$12,632	\$10,768	\$11,500	\$11,139	\$11,500	Based on 2011
TOTAL ADMINISTRATIVE EXPENSE	\$102,620	\$153,630	\$147,480	\$154,129	\$181,375	
% of Bureau Expenses	13.0%	21%	21.5%	20.5%	23.3%	
ADVERTISING, MARKETING & PROMOTIONS						
Special Events-Wright Ride	\$4,797	\$3,750	\$3,000	\$4,387	\$3,750	Based on 2011 results
Hospitality and Special Events	\$4,351	\$11,636	\$6,000	\$4,718	\$6,000	Based on 2011 results
FAM Tours	\$0	\$0	\$0	\$0	\$0	
Market Research	\$66,290	\$3,700	\$8,000	\$2,000	\$8,000	STR + USTA Projects
Advertising and Promotions	\$54,465	\$74,996	\$55,000	\$102,400	\$125,000	Based on ads planned in grants
Ad Production	\$175	\$5,040	\$3,000	\$4,676	\$5,000	Based on 2011 results
Professional Dues & Registration	\$7,575	\$1,608	\$3,000	\$4,835	\$5,000	Based on 2011 results
Trade Shows	\$0	\$0	\$0	\$0	\$0	No plans
Travel & Educational Conferences	\$994	\$803	\$1,500	\$570	\$1,000	Limited plans
Visitors Guide	\$32,274	\$17,728	\$50,000	\$50,000	\$50,000	New 2012 Guide
TOTAL ADVERTISING and MARKETING EXP.	\$170,921	\$119,259	\$129,508	\$173,586	\$203,750	
% of Bureau Expenses	21.6%	16%	18.8%	23.1%	26.2%	
VISITORS CENTER						
Bank Service Charges	\$7,953	\$9,822	\$6,000	\$6,975	\$6,500	Based on 2011
Cost of Merchandise Purchased	\$91,126	\$107,456	\$75,000	\$136,000	\$100,000	Based on 2012 budgeted sales
Cost of Tickets Sold	\$4,093	\$5,786	\$6,510	\$6,500	\$9,300	Based on 2012 budgeted sales
Volunteer Incentive	\$605	\$918	\$1,000	\$1,950	\$2,000	Experience
Tour Group Expense	\$0	\$832	\$1,000	\$555	\$1,000	Cost of Rickshaw Rick Tours
Walking Tour Expense	\$0	\$0	\$0	\$0	\$0	
TOTAL VISITORS CENTER EXPENSE	\$103,777	\$124,814	\$89,510	\$153,980	\$118,800	
% of Bureau Expenses	13.1%	17%	13.0%	20.5%	15.3%	
TOTAL BUREAU EXPENSES	\$792,064	\$741,689	\$687,350	\$751,045	\$778,575	
Excess of Revenues over Expenses (Net Assets)	\$12,475	\$7,668	\$31,769	\$3,792	\$32,421	

Visit Oak Park
Budget 2012
(A) Proposed

REVENUE ACCOUNTS	Actual 2009	Actual 2010	Budget 2011	Projected 2011	Budget 2012 (Proposed)	Explanations
LTCB Grant	\$288,306	\$231,218	\$243,475	\$240,386	\$275,852	Assumes FY13 same as FY12
Tourism Marketing Partner Grant	\$38,157	\$39,026	\$0	\$37,478	\$50,000	Assumes funding of TMPG Program
International Marketing Grant	\$0	\$0	\$0	\$0	\$0	
TOTAL STATE GRANT FUNDING	\$326,463	\$270,244	\$243,475	\$277,864	\$325,852	
% of Bureau Revenues	40.6%	36%	34%	36.8%	40.2%	
VILLAGE OF OAK PARK FUNDING						
General Fund	\$74,854	\$82,644	\$82,644	\$82,644	\$82,302	Total same as 2011
Hotel/Motel Tax Fund	\$148,306	\$120,000	\$120,000	\$120,000	\$140,342	Total same as 2011
TOTAL VILLAGE OF OAK PARK FUNDING	\$223,160	\$202,644	\$202,644	\$202,644	\$222,644	
% of Bureau Revenues	27.4%	27%	28.2%	27%	25.0%	
MEMBERSHIPS	\$48,946	\$45,804	\$46,000	\$37,542	\$40,000	Reflects slow pay from 2011
SPONSORSHIPS	\$18,204	\$16,761	\$12,000	\$5,804	\$6,000	Assumes no co-op ads
TOTAL MBR.&SPONSOR REVENUE	\$67,150	\$62,565	\$58,000	\$43,346	\$46,000	
% of Bureau Revenues	8.3%	8%	8.1%	5.7%	5.7%	
VISITORS CENTER						
Promotional Items Sales, Gross	\$176,761	\$200,498	\$200,000	\$215,000	\$225,000	Assumes steady growth in sales
Ticket Sales, Gross	\$3,665	\$6,180	\$7,000	\$8,700	\$10,000	Assumes continued growth in sales
Tour Group Sales, Gross	\$0	\$770	\$1,000	\$770	\$1,000	Rickshaw/Bike Tours
Walking Tours Sales, Gross	\$1,075	\$353	\$1,000	\$400	\$500	Based on experience
TOTAL VISITORS CENTER	\$181,501	\$207,801	\$209,000	\$224,870	\$236,500	
% of Bureau Revenues	22.6%	28%	29.1%	30%	29.2%	
OTHER REVENUE						
Special Events-Wright Ride	\$9,265	\$6,113	\$6,000	\$6,113	\$6,000	Wright Ride Revenue
TOTAL OTHER REVENUE	\$9,265	\$6,113	\$6,000	\$6,113	\$6,000	
% of Bureau Revenues	1.2%	1%	0.8%	0.8%	0.7%	
TOTAL BUREAU REVENUES	\$804,539	\$749,357	\$719,119	\$754,837	\$810,896	7.4 % increase over projected 2011

Visit Oak Park
Report to President Pope & Village Trustees
December 5, 2011

Visit Oak Park (formerly Oak Park Area Convention & Visitors Bureau) is pleased to send this report to President Pope and the Village Trustees. Included is Visit Oak Park's Budget for 2012 (proposed); financials on the operation of the Visitors Center; historical data on the number of visitors serviced at the Center, including a zip code analysis of visitor sources; and information on Village funding of the Bureau, including data on local hotel/motel tax collections.

Budget for 2012 (proposed)

The attached budget report shows revenue and expense data by individual categories from 2009 through 2011 (projected), and the budget numbers for 2012, as proposed. Since 2009, revenues have dropped by almost \$50,000, or 6.2%. The primary reason is a reduction in state grant funding. For fiscal year 2012, (July 1, 2011 – June 30, 2012), state funding has been restored to \$13,000 less than 2009. During the 2009 – 2011 period, we have managed expenditures to reflect the reduced revenue: projected expenses are \$41,000 less than 2009.

Despite the reduction in revenues and expenditures, we will continue to conduct the business of promoting tourism in the area: advertising and marketing expenditures will rise almost \$33,000 (20%) from 2009 to budgeted 2012. Marketing and personnel expenses are budgeted at 61.5% of total expenditures. All our staff are heavily engaged in marketing efforts.

The 2012 budget as proposed projects a positive increase in net assets (income) of \$32,421. As you will see, this is largely due to the continued success of the Visitors Center following its move to 1010 Lake Street. Revenues from the sale of goods & services at the Center are expected to show an increase in 2012 of \$55,000 (30.3%) since 2009.

Visitors Center Performance

The move of the Visitors Center in late 2009 from its former Forest Avenue location to 1010 Lake Street has contributed to an increase in merchandise sales in 2011 of \$38,000, or 21.5%. Also increasing, and of equal importance, were the number of visitors served at the Center. The visitor growth is projected at over 15,000, or 36.6%. This year we expect to see over 56,000 people visit the Center, up from 41,130 in 2009.

Much of this change is due to the new location, but this year in particular we experienced surges in visitorship during our Marketing Partnership Grant promotional efforts through area radio and CTA advertising and other promotions totaling close to \$100,000. Web site activity grew in similar fashion during that April through July period.

We have attached a zip code analysis showing where our visitors came from. The split between foreign & domestic sources continues to be 40-60. As you can see with the third quarter statistics, the principal source states following Illinois are California, New York, Texas, Ohio and Pennsylvania. Canada is the prime source of foreign visitors, followed by France, Italy, Spain, the UK, Germany and Japan. The accompanying maps pinpoint zip code locations across the country and in the greater Chicago area.

The Financial Report for the Visitors Center shows revenue and expense data from 2007 through 2011 (projected). We have allocated a portion of grant revenue to the Center, because salary and administrative expenses are covered with grant dollars. Also, as mentioned above, Marketing Partnership Grant expenditures in 2011 went toward promoting visitorship at the Center, as well as the Oak Park area.

Village Funding

We have attached a table showing the breakdown of Village funding for Visit Oak Park since its formation in 1994. A graph depicts hotel/motel tax collection experience during the same period. We are most appreciative of the support the Bureau has received from the Village during these years, and we are particularly pleased with the recent, steady reduction in the portion of funding provided from the Village general fund. We project this year the lowest level of that funding in history at just over \$62,000 (of our total allocation of \$202,644). Thus, as a Partner Agency of the Village, over 69% of our funding comes from the local hotel/motel tax, the highest portion in the Bureau's history.

In summary, despite a serious reduction in the state funding (including slow pay), a difficult economy and steadily increasing costs, your Visitors Bureau has continued to perform successfully in honoring its mission of promoting tourism in the Oak Park area. Notwithstanding staff reductions and substantial decreases in salary costs, our overall performance, including the financial picture, continues to be one of which we are proud.

Thomas G. Lynch, President & CEO
Visit Oak Park

Attachments:

- Budget for 2012 (proposed)
- Financial Report, Visitors Center
- Visitors serviced at Center
- Zip Code visitor analysis
- Village funding allocation table
- Hotel/motel tax collection chart

December 2, 2011

EXPENSE ACCOUNTS		Actual 2009	Actual 2010	Budget 2011	Projected 2011	Budget 2012 (Proposed)	Explanations
PERSONNEL							
Gross Wages		\$343,658	\$275,874	\$262,260	\$216,000	\$220,000	Same staff levels--3% ave. increase
Gross Payroll Taxes and Benefits		\$68,587	\$65,405	\$66,000	\$50,700	\$52,000	Experience & health ins. quotes
Misc. Payroll Costs-Ads & ADP		\$2,201	\$2,707	\$2,600	\$2,650	\$2,650	Based on 2011
Temporary Personnel		\$0	\$0	\$0	\$0	\$0	
TOTAL PERSONNEL EXPENSE		\$414,746	\$343,985	\$320,860	\$269,350	\$274,650	
	% of Bureau Expenses	52.4%	46%	46.7%	35.9%	35.3%	
ADMINISTRATIVE							
Information Systems		\$5,540	\$27,043	\$17,500	\$3,700	\$17,500	New computers + Software upgrades
Insurance		\$5,900	\$5,490	\$6,280	\$6,250	\$6,625	Based on 2011 + 6% increase
Loan Interest		\$668	\$1,912	\$2,000	\$2,180	\$2,700	Term Loan and line interest
Miscellaneous		\$3,383	\$2,108	\$1,000	\$4,000	\$2,600	Lower projected expense
Office Furniture and Equipment/Leasing		\$10,960	\$10,606	\$11,000	\$10,646	\$11,000	Based on 2011
Office Supplies		\$5,707	\$5,665	\$6,500	\$6,056	\$5,500	Based on 2011
Parking		\$3,440	\$2,745	\$3,180	\$2,291	\$2,750	Three FT emp. usage + rate incr.
Postage		\$4,011	\$2,877	\$4,500	\$4,300	\$4,800	Experience + small rate incr.
Distribution		\$12,768	\$17,357	\$16,000	\$16,873	\$18,400	Based on 2011
Professional Fees		\$5,250	\$14,497	\$6,550	\$21,220	\$26,000	April + Marketing Expense
Relocation/Renodelling/Rent		\$5,606	\$28,000	\$42,000	\$42,000	\$46,000	4 Mos. @ \$3,500 + @ \$4,000
Repairs & Maintenance		\$10,443	\$8,551	\$7,000	\$8,694	\$11,000	Based on 2011
Telephone		\$15,172	\$15,818	\$13,500	\$14,780	\$15,000	Based on 2011
Utilities		\$12,632	\$10,768	\$11,500	\$11,139	\$11,500	Based on 2011
TOTAL ADMINISTRATIVE EXPENSE		\$102,620	\$153,630	\$147,480	\$154,128	\$181,375	
	% of Bureau Expenses	13.0%	21%	21.5%	20.5%	23.3%	
ADVERTISING, MARKETING & PROMOTIONS							
Special Events-Wright Ride		\$4,797	\$3,750	\$3,000	\$4,387	\$3,750	Based on 2011 results
Hospitality and Special Events		\$4,351	\$11,636	\$6,000	\$4,718	\$6,000	Based on 2011 results
FAM Tours		\$0	\$0	\$0	\$0	\$0	
Market Research		\$66,290	\$3,700	\$8,000	\$2,000	\$8,000	STR + USTA Projects
Advertising and Promotions		\$54,465	\$74,996	\$55,000	\$102,400	\$125,000	Based on ads planned in grants
Ad Production		\$175	\$5,040	\$3,000	\$4,676	\$5,000	Based on 2011 results
Professional Dues & Registration		\$7,575	\$1,608	\$3,000	\$4,835	\$5,000	Based on 2011 results
Trade Shows		\$0	\$0	\$0	\$0	\$0	No plans
Travel & Educational Conferences		\$994	\$803	\$1,500	\$570	\$1,000	Limited plans
Visitors Guide		\$32,274	\$17,726	\$50,000	\$50,000	\$50,000	New 2012 Guide
TOTAL ADVERTISING and MARKETING EXP.		\$170,921	\$119,259	\$129,500	\$173,586	\$203,750	
	% of Bureau Expenses	21.6%	16%	18.9%	23.1%	26.2%	
VISITORS CENTER							
Bank Service Charges		\$7,953	\$9,822	\$6,000	\$6,975	\$6,500	Based on 2011
Cost of Merchandise Purchased		\$91,126	\$107,456	\$75,000	\$136,000	\$100,000	Based on 2012 budgeted sales
Cost of Tickets Sold		\$4,093	\$5,786	\$6,510	\$8,500	\$9,300	Based on 2012 budgeted sales
Volunteer Incentive		\$605	\$918	\$1,000	\$1,950	\$2,000	Experience
Tour Group Expense		\$0	\$832	\$1,000	\$565	\$1,000	Cost of Rickshaw Rick Tours
Walking Tour Expense		\$0	\$0	\$0	\$0	\$0	
TOTAL VISITORS CENTER EXPENSE		\$103,777	\$124,814	\$99,510	\$153,980	\$118,800	
	% of Bureau Expenses	13.1%	17%	13.0%	20.5%	15.3%	
TOTAL BUREAU EXPENSES							
		\$792,064	\$741,689	\$687,350	\$751,045	\$778,575	
Excess of Revenues over Expenses (Net Assets)		\$12,475	\$7,668	\$31,769	\$3,792	\$32,421	

Visit Oak Park
Budget 2012
(A) Proposed

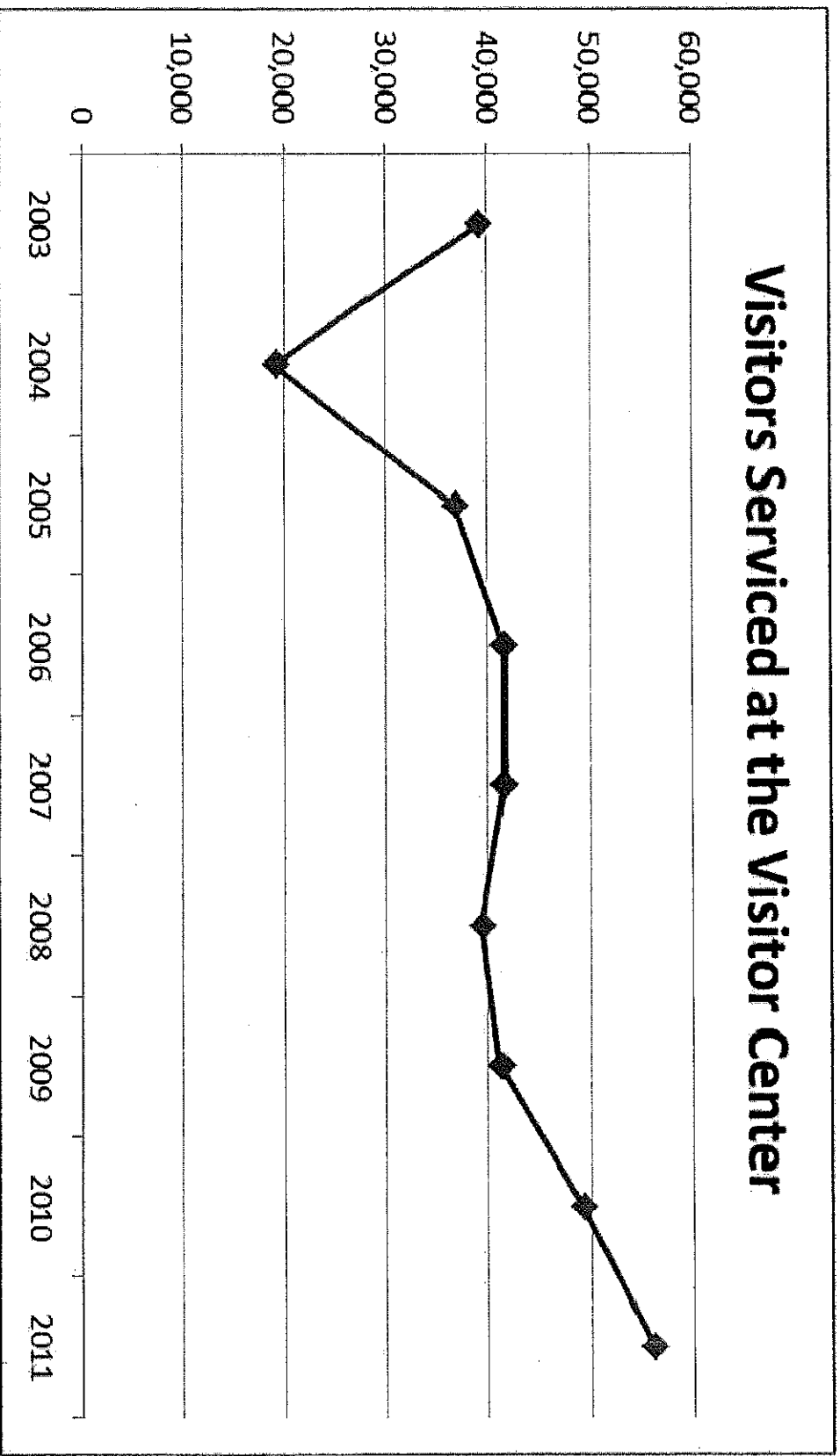
REVENUE ACCOUNTS	Actual 2009	Actual 2010	Budget 2011	Projected 2011	Budget 2012 (Proposed)	Explanations
LTCB Grant	\$288,306	\$231,218	\$243,475	\$240,386	\$275,852	Assumes FY-13 same as FY-12
Tourism Marketing Partner Grant	\$38,157	\$39,026	\$0	\$37,478	\$50,000	Assumes funding of TMFG Program
International Marketing Grant	\$0	\$0	\$0	\$0	\$0	
TOTAL STATE GRANT FUNDING	\$326,463	\$270,244	\$243,475	\$277,864	\$325,852	
% of Bureau Revenues	40.6%	36%	34%	36.8%	40.2%	
VILLAGE OF OAK PARK FUNDING						
General Fund	\$74,854	\$62,644	\$62,644	\$62,644	\$62,302	Total same as 2011
Hotel/Motel Tax Fund	\$145,305	\$120,000	\$120,000	\$120,000	\$140,342	Total same as 2011
TOTAL VILLAGE OF OAK PARK FUNDING	\$220,160	\$202,644	\$202,644	\$202,644	\$202,644	
% of Bureau Revenues	27.4%	27%	28.2%	27%	25.0%	
MEMBERSHIPS	\$48,946	\$45,804	\$46,000	\$37,542	\$40,000	Reflects slow pay from 2011
SPONSORSHIPS	\$18,204	\$16,751	\$12,000	\$5,804	\$6,000	Assumes no co-op ads
TOTAL MBR.&SPONSOR REVENUE	\$67,150	\$62,555	\$58,000	\$43,346	\$46,000	
% of Bureau Revenues	8.3%	8%	8.1%	5.7%	5.7%	
VISITORS CENTER						
Promotional Items Sales, Gross	\$176,761	\$200,498	\$200,000	\$215,000	\$225,000	Assumes steady growth in sales
Ticket Sales, Gross	\$3,665	\$6,180	\$7,000	\$8,700	\$10,000	Assumes continued growth in sales
Tour Group Sales, Gross	\$0	\$770	\$1,000	\$770	\$1,000	Rickshaw Park Tours
Walking Tours Sales, Gross	\$1,075	\$353	\$1,000	\$400	\$500	Based on experience
TOTAL VISITORS CENTER	\$181,501	\$207,801	\$209,000	\$224,870	\$236,500	
% of Bureau Revenues	22.6%	28%	29.1%	30%	29.2%	
OTHER REVENUE						
Special Events-Wright Ride	\$9,265	\$6,113	\$6,000	\$6,113	\$6,000	Wright Ride Revenue
TOTAL OTHER REVENUE	\$9,265	\$6,113	\$6,000	\$6,113	\$6,000	
% of Bureau Revenues	1.2%	1%	0.8%	0.8%	0.7%	
TOTAL BUREAU REVENUES	\$804,539	\$749,357	\$719,119	\$754,837	\$810,996	7.4 % increase over projected 2011

**Oak Park Visitors Center
Financial Report
2007 - 2011**

<i>REVENUE ACCOUNTS</i>	Actual 2007	Actual 2008	Actual 2009	Actual 2010	Projected 2011
VISITORS CENTER					
Promotional Items, Sales, Gross	\$181,000	\$169,800	\$176,800	\$200,500	\$215,000
Ticket Sales, Gross	\$7,800	\$5,500	\$3,700	\$6,200	\$8,700
Tour Group Sales, Gross	\$1,100	\$1,400	\$0	\$800	\$770
Walking Tours Sales, Gross	\$1,500	\$1,500	\$1,100	\$400	\$400
Revenue from Operations	\$191,400	\$178,200	\$181,600	\$207,900	\$224,870
Grant Allocation	\$81,325	\$89,500	\$81,625	\$83,480	\$95,575
Total Revenue	\$272,725	\$267,700	\$263,225	\$291,880	\$320,445
EXPENSE ACCOUNTS					
VISITORS CENTER					
Personnel Cost	\$91,300	\$91,000	\$90,645	\$92,000	\$90,500
Taxes & Benefits	\$18,260	\$18,200	\$18,129	\$18,400	\$14,480
Cost of Merchandise Purchased	\$103,170	\$93,786	\$100,776	\$114,285	\$122,550
Cost of Tickets Sold	\$7,254	\$5,115	\$3,441	\$5,766	\$8,500
Rent	\$0	\$0	\$0	\$28,000	\$42,000
Volunteer Incentive	\$800	\$700	\$600	\$900	\$1,950
Tour Group Expense	\$1,100	\$1,400	\$0	\$800	\$555
Walking Tour Expense	\$1,500	\$1,500	\$1,200	\$0	\$0
Administrative Expense	\$29,725	\$30,625	\$26,850	\$26,157	\$28,032
Total Expenses	\$253,109	\$242,326	\$241,641	\$286,308	\$308,567
Excess of Revenue over Expenses	\$19,616	\$25,374	\$21,584	\$5,572	\$11,878

December 1, 2011

Visitors Serviced at the Visitor Center



*2011 estimated

Oak Park Visitors Center Zip Code Analysis

Third Quarter 2011



Third Quarter 2011

The Visitors Center saw a 25% increase in zip codes collected during the third quarter(6,709) in comparison to the second(5,352). This increase was largely driven by international visitors which saw a 40% increase compared to 16% for domestic zip codes collected. This figure represents a 40% collection of zip codes from the total visitation to the Visitors Center during the Third quarter 2011 (16,851).

Top domestic origin states during the second quarter were:

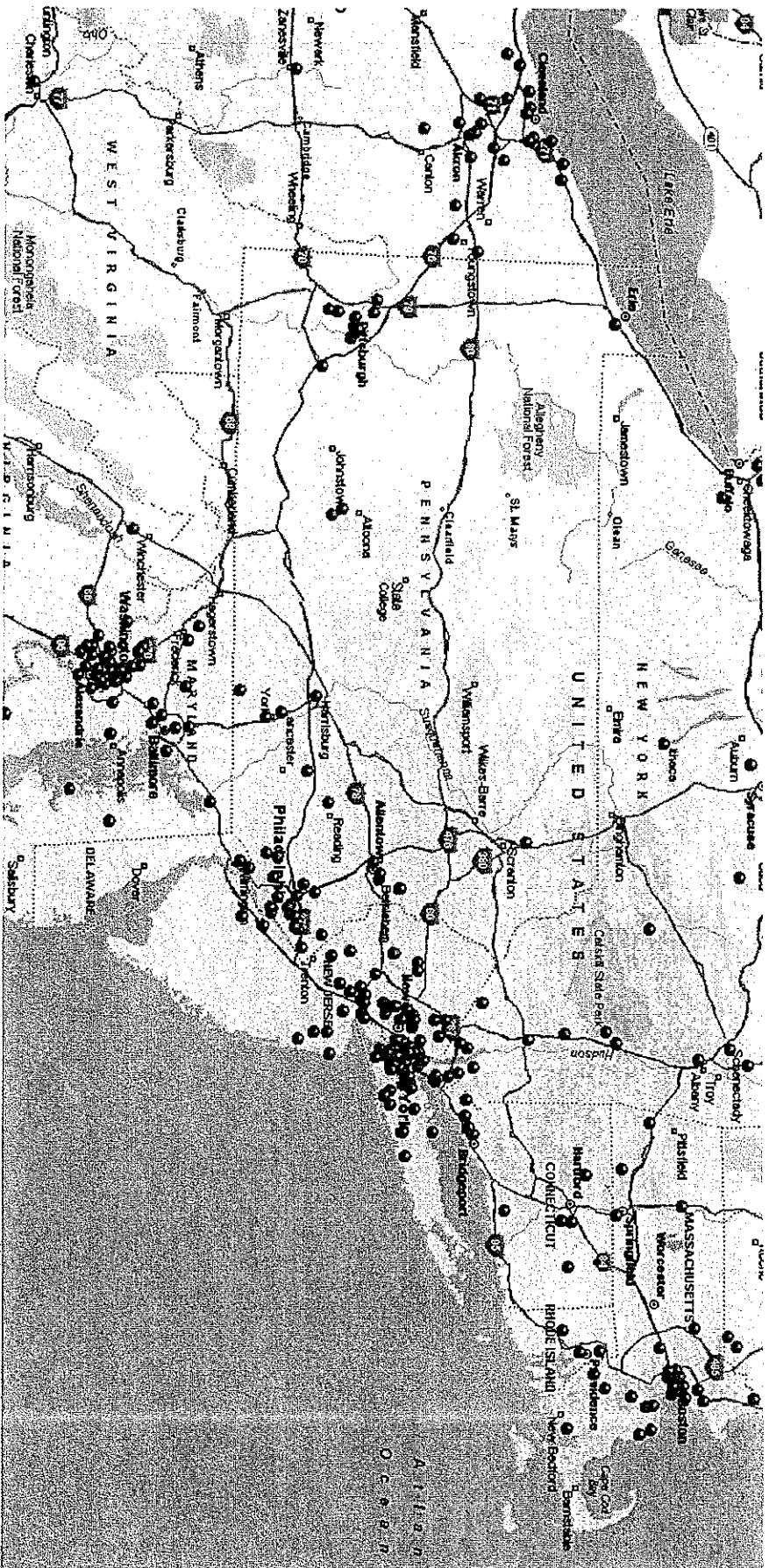
Illinois	- 41%
California	- 7.2%
New York	- 5.2%
Texas	- 3.6%
Ohio	- 3.6%
Pennsylvania	- 2.7%

Chicago and Oak Park again remained the dominant cities for visitation. It's important to review the maps included to get a better picture of the MSA visitation, where you see Chicago, New York (NE Coast) and California's dominate the totals.

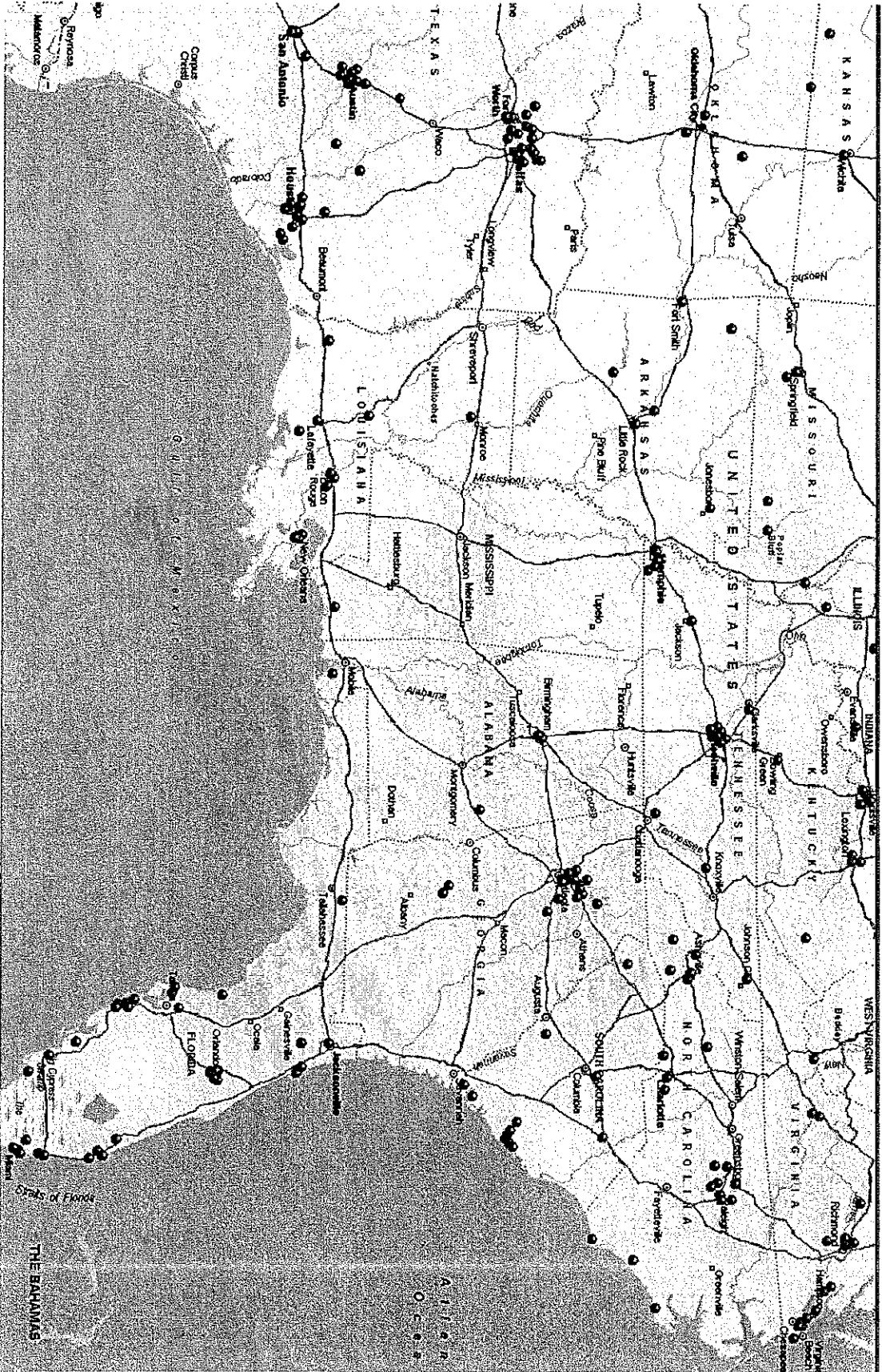
Internationally, top origin countries were:

Canada	- 24.2%
France	- 12.4%
Italy	- 8.7%
Spain	- 7.9%
U.K.	- 7.7%
Germany	- 6.2%
Japan	- 4.3%

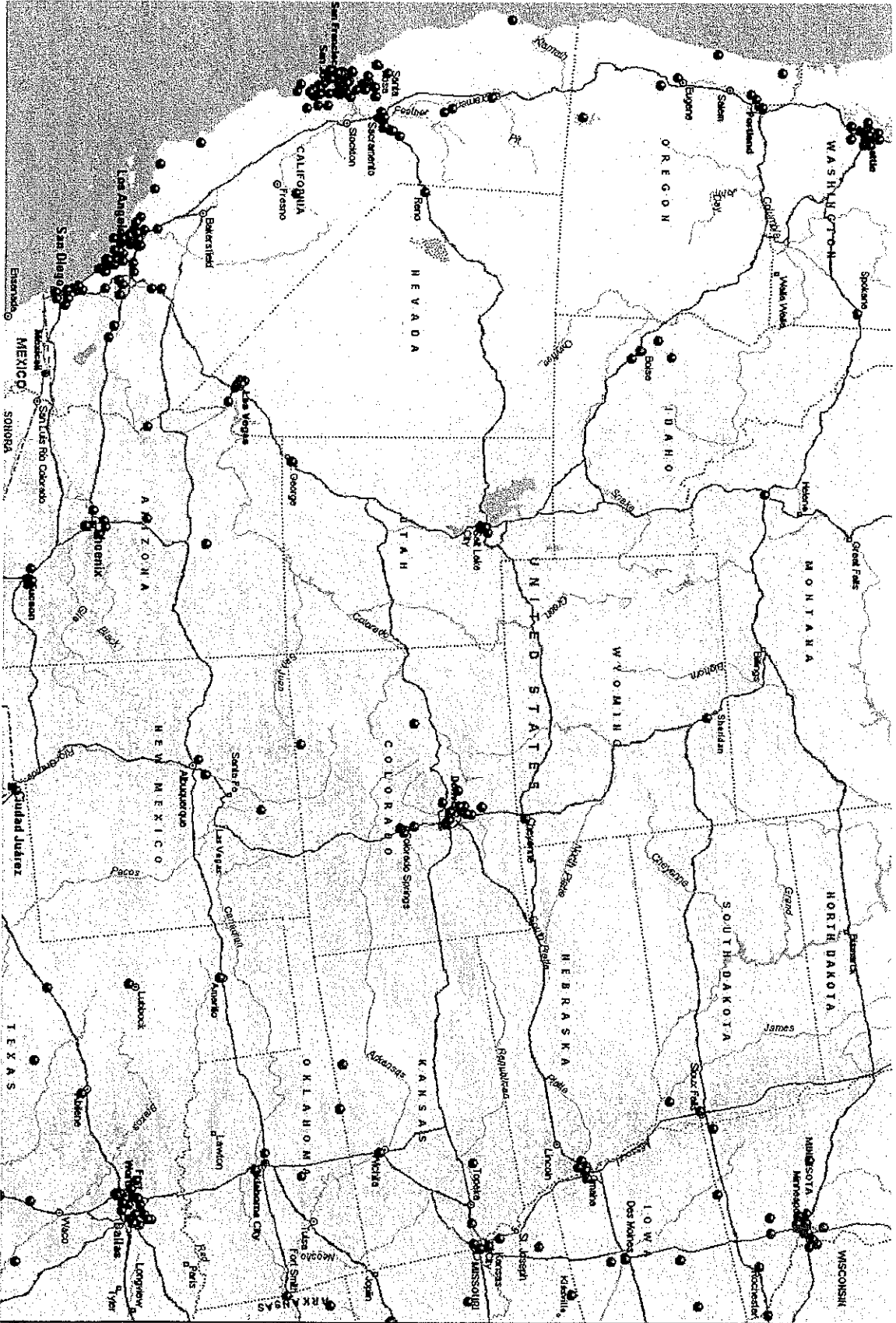
Top Markets North Eastern U.S.



Top Markets Southern U.S.



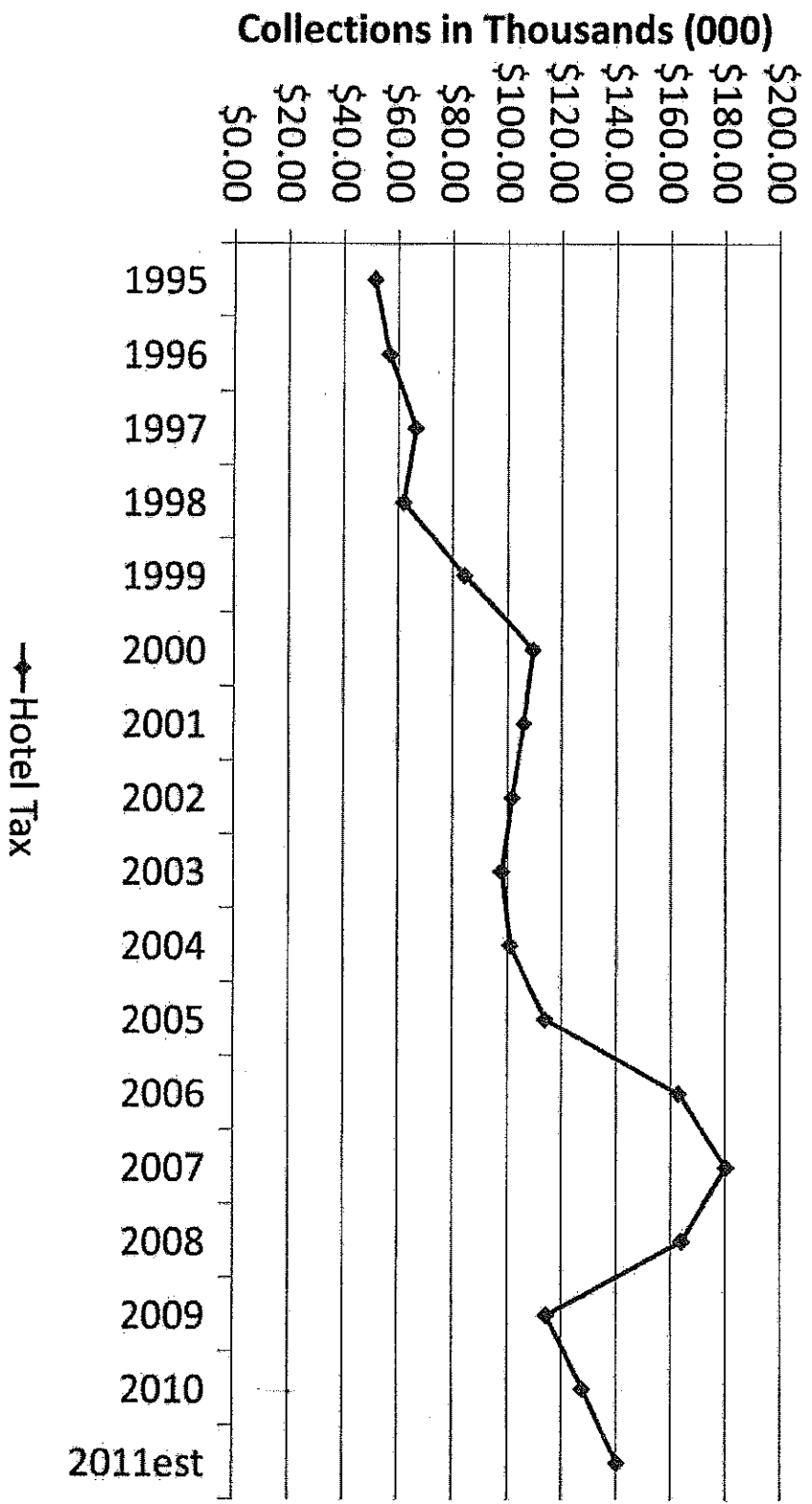
Top Markets Western U.S.



	VOP Gen.		Lodging		Total Visit Oak Park Funding From the VOP	Total +/- in Funding vs. Previous Year
	Rev.	+ or -	Tax	+ or -		
1994	\$217.70		-		\$217.70	\$217.70
1995	\$158.53	(\$59.17)	\$51.57	\$51.57	\$210.10	(\$7.60)
1996	\$193.02	\$34.49	\$56.98	\$5.41	\$250.00	\$39.90
1997	\$133.47	(\$59.55)	\$66.53	\$9.55	\$200.00	(\$50.00)
1998	\$137.86	\$4.39	\$62.14	(\$4.39)	\$200.00	\$0.00
1999	\$115.43	(\$22.43)	\$84.57	\$22.43	\$200.00	-
2000	\$90.21	(\$25.22)	\$109.79	\$25.22	\$200.00	-
2001	\$93.71	\$3.50	\$106.29	(\$3.50)	\$200.00	-
2002	\$148.20	\$54.49	\$101.80	(\$4.49)	\$250.00	\$50.00
2003	\$152.01	\$3.81	\$97.99	(\$3.81)	\$250.00	-
2004	\$148.82	(\$3.19)	\$101.18	\$3.19	\$250.00	\$0.00
2005	\$135.65	(\$13.17)	\$114.35	\$13.17	\$250.00	-
2006	\$117.13	(\$18.52)	\$162.87	\$48.52	\$280.00	\$30.00
2007	\$129.54	\$12.41	\$180.46	\$17.59	\$310.00	\$30.00
2008	\$144.05	\$14.51	\$163.95	(\$16.51)	\$308.00	(\$2.00)
2009	\$105.94	(\$38.11)	\$114.86	(\$49.09)	\$220.80	(\$87.20)
2010	\$74.95	(\$30.99)	\$127.69	\$12.83	\$202.64	(\$18.16)
2011 est.	\$62.18	(\$12.77)	\$140.46	\$12.77	\$202.64	-

5 Year Average \$103.30 (\$10.99) \$145.48 (\$4.48) \$248.82 (\$15.47)

The Village of Oak Park Hotel Tax Collection Performance



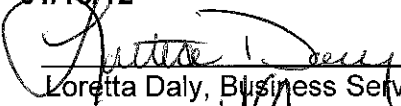
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VILLAGE OF OAK PARK AGENDA ITEM COMMENTARY

Item Title: Resolution Authorizing the Execution of Agreement between the Village of Oak Park and the Oak Park Development Corporation for 2012

Resolution No. _____

Date of Board Action 01/18/12

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 2012 reflects a \$3,800 increase over 2011. Performance measures in the previous contract are also included in this contract. Reporting requirements will remain monthly and quarterly per the change in 2008.

Program Change: The Greater Downtown Façade Grant Program has been deleted from the OPDC Contract as funding for this program has historically been provided through the Greater Downtown TIF Funds which are no longer available.

Item Budget Commentary: The 2011 budget included \$348,000 from the General Fund for program administration as well as Grant and Loan Interest Subsidy programs. Additionally, \$50,000 is included from the Madison St. TIF fund for façade grant activities. The attached distribution schedule details the Village's General Fund obligations toward OPDC general administration as well as specific programs. 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 2012**

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 18th day of January, 2012 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 18th day of **January, 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. Length of Contract

This contract shall commence January 1, 2012, and shall terminate December 31, 2012, 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 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 1 subject to approval of invoices and 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 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. 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 3, or, in the alternative, that it will adopt 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. 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 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.

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 Chief Financial Officer may require after his 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

The Contractor will submit the following reports to the Village:

- a. A quarterly monthly written report which shall describe the activities it has undertaken to fulfill the Scope of Services and goals set forth in Exhibit 2. The report shall be submitted to the Village Manager by the 15th 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. A monthly Cash Disbursement Report of OPDC administrative activities, submitted to the Village's Chief Financial Officer.
- d. An annual performance measurement report as set forth in Exhibit 2A. The annual report will be due on or before February 15 of each year.
- e. The annual audited financial statement referenced in Section 8 above.

10. Termination of Agreement or Suspension of Payment

- a. The Contractor hereby acknowledges that the Village 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 upon providing ninety (90) days written notice of its intention to terminate the agreement.
- 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 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 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 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 under this agreement, no person having such a conflicting interest shall be employed by the Contractor.

15. Amendments

This agreement and the attachments and exhibits referenced herein, constitute the entire agreement between parties hereto. 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.

REVIEWED AND APPROVED
AS TO FORM

JAN 13, 2012

[Signature]
LAW DEPARTMENT

VILLAGE OF OAK PARK

ATTEST

Thomas W. Barwin
Village Manager

Teresa Powell
Village Clerk

OAK PARK DEVELOPMENT CORP

Witness:

Sara J.R. Faust, President

Karen K. Komala, Office Manager

EXHIBIT 2
OAK PARK DEVELOPMENT CORPORATION
SCOPE OF SERVICES

I. Business Attraction, Retention, Marketing and Economic Development Advocacy

A. General Administrative Support Services

1. Site Location and Technical Assistance Program:

OPDC will conduct activities to reduce vacancies, provide counseling to property and business owners, and aid in promoting the rehabilitation of commercial space. OPDC will provide site location and leasing assistance, technical assistance and counseling for property owners. The Village will provide its list of economic development project priorities for the Village to OPDC. OPDC will report to the Village on a quarterly basis the address, square footage leased or sold, its recruitment activities, changes in the property listings and advocacy efforts.

2. Maintain Current Property Listing:

OPDC will maintain a computerized inventory of commercial property for sale or lease within the Village and provide a new report listing each quarterly. To fulfill this obligation, OPDC will manage and keep current the listing of vacant commercial (retail and office space) in the Village using the "Location One", or similar proprietary web site which is 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 web site 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. Further, OPDC will, from time to time, 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.

5. Retail & Commercial Recruitment:

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 uses. Additionally, an annual base line list of targeted recruitment opportunities will be developed in conjunction with the Business Services and Planning Departments of the Village of Oak Park. This document shall be treated as a tool for the development of recruiting marketing strategies and materials and will be amended by OPDC and Village Staff accordingly throughout the year.

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. 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 distribute to OPDC General Funds in the maximum amount of ~~Two Hundred Twenty-Seven Thousand, Four Hundred Dollars~~ 227,400 Two Hundred Forty Seven Thousand Dollars **(\$247,000)** 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. OPDC will submit those invoices to the Chief Finance Officer.

II. Loan Program Administration

A. Loan Program Administration Services

OPDC will promote, facilitate and monitor programs to provide private loans to encourage economic development. Such loans shall be made at below market interest rates 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 contribute a maximum of ~~Sixteen Thousand~~ \$16,000 Five Thousand Dollars (**\$5,000**) to the Commercial Loan Interest Subsidy program, which funds shall be for actual interest subsidies on approved loans, to be paid in a manner set forth herein in Exhibit 1.

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 the following funding for the Commercial Property Rehabilitation and Preservation Program: a maximum of ~~Thirty-Three Thousand Dollars (\$33,000)~~ Thirty Thousand Dollars (**\$30,000**) out of the General Fund. For actual grant disbursements; a maximum of ~~Fifty Thousand Dollars (\$50,000)~~ out of the ~~Greater Downtown TIF (GDTTIF) Funds for actual grant disbursements within the GDTTIF boundaries;~~ 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 ~~Twenty-Eight Thousand Eight Hundred Dollars (\$28,800)~~ Thirty Thousand Dollars (**\$30,000**), to be paid in monthly installments of \$2,500.

IV. PROGRAM EVALUATION

During the term of this Agreement between the VILLAGE and OPDC, OPDC 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.

EXHIBIT 2A
Annual Performance Measurements
TO BE REPORTED BY THE OAK PARK DEVELOPMENT CORPORATION

- A. Projected annual gross revenues resulting from OPDC assisted development
- B. Projected annual tax (sales and property) benefit for five years from OPDC assisted activity
- C. Number of businesses opened with assistance from OPDC
- D. Number of businesses retained with assistance from OPDC
- E. Total capital investment related to OPDC assisted activity
- F. Number of jobs created by businesses receiving OPDC assistance
- G. Number of jobs retained by businesses receiving OPDC assistance
- H. Operating Costs Ratio to Administration, Programs & Capital to be calculated by Village of Oak Park with review by OPDC

FUNDING SCHEDULE - 2012 BUDGET
Oak Park Development Corporation
 Monthly Bills are Paid in Arrears and Submitted and Paid the Following Month

Month	General Fund						Downtown	MSTIF		
	Administrative 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	\$ 20,584	\$ 3,000	\$ 2,500	\$ 26,084	(1)	(1)	(1)	(1)		
February	\$ 20,583	\$ 3,000	\$ 2,500	\$ 26,083	(1)	(1)	(1)	(1)		
March	\$ 20,583	\$ 3,000	\$ 2,500	\$ 26,083	(1)	(1)	(1)	(1)		
April	\$ 20,584	\$ 3,000	\$ 2,500	\$ 26,084	(1)	(1)	(1)	(1)		
May	\$ 20,583	\$ 3,000	\$ 2,500	\$ 26,083	(1)	(1)	(1)	(1)		
June	\$ 20,583	\$ 3,000	\$ 2,500	\$ 26,083	(1)	(1)	(1)	(1)		
July	\$ 20,584	\$ 3,000	\$ 2,500	\$ 26,084	(1)	(1)	(1)	(1)		
August	\$ 20,583	\$ 3,000	\$ 2,500	\$ 26,083	(1)	(1)	(1)	(1)		
September	\$ 20,583	\$ 3,000	\$ 2,500	\$ 26,083	(1)	(1)	(1)	(1)		
October	\$ 20,584	\$ 3,000	\$ 2,500	\$ 26,084	(1)	(1)	(1)	(1)		
November	\$ 20,583	\$ 3,000	\$ 2,500	\$ 26,083	(1)	(1)	(1)	(1)		
December	\$ 20,583	\$ 3,000	\$ 2,500	\$ 26,083	(1)	(1)	(1)	(1)		
Total Monthly Payments	\$ 247,000	\$ 36,000	\$ 30,000	\$ 313,000						
Reimbursed Program Grants and Interest Subsidy Costs				\$ 35,000	\$ 31,100	\$ 3,900				
TOTALS	\$ 247,000	\$ 36,000	\$ 30,000	\$ 348,000	\$ 31,100	\$ 3,900				
							Commercial Rehab and Preservation (façade) Grants	Commercial Rehab and Preservation façade Grants		
							Other Funds Total	\$ 50,000		
							Combined (General & Other) Total	\$ 398,000		

(1) Payment subject to Reimbursement Requests of Actual Costs

EXHIBIT 1

FUNDING SCHEDULE - 2011 BUDGET
Oak Park Development Corporation
 Monthly Bills are Paid in Arrears and Submitted and Paid the Following Month

Month	General Fund						Downtown	MSTIF
	Administrative 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	Commercial Rehab and Preservation (façade) Grants	Commercial Rehab and Preservation façade Grants
January	\$ 18,950	\$ 3,000	\$ 2,400	\$ 24,350	(1)	(1)	(1)	(1)
February	\$ 18,950	\$ 3,000	\$ 2,400	\$ 24,350	(1)	(1)	(1)	(1)
March	\$ 18,950	\$ 3,000	\$ 2,400	\$ 24,350	(1)	(1)	(1)	(1)
April	\$ 18,950	\$ 3,000	\$ 2,400	\$ 24,350	(1)	(1)	(1)	(1)
May	\$ 18,950	\$ 3,000	\$ 2,400	\$ 24,350	(1)	(1)	(1)	(1)
June	\$ 18,950	\$ 3,000	\$ 2,400	\$ 24,350	(1)	(1)	(1)	(1)
July	\$ 18,950	\$ 3,000	\$ 2,400	\$ 24,350	(1)	(1)	(1)	(1)
August	\$ 18,950	\$ 3,000	\$ 2,400	\$ 24,350	(1)	(1)	(1)	(1)
September	\$ 18,950	\$ 3,000	\$ 2,400	\$ 24,350	(1)	(1)	(1)	(1)
October	\$ 18,950	\$ 3,000	\$ 2,400	\$ 24,350	(1)	(1)	(1)	(1)
November	\$ 18,950	\$ 3,000	\$ 2,400	\$ 24,350	(1)	(1)	(1)	(1)
December	\$ 18,950	\$ 3,000	\$ 2,400	\$ 24,350	(1)	(1)	(1)	(1)
Total Monthly Payments	\$ 227,400	\$ 36,000	\$ 28,800	\$ 292,200				
Reimbursed Program Grants and Interest Subsidy Costs				\$ 62,000	\$ 33,000	\$ 19,000	\$ 50,000	\$ 50,000
TOTALS	\$ 227,400	\$ 36,000	\$ 28,800	\$ 344,200	\$ 33,000	\$ 19,000	\$ 100,000	\$ 100,000

(1) Payment subject to Reimbursement Requests of Actual Costs

EXHIBIT 1

Combined (General & Other) Total \$ 444,200

Revised February 11, 1999

Addendum to Agreement

The Contractor agrees to comply with the terms and conditions set forth hereinbelow. Any violation of the terms or conditions set forth hereinbelow by the Contractor 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."

1. **Conflicts of Interest and Standards of Conduct.** The Contractor shall adhere to the provisions relating to Ethics and Conflicts of Interest, set forth hereinbelow, or such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with ~~Paragraph~~ Section 65 of the Agreement, entitled "Adherence to Village Policies."

Conflicts of Interest and Standards of Conduct

1. Members of the Board of Directors shall serve without salary, but the Board of Directors may authorize the payment by the Corporation 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 Corporation. No Director or employee shall, in the performance of his or her duties on behalf of the Corporation, grant or make available to any person or entity, including other directors or employees of the Corporation, any consideration, treatment or service beyond that which is available to every other similarly situated person or entity served by the Corporation.
3. 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 interests of the Corporation or which may tend to impair his/her independence of judgment or action in the performance of his/her official duties.

4. No Director or employee shall have any financial or personal interest, directly or indirectly, in any contract, work or business with the Corporation, except that a Director may provide materials, merchandise, property, services or labor under the following circumstances:
 - A. 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
 - B. 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 ~~or~~ 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
 - 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 Corporation 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 sSection 4 must comply with the Corporation's policies concerning competitive bidding and outreach to women and minority business enterprises. ¹

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 person interest, direct or indirect, which

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

may reasonably tend to impair the Director's independence of judgment or action in the best interests of the Corporation, ~~that~~ the Director shall:

- A. Before or during consideration of the proposed action, disclose any such interest to the Board of Directors, and
- B. Abstain from voting on the proposed action.

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.²

- 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 for personal convenience or profit.

2. Procurement Policy. The Contractor agrees to adhere to the provisions set forth hereinbelow 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

²NOTE: 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. (i.e., size of board, bonuses, preview policies, etc.)

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 do 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 newspapers 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 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.

The Contractor shall prepare a spreadsheet for each separate contract over ten thousand dollars (\$10,000.00) for goods or 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 therefor.

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.

3. Diversity Statement. Twenty years ago 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.

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 Corporation as is reviewed and approved by the Village in accordance with Section 5 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.

Said 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.

4. Drug Free Work Place. The Contractor agrees to adhere to the following policy related to a drug free work place 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 Contractor shall identify itself and the individual or position which fulfills the "human resources director" function for the Contractor in the following posted notice.~~
The content of said ~~the~~ notice set forth hereinbelow ~~also~~ sets forth the policy of the Village with regard to the Village as a drug free work place. The Contractor shall post the following notice or its 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 WORK PLACE

PURSUANT TO 24 C.R.F. 540.303

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 work place. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance as defined in Illinois law at 720.I.L.C.S. 570/201 et seq. and United States law at 21 C.F.R. 108-11 through 1308-15 is prohibited at the work place 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 work place, must notify the (Human Resources Director) within (5) days of the conviction. Failure to so notify the (Human Resources Director) is grounds for dismissal from employment.

~~Said notice shall be posted in a conspicuous location on the Contractor's premises where it will be visible to all employees of the Contractor.~~

5. Sexual Harassment Policy. The Contractor agrees to adhere to the sexual harassment policy set forth hereinbelow or to 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."

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 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 substantially 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 (Human Resources Director). 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).

Retaliating or discriminating against an employee for complaining about sexual harassment is prohibited. Any employee found by the Village 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.

6. 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 ~~Paragraph~~ Section 5 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.

7. Compliance with Americans with Disabilities Act (ADA). The Contractor hereby certifies that it is in compliance with the Americans with Disabilities Act (ADA) and has submitted to the Village a checklist or comparable self-evaluation together with a brief plan for maintaining compliance with ADA.

8. Compliance with HUD 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.

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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 best 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 century.

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.

D. EMPLOYMENT BENEFITS. The Village of Oak Park shall provide the same family sick leave, funeral leave benefits and H.M.D. 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.

DPDC

F

ATTACHMENTS

The Village requested of the Partners the following information. If provided, it is attached.

2011 PERFORMANCE MEASURES

COPY OF THE 2012 BUDGET FOR THEIR
ORGANIZATION

OTHER INFORMATION SUPPLIED BY
THE PARTNER

Lesner, Craig

From: Sara Faust [s.faust@opdc.net]
Sent: Friday, September 09, 2011 1:15 PM
To: Lesner, Craig; Barwin, Thomas
Cc: Karen Komala
Subject: OPDC
Follow Up Flag: Follow up
Flag Status: Red
Attachments: vop_funding_schedule by program reim.12.xls; VOP submitted budget dated 9 9-11.xls
Tom/Craig,

As requested in our 2011 contract, attached is the proposed funding schedule and draft budget for 2012 for the Oak Park Development Corporation.

The General Fund support remains relatively neutral with a 1.1% increase requested.

We have been addressing deficiencies in our physical and technical infrastructure this year which have been long neglected and will provide a solid platform for capacity building. As we approach the OPDC strategic planning this Fall, I can only estimate the emphases that may be the outcomes. Your involvement in the process will be valued. But based on recent surveys and work this year we anticipate shifting more resources in 2012 towards marketing and services to strengthen economic development efforts.

We are very excited about the new year, potential new partnerships and continuing and expanding collaborative efforts.

Should you have questions, please do not hesitate to ask.

Thanks.

Sara

--
Sara J.R. Faust
President
Oak Park Development Corporation
104 N. Oak Park Ave, Ste 203
Oak Park, IL 60301
708-383-3838
www.oakparkdevelopmentcorporation.com
S.Faust@opdc.net

10/28/2011

**Amended VOP Budget
Reflecting No Grant Funds
from Greater Downtown TIF**

**OPDC
Admin Budget
2012**

REVENUE

General Fund Admin Support	\$ 313,000
Investors	52,500
Loan Fees	5,000
Other Revenue	8,625
TOTAL REVENUE	\$ 379,125

EXPENSES

Auto/Parking	\$ 7,000
Business Expenses	3,500
Depreciation	5,000
Dues & Subscriptions	2,500
Employee Insurance	5,000
Insurance	5,000
Marketing/Advertising	20,000
Miscellaneous	-
Office Supplies	5,000
Payroll Expenses/retirement	7,100
Payroll Expenses/costs	23,500
Payroll Expenses/Salaries	236,500
Postage	1,525
Professional Fees/Audit	7,000
Professional Fees/Consulting	10,000
Programs	6,000
Rent	15,500
Service Contracts	9,500
Telephone	5,000
Workshops & Conferences	4,500
TOTAL EXPENSES	\$ 379,125
NET REVENUE	-

Loan & Grant Funds

General Fund Interest Subsidy	\$ 3,900
General Fund Façade Grants	31,100
Madison Street TIF	50,000
Greater DTOP TIF	-
Total Loan & Grant Funds	\$ 85,000
Total General Funds	\$ 348,000

excelbudget/amended VOP submitted budget dated 1-13-12

	OPDC Admin Budget 2011	OPDC Admin Budget DRAFT 2012 (8-31-11)	2011 : 2012 % Change
REVENUE			
General Fund Admin Support	\$ 292,200	\$ 313,000	7.12%
Investors	42,500	52,500 (1)	23.53%
Loan Fees	7,000	5,000	-28.57%
Other Revenue	5,000	8,625	72.50%
TOTAL REVENUE	\$ 346,700	\$ 379,125	9.35%

EXPENSES			
Auto/Parking	\$ 6,890	\$ 7,000	1.60%
Business Expenses	3,000	3,000	0.00%
Depreciation	2,000	3,000	50.00%
Dues & Subscriptions	2,200	2,500	13.64%
Employee Insurance	13,000	12,925	-0.58%
Insurance	4,500	5,000	11.11%
Marketing/Advertising	14,000	19,500 (2)	39.29%
Miscellaneous	-	-	
Office Supplies	5,000	7,500	50.00%
Payroll Expenses/retirement	6,810	7,000	2.79%
Payroll Expenses/costs	21,565	23,200	7.58%
Payroll Expenses/Salaries	227,000	232,000	2.20%
Postage	2,000	2,000	0.00%
Professional Fees/Audit	6,500	6,500	0.00%
Professional Fees/Consulting	6,800	10,000 (3)	47.06%
Programs	5,000	5,000	0.00%
Rent	7,500	15,500 (4)	106.67%
Service Contracts	7,000	9,000	28.57%
Telephone	4,500	5,000	11.11%
Workshops & Conferences	1,435	3,500 (5)	143.90%
TOTAL EXPENSES	\$ 346,700	\$ 379,125	9.35%
NET REVENUE	-	-	

Loan & Grant Funds			
General Fund Interest Subsidy	\$ 16,000	\$ 5,000 (6)	-68.75%
General Fund Façade Grants	36,000	30,000	-16.67%
Madison Street TIF	50,000	50,000	0.00%
Greater DTOP TIF	50,000	50,000	0.00%
Total Loan & Grant Funds	\$ 152,000	\$ 135,000	-11.18%
Total General Funds	\$ 344,200	\$ 348,000	1.10%

Notes/ 8.31.11

- (1) Includes at least net one new investor and new memberships
- (2) Remainder completion of marketing plan and implementation in 2012
- (3) Remainder completion of of strategic planning in 2012
- (4) Reflects new rent based on 10-year lease
- (5) Anticipates tradeshow attendance and conducting workshops
- (6) Anticipates subsidized loan pay-offs

excelbudgetVOP submitted budget dated 9 9 11

Oak Park Development Corporation

2011 Third Quarter Report

Volume 3, Issue 3

As of September 30, 2011



For information, contact OPDC
104 N. Oak Park Ave., Ste. 203
Oak Park, IL 60301
telephone: 708-383-3838

Sara J.R. Faust, President
S.Faust@opdc.net

Viktor Schrader, Vice President
V.Schrader@opdc.net

Michelle Uhler, Grants Administrator
M.Uhler@opdc.net

Karen Komala, Office Manager
K.komala@opdc.net

Two Social Media Interns Join OPDC

To help power-up OPDC's social media marketing, we have engaged the assistance of two Dominican University interns.

Ben Brown, an Oak Park resident and MBA candidate in the Brennan School of Business, will be providing advice on how to establish and implement a sustainable social media program.

Mo Ossman, a senior in international business, will help implement social media programs, as well as other marketing initiatives such as video testimonials.

Both Mo and Ben bring a healthy passion for social media and the technical skills to implement an exciting, sustainable online marketing program.

Strategic Planning Begins in Q3

In its continuing strides to build capacity, OPDC is undertaking an extra project over the next few months as it conducts a significant strategic planning effort.

Using donated funds from the Community Foundation, OPDC has engaged Diane Lupke & Associates to complete a Board assessment, organizational comparison with standard industry benchmarks and a strategic plan.

Diane Lupke & Assoc., was selected in September from among three planning facilitators interviewed. A deciding factor was the company's principals experience in the field of economic development and familiarity with best practices in the profession. The firm was recommended by the International Economic Development Council.

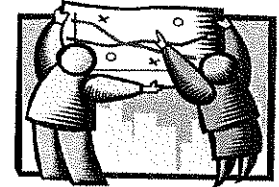
Work has begun with the review of existing economic development studies, published area plans, OPDC practices and reports. Moving forward, Lupke & Assoc. will be conducting interviews of OPDC Board members, key stake holders and staff.

An OPDC Board retreat will be held in November that will include a review of a SWOT (Strength, Weakness, Opportunity and Threat) analysis and agreement on key priority issues for both board

and development action. The plan is intended to be a guiding document for the next 3-5 years for the corporation and the community in OPDC's role as the primary catalyst for economic development. Its outcomes will be integrated in OPDC marketing strategies.

Work will continue in January 2012, as OPDC will review the draft plan and set corresponding benchmarks.

The OPDC Board anticipates adopting the plan in February of 2012. Elements of the work will be included in the presentation at the OPDC Annual Meeting in late February.



OPDC Board will set its economic game plan for the end of its fourth decade.

The Survey Says....

Quantitative measurements in economic development, recruitment and retention can be hard to identify. The graduate marketing research class from Dominican University looked to the local business market for its awareness and perception of OPDC. The research was conducted, compiled and presented during this quarter.

An informal focus group consisting of residents and two business owners known by the students showed that although OPDC was not known to any (a little disheartening to us) the outcomes of its efforts were known by most. Participants could identify new businesses by type or neighborhood without prompting.

Another research method used was a local business survey. Eighty-nine responses were tabulated. Eighty-five percent reported being familiar with the corporation and its services. Nearly half of the respondents had used OPDC in the past. And eighty-four percent of those confirmed that they would use OPDC again or recommend its services to others.

With the positive reinforcement, some constructive criticism was raised. A number of those surveyed commented they would like OPDC to provide more support for existing businesses, particularly technical resources and education. Results also showed while businesses know of our ability to provide funding and advice, they don't look to OPDC for market research information – a service we can provide.

OPDC staff is thankful to those who provided this input. We look forward to using it in our planning, programming and marketing.

A Catalyst for Business Support

In today's economy new businesses just aren't coming along as frequently and existing establishments are more averse to relocation. In response to this, OPDC is exploring ways to support our existing businesses and cultivate new ones owned by Oak Park area residents. This is a strategy supported by a recent OPDC survey that shows one-half of business respondents are locally owned.

Again based on results from both surveys (see survey article) completed during the third quarter,

we know that business management know-how is one of the largest barriers owners face.

To enhance OPDC services in business support, we look for opportunities for low- or no-cost collaboration. To that end we met with SCORE Chicago, (a regionally focused organization) and are working to bring them into the OPDC offices. Experienced retired executives will offer onsite and ongoing technical assistance to business owners.

Additionally, OPDC is looking to expand its reach

through its website and social media. To provide access to more business support, we recently began recommending seminars and workshops available regionally or online by other organizations such as The Illinois Chamber of Commerce and area universities. We recognize that we may not have all the answers but we hope to make them easier to find.

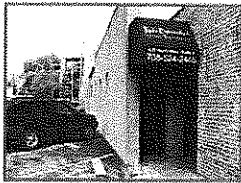
For more about OPDC recommended events check our website, www.opdc.net, or Oak Park Development Corporation on Facebook.



Due to some leasehold improvements, we are temporarily housed down the hall in the mezzanine at USBank. Thank you for your patience during limited phone and data service. We'll be home soon.

Façade grant report- A message on canvas

In what we are calling our "Year of the Awning" OPDC has approved numerous grants for new awnings in 2011.



In addition to providing shade for a storefront and the possible energy efficiency impact



thereof, an awning can serve as an affordable way for a business owner to advertise

the business, call attention to their location, and provide an appealing welcome. And the cost of many simple



storefront awnings can provide businesses with 50% grant support. In a typical year, at least half of our grant requests are for awnings. The businesses pictured are some examples. At the end of September, CPRPP also committed \$25,000 from the Madison TIF to a façade improvement project.

This mixed-use Madison property with long-time vacancies in the ground floor commercial spaces will include replacement glass storefronts and doors, a new stone knee wall, and terra cotta restoration.



As of September 30, two 2011 grants have been completed and paid. Five additional projects with grants totaling \$32,000 are approved with work being done. Grants are still available in 2011. Applications can be found at www.opdc.net.

Now showing...Opportunities in Oak Park



As part of its recruitment strategy, OPDC continues to take the Oak Park story on the road to trade and association shows. Two major business recruiting events were recently held in Chicago.

A new venture for us, OPDC participated in a new Chicago based event called *Techweek*.

With Chicago's emergence as a leader in high-tech innovation, we were able to learn about the specific requirement of this industry and talk with CEOs of start-up companies about opportunities in Oak Park. Our preparation included conversations with existing Oak Park tech companies to assess their needs for growth and get their

recommendations for good companion businesses for our community.

Also in August, OPDC attended the International Council of Shopping Centers (ICSC), Retail Connect event to talk with brokers representing national retailers about Oak Park opportunities.

SCOPE OF SERVICES	MEASUREMENTS	ACTIVITY Year to date January 1 to September 30, 2011
Loan Program Administration Commercial & Micro Commercial & Micro Commercial & Micro Commercial & Micro Commercial Micro Commercial & Micro	# of clients counseled # of applications distributed # applications received # loans approved contingent liability for VOP contingent liability for VOP # of loans in the contingent liability	48 18 0 0 \$320,169 \$58,946 10
Commercial Rehabilitation & Property Preservation Program - FacadeGrant Program	# of clients counseled # applications distributed # applications received # projects paid out Grants paid from 2010 contract funds Grants paid from 2011 contract funds amount of investment leveraged	57 9 applications were received & 6 approved in the first nine months 3 projects have been paid, one invoice ls at VOP and four others are in process \$1,795 \$1,975 \$138,390
Maintain property listings Reduce vacancies, provide counseling for site location, leasing assistance, tech assistance, counseling for property owners	update & maintain Location One website total sq footage lease/sold assistance, technical assistance & counseling for property owners Provide analysis & input on development pro Provide testimony and/or comments	As of September 30 there were 267 available listings in www.locationone.com 254 listings are buildings & 13 are sites There are about 1055 listings in the inactive portion of the database about 95% of the active listings were updated during 2011 16,041 square feet 1000 Lake Street 715 Lake Street 100-104 S. Oak Park Ave. 119 N.Marion 1000 Lake Street 826 North Boulevard 164 clients were served in the first 9 months of 2011 52 clients served with site assistance by phone or in the office Listings are also available through OPDC & the Village website with links to locationone.com PROJECTS WORKED ON DURING THE FIRST NINE MONTHS INCLUDE: Meetings with DTOP property owner to brainstorm building use Worked with local tech firm to expand Oak Park - site & financial consulting Work with client to open an after-school program - site & financial consulting Meetings with new owner of building at OP Avenue & South Blvd - possible tenants Meetings with Volvo dealership owner regarding possible expansion Walk through of Foley Rice properties Ongoing meetings to monitor both OP sites for HeadStart - facilitated site with Hephzibah Assoc. Met with SOHO developer about concerns Met with new owners of 44 Madison regarding marketing of building Meeting with Roosevelt Rd. property owner regarding loan to rehab fire damaged building Assisted a local business owner find a building to purchase, rehab & begin to find tenants Met with new owner of demolished gas station on Madison Street to find tenants & design new building Meeting with OP resident to open regional restaurant franchise Attended regional technology expo to recruit start-ups Efforts to relocate retail/art business closed due to building façade failure Efforts to find site for music school, performance & recording studio Ongoing meetings to find space for an OP "green"business for expansion Efforts to coordinate local entities & find a location for exhibition space Meetings with local museum to discuss relocation to DTOP Met with jewelry store owner for possible 2nd location in OP Met with clothing store owner to look at sites in DTOP for 3rd location Presented retail recruitment strategies at Council of Mayors Meetings with 1144 building owners regarding search for tenants Planning & sponsorship of Greentown conference Show Foley Rice sites to two clients Meetings with possible brokers of DTOP properties Met with new owners of 44 Madison regarding possible development projects Meetings regarding Clark St., Morningside & Sertus development projects Discussions on Madison Street streetscape Meetings with new owner of Madison & Wisconsin building - tenants & renovation Support for Forest Park bank to build a location on South Boulevard - Plan Commission Meetings on Employer Assisted Housing program possibilities Met with zoning & planning to assist Madison/Kenilworth property owner for building size & use

VILLAGE OF OAK PARK

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CITIZEN ADVISORY BOARD AND COMMISSION

AGENDA ITEM COMMENTARY

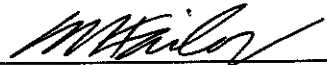
Item Title: Motion to approve Zoning Ordinance Text Amendments relative Motion to approve Plan Commission recommendation proposing new language defining the term "Vegetative/Green Roof" and allowing the construction of vegetative/green roofs to be used to fulfill limited open space requirements, and direct staff to prepare necessary documents.

Resolution or Ordinance No. _____

Date of Board Action: January 18, 2012

Submitted by: Linda M. Bolte, Plan Commission Chairperson

Staff Liaison & Review: Craig Failor, Village Planner

Department Director Name: 
Craig Failor, Village Planner

Village Manager's Office: 
Lisa Shelley, Deputy Village Manager

Citizen Advisory Board or Commission Issue Processing (Dates of Related Commission Meetings): These Zoning Ordinance text amendments were referred to the Plan Commission by the Village Board of Trustees at their June 20, 2011 meeting.

Proposing new language defining the term "vegetative/green roof" and allowing the construction of vegetative/green roofs to be used to fulfill limited open space requirements; The Plan Commission met on July 21 and August 25, 2011. At the July meeting, the Plan Commission requested that the EEC review and make recommendation on a definition for Green Roof. The EEC provided their recommendation for the August 25th Plan Commission meeting. The Plan Commission determined that additional time to review the EEC's recommendation was necessary and has continued its review until September 15, 2011. The Plan Commission completed its review on December 15, 2011 by approving the Findings of Fact.

Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation):
Amending the Zoning Ordinance by proposing new language defining the term "vegetative/green roof" and allowing the construction of a vegetative/green roof to fulfill limited open spaces requirements. The Plan Commission supports this request. They have provided, with the assistance of the Energy and Environment Commission, guidelines for

calculating the proportionate amount of roof verses open space. This provision would allow the flexibility to add a vegetative/green roof in lieu of some open space; in essence, by allowing a vegetative/green roof a development would be allowed to increase floor area by covering more ground than allowed by code. This area allowance would not override any other bulk regulation, such as height and setbacks.

Staff Commentary (If applicable or different than Commission): Staff agrees with the Plan Commission's recommendations.

Item Budget Commentary: (Account #; Balance; Cost of contract) No financial impact.

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

Amending the Zoning Ordinance regulations relative to vegetative/green roofs. The alternate would be to deny this request. It would not impact the current requirements for open space, but it would not allow the flexibility to add a vegetative/green roof in lieu of some open space.

Proposed Recommended Action: Accept the Plan Commission's recommendation and findings of fact as proposed and direct staff to prepare the necessary documents for adoption of Zoning Ordinance text amendments at a subsequent Village Board meeting.

Att- Findings of Fact, Public Correspondence, Draft Minutes

December 15, 2011

President and Board of Trustees
Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302

Re: Proposed Text Amendments To The Zoning Ordinance Regarding Green
Roofs and Open Space In B-1/B-2, B-3 Central Business And C
Commercial Districts.

Dear Trustees:

In early July 2011, you referred certain proposed amendments to the text of the Zoning Ordinance to the Plan Commission, ("Commission"), sitting pursuant to the Commission's jurisdiction conferred by Section 2.1.3(B)(2) of the Village Zoning Ordinance, for a public hearing.

In general, these proposed amendments pertained to adding an "green roof" option to the open space requirement in the in the B-1/B-2, B-3 Central Business District and C Commercial Districts. However, the Plan Commission wanted to table consideration of this issue so that the Oak Park Environmental & Energy Advisory Commission ("EEC") could consider and advise the Commission on certain definitional and maintenance issues related to "green" or "vegetative" roofs.

On July 6, 2011, legal notice was published in *The Wednesday Journal*, a newspaper of general circulation in the Village of Oak Park, scheduling a public hearing on the Village's proposed text amendments before this Commission on July 21, 2011.

Pursuant to continuation of the public hearing, this Commission held the continued public hearing on November 17, 2011, at which time a quorum of the Commission was present. The Commission heard additional testimony and took additional evidence relative to the proposed changes on November 17, 2011.

Having heard and considered the testimony and evidence at the public hearings, the Commission makes the following findings and recommendations:

FINDINGS OF FACT AND RECOMMENDATIONS

1. The Applicant, the Village of Oak Park, is an Illinois municipal corporation and a home rule unit of local government.

AMENDMENT THREE *Green Roofs and Open Space*

2. This proposal is meant to amend the Zoning Ordinance text to include the definition of "green roof" or "vegetative roof" (as it is starting to be known in the design and construction industry) as well as allow for vegetative/green roofs to be calculated into the open space / lot coverage requirement.

3. A primary purpose for requiring open space areas with residential or mixed use developments, other than passive recreational use, is to allow for the absorption of moisture so there will be less opportunity for flooding neighboring properties.

4. When vegetative/green roofs are designed properly, not only will building users benefit from the green roofs, but the roofs can also assist in the reduction of storm-water runoff. The Village has previously approved planned developments where vegetative/green roofs were proposed to replace open spaces.

5. These vegetative/green roof substitutions for open space will apply only to those lots in the B-1/B-2, B-3 Central Business District and C Commercial Districts that are devoted to a use that is a combination of uses permitted (mixed-use) in a residential district and the B-3 zone district.

6. Several such mixed-use projects have come before the Village seeking recompense from the open space requirement, and the Village generally has granted most of these requests.

7. The vegetative/green roof option will provide any such landowner an extra option before deciding to petition the Village for zoning relief.

8. The EEC and the Plan Commission held extensive discussions on other governments and institutions that have adopted similar measures and definitions of Vegetative/Green Roofs.

9. However, in the United States, there has been little governmental regulation in this area. These recommendations reflect mainly the findings of the International Code Council, ("ICC") as well as measures imposed by other governments such as Austin, Texas; Portland, Oregon; and Germany.

Recommendation

10. The Commission finds that the goals behind the open spaces requirements in C and B-3 Districts would best be served by allowing vegetative/green roofs to compensate for open spaces.

11. Thus, the Commission recommends the following amendments to the Village Zoning Ordinance:

Section 3.8.4 (C) of the Village Zoning Ordinance is recommended to be changed as follows:

C. Lot Coverage

1. For lots devoted exclusively to any use permitted in a residential district, the lot coverage regulations established for the R-7 District (Section 3.6.3 *(C)*) shall apply.
2. For lots devoted to a combination of uses permitted in a residential district and the B-3 zone district, 25% of the lot area must remain open space, which shall be exclusive of all buildings, structures, service walks, driveways and areas devoted to parking space, and shall be furnished at ground level and landscaped to provide for the absorption of moisture. *Vegetative/Green Roofs may be used to fulfill the all or part of the requirements for open space in new developments. This regulation shall not affect regulations pertaining to landscaping and buffering requirements.*
3. For all other uses permitted in this district, no such regulation shall apply.
4. *For any such Vegetative/Green Roof with a minimum of three (3) inches and a maximum of six (6) inches of growing media and a slope of zero (0) to twelve (12) percent, each 1 square foot of open space shall have an equivalency of 2 square feet of Vegetative/Green Roof.*

For any such Vegetative/Green Roof with a minimum of three (3) inches and a maximum of six (6) inches of growing media and a slope greater than twelve (12) percent, each 1 square foot of open space shall have an equivalency of 3.33 square feet of Vegetative/Green Roof.

5. *All Vegetative/Green Roofs must be designed, constructed and maintained in accordance with the International Code*

Council's (ICC) "Green Construction Code," "ANSI/SPRI VF-1 External Fire Design Standard for Vegetative Roofs" (January 2010) and "ANSI RP12 Wind Uplift Design Standard for Green Roofs" (July 2010), as amended from time to time.

6. In order to maintain credit for open space, all such Vegetative/Green Roofs must be maintained in accordance with industry best practices. Building and Property Standards staff will be responsible for the interpretation and enforcement of the standards applicable to Vegetative/Green Roof design, building and maintenance.
7. For the purposes of this Section, "Vegetative/Green Roof" shall mean: An assembly of interacting components designed to waterproof and normally insulate a building's top surface that includes, by design, vegetation and related landscaping elements.

Section 3.8.2 of the Village Zoning Ordinance entitled "B-3 – Central Business District Regulations" is recommended to be changed as follows:

C. Lot Coverage

1. For lots devoted exclusively to any use permitted in a residential district, the lot coverage regulations established for the R-7 District (Section 3.6.3 (C)) shall apply.
2. For lots devoted to a combination of uses permitted in a residential district and the B-3 zone district, 25% of the lot area must remain open space, which shall be exclusive of all buildings, structures, service walks, driveways and areas devoted to parking space, and shall be furnished at ground level and landscaped to provide for the absorption of moisture. Vegetative/Green roofs may be used to fulfill the requirements for open space in new developments. This regulation shall not affect regulations pertaining to landscaping and buffering requirements.
3. For all other uses permitted in this district, no such regulation shall apply.
4. For any such Vegetative/Green Roof with a minimum of three (3) inches and a maximum of six (6) inches of growing media and a slope of zero (0) to twelve (12) percent, each 1 square foot of open space shall have an equivalency of 2 square feet of Vegetative/Green Roof.

For any such Vegetative/Green Roof with a minimum of three (3) inches and a maximum of six (6) inches of growing media and a slope greater than twelve (12) percent, each 1 square foot of open space shall have an equivalency of 3.33 square feet of Vegetative/Green Roof.

5. All Vegetative/Green Roofs must be designed, constructed and maintained in accordance with the International Code Council's (ICC) "Green Construction Code," "ANSI/SPRI VF-1 External Fire Design Standard for Vegetative Roofs" (January 2010) and "ANSI RP12 Wind Uplift Design Standard for Green Roofs" (July 2010), as amended from time to time.
6. In order to maintain credit for open space, all such Vegetative/Green Roofs must be maintained in accordance with industry best practices. Building and Property Standards staff will be responsible for the interpretation and enforcement of the standards applicable to Vegetative/Green Roof design, building and maintenance.
7. For the purposes of this Section, "Vegetative/Green Roof" shall mean: An assembly of interacting components designed to waterproof and normally insulate a building's top surface that includes, by design, vegetation and related landscaping elements.

This recommendation for Amendment 3 was adopted by a ___ to ___ vote of the Plan Commission, sitting as a Zoning Commission, this 15th Day of December, 2011.

MINUTES
OAK PARK PLAN COMMISSION
VILLAGE HALL- COUNCIL CHAMBERS
November 17, 2011 – 7 p.m.

PRESENT: Chairperson Linda Bolte; Commissioners Mark Benson, Deborah Fausch, Douglas Gilbert, Sonny Ginsberg, David Mann, Gail Moran, Susan Roberts, Steven Rouse

ALSO PRESENT: Craig Failor, Village Planner, Plan Commission Attorney Jacob Karaca

Chair Bolte called the meeting to order at 7:09 p.m. and roll was called.

Non-Agenda Public Participation

None.

Approval of Minutes

October 20, 2011

November 3, 2011

Commissioner Rouse motioned to approve minutes from October 20, 2011.
Commissioner Benson seconded. Motion approved upon corrections.

Commissioner Rouse motioned to approve minutes from November 3, 2011.
Commissioner Moran seconded. Motion approved upon corrections.

Public Hearings

PC 11-03: Lake and Forest Planned Development Ordinance Amendment; The Applicant seeks to amend Plan Development Ordinance No. 2010-O-014. The applicant is proposing to remove the hotel and condominium components from the project and add up to 270 residential rental units as well as increasing the number of parking spaces from 510 to 588 spaces and modifying the exterior materials and use. The applicant is also seeking two allowances for Density and Parking. **FINDINGS OF FACT**

Commissioner Fausch motioned to approve the Findings of Fact. Commissioner Gilbert seconded. Slight changes and revisions were made on page 6, including adding language to clarify references from the Plan Commission's previous Findings of Fact from the applicant in 2010. Slight revisions were made on pages 9, 13, 15, 17-24, 27 and 29. Commissioners also discussed including detailed information on the materials submitted for the project to the Village Board. Mr. Failor indicated he would include that information in the cover letter with the Findings.

A roll call vote was taken:

Fausch- yes
Gilbert- yes
Benson- yes
Moran- yes
Mann- yes
Roberts- yes
Rouse- yes
Bolte- yes

Motion to approve the Findings of Fact as amended passed 8-0.

NOTE: Commissioner Ginsberg did not participate in this application due to a conflict.

PC 11-02: Zoning Ordinance Text Amendments; The Village Board has authorized the Plan Commission to hold public hearings relative to text amendments to the Zoning Ordinance to add a “green roof” provision and definition. **ON GOING**

Chair Bolte said in July 2011 there was a submission from staff on different zoning ordinance amendments and the green roof provision was a continuation from the hearing started in August.

Mr. Failor explained the amendment evolved from a discussion with staff and the zoning officer about green roofs relative to all the different approvals that the Village Board had given on the Planned Development projects that have come before the Plan Commission and the Board. He said there was thought that there might be an opportunity to support green roofs in the community without going through a process to ask for relief- so if developers wanted to take more open space than what was allowed by code then the Village could provide some green roof development ability to compensate for the open space they might be take up on the ground. He said it would lessen the number of requests that would come before any Board or commission and would provide some amenities to the building and community. Mr. Failor said it would be only for the commercial and business district.

Chair Bolte said they had asked the Environment and Energy Commission for some guidance on the matter. Members of the EEC were present to answer questions and to report their findings: Mr. Brian Chang, Ms. Michele Gurgas, Ms. Laura Hausmann, Mr. Mac Robinet, and Ms. Betsy Williams.

Mr. Robinet said they looked at a few dozen papers and ordinances and found there were ten different initiatives that different cities used for green roofs: direct financial assistance, zero interest loans, expedited building permits, waived service fees, property tax credit, reduced storm water fees, allowed increase in pervious cover limits, density bonus and to satisfy open space requirements. Mr. Robinet said the last two were most relevant to their discussion. He said the density bonus was common to most cities and was a permit to developers to increase the maximum allowable floor area or height in the

building in exchange for a green roof. Mr. Robinet said only a few cities actually qualified what they meant including Portland, Oregon which gave one square foot bonus per one square foot of green roof if 10-30% of the roof was covered. He said it went on as a table: two square feet bonus for one square foot of green roof if 30-60% of the roof was covered; three square feet bonus for one square foot of green roof if there was greater than 60% coverage.

Mr. Robinet said Austin, Texas modified the Portland approach by giving two square feet of bonus per one square foot of green roof if 30-40% of the roof was covered; three square feet per one square foot if more than 50% was covered.

Commissioner Rouse asked if Mr. Robinet had a recommendation they should adopt. Mr. Robinet replied the density bonus amounts were more of a model for the open space requirements because there were very few ordinances that quantified open space credits and no research really addressed the media depth. Mr. Robinet said Austin took the lead saying an accessible green roof may satisfy 10-20 % of open space requirement in a specified zoning area, which he assumed was the downtown area. He said most cities in Germany had some form of open space credit saying the ratio of the required open space area to green roof area may be .5 to .75 or 1 square foot of green roof could replace .5 to .7 square foot of open space. Mr. Robinet said the EEC gave the Plan Commission a variation of that but also included media depth as a requirement.

Commissioner Moran asked if there was a description of industry best practices in the terms of maintenance. Mr. Robinet replied it would be up to the installer and developer. Attorney Karaca interjected that the International Construction Code was just changed to talk about the standards for green roofs. Commissioner Moran asked if they should incorporate that. Mr. Failor confirmed the Village Building Department followed the ICC. Attorney Karaca clarified it would be incorporated with building permit inspection issues. Chair Bolte added if they said the green roofs were designed and constructed by current industry standards and just added "maintained" the standard would cover maintenance. Commissioner Fausch asked members of the EEC if they had an opinion on what should be clarified on maintenance. Ms. Gurgas replied as long as some standard was referenced they would be fine with it.

Commissioner Rouse said they should put as updated and amended by Village code. Chair Bolte agreed saying there were specific dates and otherwise they would need to come back to change things.

Chair Bolte asked why the wind uplift design standard and the external fire design standard were listed. Chair Bolte confirmed with the EEC that they would drop those standards and just list current industry standards. Commissioner Rouse said they would lose clarity if they just said current industry standards because there were many industry standards. Commissioner Mann said they were making a building code out of this because there were thousands of standards and to comply with all was impossible, they should just say the ICC. Attorney Karaca suggested they should say comply with the standards the Village uses. Chair Bolte said they could include the dates listed in the

report but say as updated and amended. Mr. Failor clarified this would be going into the Zoning Code and the Zoning Officer would not be able to administer the codes, it would have to be the Building Department that would administer the codes upon the building application and that should be noted.

Commissioner Moran suggested adding a provision that the Building and Property Standards Department would be responsible for the administration and enforcement of the ordinance.

Commissioner Ginsberg said it would be helpful to get an actual example of how it would work, what type of roof would it be, how large would it be and how much open space would be taken up and when would it occur. Commissioner Ginsberg asked if there was an opportunity for abuse of this as well. Mr. Failor responded from the Zoning Code standpoint, it couldn't be abused to the point where they couldn't provide everything else that needed to be provided on site like parking or landscaping. Mr. Failor said this would allow a property owner to build a building that would meet all other bulk regulations except for lot coverage. Mr. Failor said if a builder wanted to cover more of the land than what was provided by code they could, provided they put a green roof up above. Mr. Failor said the green roof would do the same thing as the ground space but would give the developer a density bonus. Commissioner Ginsberg asked for an example. Mr. Failor clarified there was no open space requirement in the downtown district. Commissioner Mann asked if this was for Planned Developments. Mr. Failor said it was for by right developments.

Mr. Failor said, for example, the vacant lot next to the Comcast building on Madison Street – the lot coverage requirement was 25% open space, they had to meet the parking requirements, they had to meet the set backs but they had extra space to build to the side lot line but due to the lot coverage they could not. Commissioner Ginsberg asked if it would change the set backs. Mr. Failor said no, they'd still have to meet set back requirements. Commissioner Ginsberg asked if they could build a higher building. Mr. Failor said they'd still have to meet the height requirement it was just lot coverage, so it'd be 20% open with a green roof instead of 25%.

Commissioner Ginsberg said he wanted to be sure they had a green roof that was big enough. Mr. Failor replied more than likely the green roof space would be larger than the space they were covering based on the ratios. Mr. Failor said they were trying to have the same or better absorption co-efficient on the ground as on the roof so they wouldn't lose the ability to collect storm water.

Chair Bolte asked about the term 'accessible' did it mean usable or that you can get up there and tend to it. Ms. Haussmann replied the EEC discussed that and took the term out of their report because it was too difficult to define and there was just as much benefit to having a green roof purely for function than being accessible. Mr. Robinet said in the Austin plan it was accessible for people living in the building. Chair Bolte said they wouldn't make it that restricted, if a builder wanted it to be accessible for people they

wouldn't get anything for it although they might be more likely to give them an ok on the project.

Ms. Haussmann said that was where the media depth came in - if someone put in a green roof with more than 6 inches of depth they were going for something more intensive like a roof garden with accessibility than just a green roof. Commissioner Fausch confirmed they would be rewarding the extra depth with a one to one rather than a one to .5. Mr. Failor interjected the intention wasn't for the public to access a private property green's roof. Chair Bolte agreed it was the property owner or tenants'. Commissioner Ginsberg asked if it was still an environmental benefit to have the garden if no one could access it. Ms. Haussmann replied it was still a greater benefit because of greater depth and greater moisture absorption. Mr. Failor said the energy savings that would go with it was more beneficial than having someone see it. Ms. Gurgas said storm water was a big issue in the Village and the open space was for moisture absorption so that would be a good, inherent incentive. Ms. Gurgas said the amount of structural money a developer would put into the building to sustain the roof was a deliberate choice and they wanted to leave it open to the owners if they'd like to actively promote it. Commissioner Ginsberg agreed saying there was a risk of requiring it to be accessible as you may have a safety issue and then builders might not do it.

Chair Bolte said if they wanted to go beyond the minimum they could come back and request something in the zoning through the Zoning Board Administration. Chair Bolte said this would be a good first step.

Attorney Karaca clarified the EEC report said green roofs and the ICC used the term vegetative roofs and asked Commissioners if they had a definition. Commissioner Mann said "vegetative" was the new definition. Commissioner Fausch suggested calling it "green or vegetative" as most people know it by the "green" term. Attorney Karaca suggested a general definition of an assembly of interacting components designed to waterproof and normally insulate a building's top surface that includes by design vegetation and related landscaping elements. The Commissioners and members of the EEC agreed. Chair Bolte said they would call them "green/vegetative roofs". Commissioner Benson said it was important to clarify they weren't speaking of "green" roofs as in green building materials. Chair Bolte agreed.

Commissioner Moran asked if they should clarify that property owners would be responsible for having existing roofs analyzed for load-bearing capacity. Commissioner Mann said it was already in the property codes. Mr. Failor agreed. Commissioner Fausch asked if they needed to include that at all. Mr. Failor said they wanted them to follow the specific ICC code that the Village had not adopted yet. Ms. Haussmann said it was included to be sure it was covered.

Commissioner Mann asked how the run-off equivalents were picked as there were different numbers presented before. Mr. Robinet said 3 inches was common and in dry soil, 3 inches of media would hold about an inch of water. Ms. Gurgas said the first report was more of an academic exercise and this time they looked at codes but there were no

definitive numbers just general guidance. Commissioner Mann asked if it was closest to a certain city's model. Mr. Robinet said not really, these were averages of what other people were doing, for Austin someone proposed a number and they voted on it. Commissioner Ginsberg said we ought to do better; we ought to say the numbers made sense for us somehow. Mr. Robinet said the Commissioners were setting the pace as it was still early and the research was still being done. Mr. Robinet said Germany had been doing this for 30 years and the best they could do was .5 to .7.

Commissioner Fausch asked what soil on the ground would absorb. Ms. Gurgas said massive rain events in Illinois would be about 5 inches per 24-hour period. Ms. Haussmann said the average rainstorm was less than an inch, there shouldn't run-off beyond the green roof it should absorb most of the rain we encounter. Commissioner Ginsberg asked what growing media was. Ms. Haussmann replied growing media was the roof soil, it was not just dirt, and rather it was an engineered soil for a rooftop.

Commissioner Gilbert said we had a hybrid from different cities and we were trying to put different pieces together to come up with something that made sense, Oak Park may be the model for other communities that do it later. Chair Bolte asked staff if in the recommendation to the Board they should indicate there should be monitoring and evaluation because all the research was in its infancy and the Commissioners weren't sure if it would work or not. Commissioner Ginsberg suggested calling it a pilot system. Chair Bolte said they wanted to make sure the Board takes action and did some sort of follow up. Discussion ensued over the time frame and how to evaluate the success of the incentive.

Mr. Robinet said many cities were avoiding the discussion by requiring all new buildings to have green roofs. Commissioner Gilbert said they might want, in a certain time frame, to revisit the issue to make sure new studies or information hadn't changed the guidelines established.

Chair Bolte suggested in a letter transmitted to the Board as part of a future work plan, the Plan Commission and the EEC would revisit the issue some time in the future. Commissioner Ginsberg suggested 3 years after implementation. Attorney Karaca said the definition the Commissioners were working on would technically only be a part of the open space swapping out and wouldn't be part of the broader definition of what was a green roof in the Village. Attorney Karaca suggested it might be something to work into the Zoning Ordinance as a whole. Commissioner Ginsberg said the next time a planned development came before them they'd have guidelines.

Mr. Failor said in the B-4 District there was no open space requirement and any green roof was a bonus because there was nothing absorbing the moisture right now and green roofs would. Mr. Failor said the issue would be in areas where open space was required.

Commissioner Moran suggested relying on staff to alert the Plan Commission for reevaluation on the issue.

Commissioner Roberts asked what would happen if the green roof wasn't absorbing the water, would there be flooding on sidewalks, etc. Ms. Gorgas replied the roofs had the media and also a drainage system. Mr. Robinet added the green roofs would still have to have a drain so excess water would go to the combined sewer.

Commissioner Benson asked the EEC members if anyone had concerns about trading ground level open space for putting it on the roof. Ms. Gorgas replied that was why it took three months because there was so much discussion. Ms. Gorgas said it came down to the definition provided of open space was not an aesthetic one but rather as flat-out moisture absorption. Ms. Gorgas said if it was a matter of aesthetics and quality of life with open space it would've been a different discussion. Mr. Robinet said he found papers where the authors argued green roofs in a dense urban area were better from an energy standpoint than to have the open space around the periphery, they argued to force people to have open space around a building made energy use go up.

Commissioner Rouse moved to direct counsel to draft a recommendation consistent with the submittal by the EEC as amended by the Plan Commission's discussion. Commissioner Fausch seconded.

Commissioner Gilbert thanked the members of the EEC for their help and time.

A roll call vote was taken:

Rouse- yes
Fausch- yes
Ginsberg- yes
Gilbert- yes
Benson-yes
Moran-yes
Mann- yes
Roberts-yes
Bolte-yes

The motion passed 8-0. Chair Bolte thanked the members of the EEC for their substantial contributions over several months and noted they were charting new territory for Oak Park.

Other Business:
Work Plan

Commissioner Rouse motioned to accept the Work Plan as drafted. Commissioner Fausch seconded.

Chair Bolte noted that until the Board assigned the Work Plan they couldn't identify specific projects so the first two items were very general. Mr. Failor announced the Village had received a HUD Sustainability Grant that included \$200,000 toward the

Comprehensive Plan and millions of dollars toward housing initiatives. Chair Bolte confirmed in 2012 they would be moving forward with structuring and would discuss that at a future date. Mr. Failor agreed.

Chair Bolte explained there would be more formal integration with other commissions and in January they would meet with the Historic Preservation Commission. Chair Bolte said Plan Commissioner training was highly encouraged through C-MAP and APA. She said there would be more discussion about this at the December meeting.

The motion to approve the work plan passed with no objections.

Chair Bolte noted Commissioner Rouse would attend the Village Board of Trustees meeting on November 28, 2011 to discuss the Plan Commission's Findings of Facts on Beauty Shops and Fences PC 11-02 and PC 11-04.

Chair Bolte said on December 5, 2011 she will attend the Board meeting to discuss Lake and Forest and asked Commissioner Fausch to attend. Commissioner Fausch agreed. Chair Bolte reiterated that all Plan Commissioners were invited to attend and answer Trustee questions.

Chair Bolte said at the December 15, 2011 Plan Commission meeting they will review the Findings of Fact on the green roofs and have the public hearing for the transit overlay district boundaries.

Adjournment

Commissioner Moran motioned to adjourn. Commissioner Fausch seconded.

The meeting adjourned at 9:11 p.m.

Angela Schell,

Recording Secretary

MINUTES
OAK PARK PLAN COMMISSION
VILLAGE HALL- COUNCIL CHAMBERS
Sept. 15, 2011 – 7 p.m.

PRESENT: Chairperson Linda Bolte; Commissioners Mark Benson, Deborah Fausch, Douglas Gilbert (arrived at 7:07 p.m.), David Mann, Gail Moran, Susan Roberts, Steven Rouse

ALSO PRESENT: Craig Failor, Village Planner, Plan Commission Attorney Jacob Karaca

APPLICANTS: Rolando Acosta from Ginsberg Jacobs, LLC.; Michael MaRous from MaRous & Company

Chair Bolte called the meeting to order at 7 p.m. and roll was taken.

Chair Bolte congratulated Commissioner Moran on her reappointment to the commission. Chair Bolte indicated another appointment may be issued by the Village Board later this month.

Non-Agenda Public Participation
None.

Approval of Minutes

Commissioner Moran motioned to approve minutes from July 21, 2011. Commissioner Benson seconded. Motion approved upon corrections.

PC 11-04: Madison Street Overlay District Zoning Ordinance Text Amendment:

The Applicant seeks approval of proposed amendment to the Oak Park Zoning Ordinance by adding to Section 3.9.6(F)(2) – “f. Beauty Supply Stores shall not be located within 500 feet of one another or a similar use.” Chair Bolte moved to continue this hearing on Oct 20, 2011. Commissioner Rouse motioned, Commissioner Mann seconded. A roll call vote was taken:

Rouse- yes
Benson- yes
Gilbert- yes
Moran- yes
Mann- yes
Roberts- yes
Fausch- yes
Bolte- yes

Chair Bolte reconvened **PC 11-03: Lake and Forest Planned Development Ordinance Amendment**; The Applicant seeks to amend Plan Development Ordinance No. 2010-O-014. The applicant is proposing to remove the hotel and condominium components from the project and add up to 270 residential rental units as well as increasing the number of parking spaces from 510 to 588 spaces and modifying the exterior materials and use. The applicant is also seeking two allowances for Density and Parking. Chair Bolte explained the appraiser will present his report but there will be no cross-examination until October 6, 2011.

Mr. Acosta introduced Mr. Michael MaRous. Attorney Karaca swore in Mr. MaRous. Mr. MaRous said his company is a real estate appraisal and consulting firm with offices in Park Ridge, Illinois. Mr. MaRous explained he had over 35 years experience and had appraised over 10,000 properties. Mr. MaRous said he had done significant valuation work in the area and in similar areas involving transit-oriented, mixed use developments. Mr. MaRous said he was a past-president of the Chicago Chapter of the Appraisal Institute and sits on its national board. He said he was an 8-year alderman in Park Ridge and served as mayor for two years and was instrumental in their downtown, mixed-use redevelopment.

Mr. MaRous explained he was asked in this case to look at the change in use from a mix of hotel/condo into luxury apartments and small portion of retail. Mr. MaRous referenced his study, saying they looked at Village documents, the location, and sales transactions and considered the desirability of the residential area with the historic district to the north. He said they considered the desirability and synergistic nature of the commercial, mixed use and transit-orientated development. Mr. MaRous explained this information was summarized in his report.

Mr. MaRous said the reality of the market to do a structured condominium was virtually impossible to get financing and didn't make economic sense. Mr. MaRous explained some of the better-quality suburban new hotel developments had been financially bankrupt and had struggled with less than expected occupancy rates. He said all facets of the real estate market had been hurt; the better-located retail markets had done well. He said luxury or semi-luxury apartments had done well. Mr. MaRous said a real simple conclusion was the apartment market was relatively strong. He said he also looked at the impact of the proposed development and the previously approved development on the immediate neighborhood. He referenced his study, saying the retention value of the immediate neighborhood had been significantly higher than the rest of Oak Park as a whole. Mr. MaRous said there had been no negative impact.

Mr. MaRous explained his conclusion was the mass, size, and bulk hadn't really changed- just a change of use that was a more conservative, stable use. Mr. MaRous said the proposed development at Lake and Forest would be positive to the community and would not have a negative impact on immediate property values.

Commissioner Rouse asked if the development would impact potential mortgages in the area even if it wasn't built. Mr. MaRous replied in a desirable community where there's a

high reasonableness that the property will be developed any buyers' and sellers' lenders would anticipate that the development was a reality so that impact had already happened even though the building has not been built.

Commissioner Rouse asked about the similarities with Oak Park Place. Mr. MaRous replied it was a similar character, a luxury apartment building with relatively high rents, it was not identical but quite similar. Commissioner Rouse asked if there was a detailed analysis done of Oak Park Place and its effect on neighboring property values. Mr. MaRous replied he didn't do a detailed analysis but he looked at transactions in that immediate area and did not find a negative impact. Mr. MaRous said initially during construction there might be difficulties but they look at when it stabilizes and is completed. Commissioner Rouse asked if Oak Park Place was considered completed and Mr. MaRous replied virtually, yes. Commissioner Rouse asked if the asking price versus percentage sold analysis done for Oak Park Place surrounding properties was similar to the one done for the Lake and Forest property. Mr. MaRous replied for the subject immediate area it was 7% and Oak Park as a whole was 20%, and he believed the proposed area was somewhere in between but he didn't have the exact numbers with him.

Commissioner Moran asked if Mr. MaRous could go over the condominium analysis. Mr. MaRous replied the most compelling information was the transactional activity that was about two units per month, which for the size of the number of units in Oak Park, was nothing. Mr. MaRous explained for the previous development of 85 condo units it would take 40 months to sell those units. Mr. MaRous said the other issue was that many condos have been taken off the market and once the market improves there will be a quiet inventory that pops up. He said another issue was the average marketing time of 101 days on one end and another marketing time of 439 days. Mr. MaRous explained a structured building that had been improved takes a lot longer to sell and the price per foot becomes such that the prices become unattainable.

Commissioner Rouse asked about rental absorption rates in Oak Park. Mr. MaRous replied he believed there was a study done, but what struck him was the price per foot- in the mid-\$2 per foot- that they were achieving on rental, and that was exceptionally strong. Mr. MaRous said the condo market softening up had been beneficial because the apartment stock was typically single bathrooms, lower ceilings, no balconies with parking issues and that there was a demand for modern apartments. Mr. MaRous said widows, divorcees, snow birds were finding it a good alternative, so there was stable demand but none of the real estate markets were having exceptional absorption periods right now.

Commissioner Rouse asked how long would it take for absorption rates for the project to stabilize, assuming factors stay the same. Mr. MaRous said many more people would be willing to pre-lease an apartment from a model for three to six months in advance than they would be willing to buy a condo. Mr. MaRous believed it would take a year and a half after the building was virtually complete for absorption to stabilize. Mr. MaRous stated that the retail market had been extremely weak and he anticipated the retail could

November 3, 2011

take as long as the apartments even though it's considerably smaller, because it's more of a higher-risk unit and with retail mixed with residential you have limitations in use.

Commissioner Roberts asked about the different unit sizes, studio, one-bedroom, etc. and how successful they might be. Mr. MaRous replied the apartments will have smaller square footage than condos but there was demand for studios from younger people. Mr. MaRous said some people will be willing to take a smaller space in a building with more amenities and he believed the layout will be reasonable.

Commissioner Moran asked about the viability of three-bedroom apartments. Mr. MaRous believed it to be more limited, because those tenants at the rent levels could afford to buy. Mr. MaRous said the one and two-bedroom market was probably the strongest but there was demand for efficiencies and some demand for the bigger units where people don't want to own anything. Mr. MaRous clarified he had nothing to do with layout or design.

Chair Bolte asked if there was any information in favor of or in concern for apartments in a suburban-setting in a building this high. Mr. MaRous replied virtually all high buildings previously had been condominiums so there had been very few major products done in this vein; he referenced one in Oak Brook and one in Schaumburg, saying those had done very well. Chair Bolte asked if the transit services in Oak Park had an impact on the marketability of the project. Mr. MaRous replied it was very important and a transit-oriented development done well was the future.

Chair Bolte asked about Mr. MaRous' project in Park Ridge. Mr. MaRous explained the development was in the heart of downtown across from the Pickwick Theatre, it had a townhouse component on the west end and a mixed-use of retail and soft-loft condominiums. He said there was also a three-building complex with underground parking, more luxury condo units with retail on the ground floor with the aggregate value of \$120 million. Mr. MaRous said there were people who loved it and people who hated it but that it had done well.

Commissioner Gilbert asked what features make a unit classified as luxury. Mr. MaRous replied faster elevators, retail amenities, dedicated parking, higher ceilings, balconies, washer/dryer in unit, potential for higher-end cabinetry, hard surface countertops, upgrades in kitchen appliances, more storage space, the ability to have voice-data in the unit and the ability to control heating and air systems in unit.

Chair Bolte asked about the importance of balconies. Mr. MaRous replied it was a sense of freedom for certain tenants and the idea they can go outside and have coffee was important to them. He said certain tenants would be willing to pay more to get that, but it was a fine line because it added costs and some risk, but it was something the mid-range apartments don't have and the height gave views as well.

Commissioner Roberts asked if the size of the balconies matter versus just the concept of having outdoor space. Mr. MaRous replied it was the freedom and it becomes economic

reality how big you make them and he'd defer that question to the developer. He said a luxury condo would have significantly larger balconies but with apartments you don't want to price out of the market.

Commissioner Moran referred to the prior project's sky lounge amenity and asked Mr. MaRous if there could be an amenity proposal to include that for public benefit. Mr. MaRous replied that would be a design issue, but from an economic perspective of function and security there were some problems- for example in downtown Chicago various buildings have it but he could not think of condo or rental buildings that have something like that and he appreciated the idea but didn't think it was viable. Commissioner Moran clarified she's not suggesting the same thing, but looking for a viable alternative. Mr. MaRous said he hadn't discussed it with his client but maybe for a restaurant, but you'd have to have a separate elevator and control situation.

Chair Bolte asked if the idea was an unusual idea. Mr. MaRous replied there were buildings with upper decks and pools but not open to the public other than at hotels.

Chair Bolte established cross examination for Mr. MaRous on October 20.

Chair Bolte continued PC 11-03: Lake and Forest Planned Development Ordinance Amendment to October 6. Cross examination of the witnesses and public comment will be planned.

Chair Bolte moved to **PC 11-02: Zoning Ordinance Text Amendments; Zoning Ordinance Text Amendments to the Roosevelt Road Form Based Code Overlay District and Landscape Regulations of the Zoning Ordinance.**

Mr. Failor explained at the last Village Board meeting the text amendments that had been presented were approved, but one, that being the requirement for fencing on the Roosevelt Road Overlay District and throughout the Village was remanded back to the Plan Commission for further consideration. The trustees asked the Plan Commission to revisit the amendment because the amendment that was put forth only had restrictions on the front set-back. Mr. Failor said the concern was if there was a corner lot or a site like the one at Lake Street and Lombard where outdoor storage was exposed to a parking lot (public view), the trustees wanted to make sure that any sides that are exposed were also screened in the same fashion as the front façade. Chair Bolte asked if there was revised language. Mr. Failor said that was needed.

Commissioner Rouse asked if in the suggested language they would apply the same methodology for side yards as front yards. Mr. Failor agreed. Chair Bolte said currently the amendment said front lot line but could say front lot line and corner side yard. Commissioner Gilbert suggested adding "visible from the public way." Mr. Failor said it needed to include language that covered being able to see through landscaping. Commissioner Gilbert clarified in the Preservation Commission they didn't consider landscaping as permanent and although it might be obscured it wasn't considered covering or blocking something. Mr. Failor said that needed to be clear in the code.

Commissioner Fausch said there was a question about a side yard versus a back yard and a side yard versus an alley and whether the intent was to screen the whole thing. Mr. Failor replied that many municipalities require outdoor storage yards to be entirely screened. Commissioner Rouse asked if it was only commercial outdoor storage yards. Mr. Failor agreed. Commissioner Fausch suggested they say all sides must be screened.

Chair Bolte asked Attorney Karaca to read the current amendment. Commissioner Fausch suggested the front and corner sides should have three-foot setbacks with landscaping but not the other sides. Chair Bolte agreed. Attorney Karaca confirmed the changes. Commissioner Rouse motioned to approve the changes, Commissioner Moran seconded.

Commissioner Roberts asked if the storage areas would need a gate for access. Mr. Failor replied the gate would have to be the same opaque material, similar in appearance. Commissioner Moran suggested adding language indicating it could include an access point. Chair Bolte agreed. Commissioner Rouse motioned to amend his approval. Commissioner Moran seconded. Commissioner Moran disagreed on the term access point. Chair Bolte asked Attorney Karaca to consider the language and asked Mr. Failor to confer with the zoning administrator about the terminology. A roll call vote was taken on the fence:

Rouse- yes
Moran- yes
Gilbert- yes
Benson- yes
Mann- yes
Roberts- yes
Fausch- yes
Bolte - yes

Chair Bolte called for a break at 9 p.m.

The meeting resumed at 9:10 p.m.

Chair Bolte moved on to the Transit Overlay District. **PC 11-02: Zoning Ordinance Text Amendments;** Zoning Ordinance Text Amendments to the Roosevelt Road Form Based Code Overlay District and Landscape Regulations of the Zoning Ordinance.

Chair Bolte explained they re-opened the hearing on the extension to the Transit Overlay District because when they talked about it last time they added property that wasn't part of the original hearing and upon reflection they should have heard that in a public hearing as well. Mr. Failor explained he republished for the original notice and included the property that was recommended to be added, the south-east corner of Marion and Pleasant street.

Mr. Failor summarized the proposal saying the Village Board had authorized improvements to South Marion Street with the streetscaping and they were also looking at Oak Park Avenue and South Oak Park Avenue. He said one concern from the trustees was that they were concerned about the investment they were putting into the area and that they get a return on their investment. Mr. Failor said the Greater Downtown Plan suggested these areas should have some relationship to one another, recognizing there were different uses on both sides of the tracks, but bringing the Retail Overlay District to the south side on Marion and Oak Park would open up that retail district even more. Mr. Failor referred to a map that showed the boundaries proposed to expand that district. Mr. Failor said previously, the Plan Commission decided not to extend the district to the east on South Boulevard from Marion Street except for the Opera Club building, but keep the west extension to Harlem and add in the Mike Fox building to the south.

Mr. Failor said on the Oak Park Avenue district, the boundaries went south to Pleasant Street, excluding the church and church properties and the residential building on the east side of the street, extending west to Kenilworth along South Boulevard and east to just past Euclid. Mr. Failor said the Plan Commission's recommendation was to shrink that down along South Boulevard and only capture buildings facing on Oak Park Avenue.

Commissioner Rouse asked what was the rationale for removing properties along South Boulevard in the area and not Marion Street. Commissioner Gilbert replied they kept it in on South Boulevard west of Marion because that was a future development spot and an entry point into the Village and there might be a push for that development to include retail. Mr. Failor pointed out there was a list of uses that were restricted in the first fifty feet of the first floor but that service uses were still allowed on the main stretch. Mr. Failor gave examples such as family residential care home, foster home, animal clinics with open kennel, general office including medical office, beauty supply stores, day care center, etc as those that are restricted uses.

Commissioner Moran said they also discussed that existing uses that might be restricted would be grandfathered in. Mr. Failor agreed. Commissioner Gilbert clarified the existing space was grandfathered but also the use, if it was not vacated. Mr. Failor replied there was a time frame in between uses that the same use would be allowed back in, so if an office use moved out another could move in within a set amount of time.

Chair Bolte opened public testimony.

Mr. Greg Melnyk, co-owner of 1111 and 1113 South Boulevard. Mr. Melnyk said it was not mentioned when the re-streetsing of South Marion was discussed that the quid pro quo of that would be the rezoning of the area. He said if you wanted to tie in North and South Marion there were different zoning districts for North and South Marion that were not the same. Mr. Melnyk said in the 100 block of South Marion on the east side, 2/3 of that block would become non-conforming. The 200 block had six spaces and three would be non-conforming. His building would be non-conforming as a general office building. He said when you made a property non-conforming you added a level of problems for the property owner, financing problems because lenders are averse to lending on a non-

conforming use. He said insurers don't like to insure non-conforming uses. He said to change his building to meet the zoning would mean a gut-rehab of the building. On the east side of Marion you had the Kroc Mental Health Center that could not be changed to a retail space. He said it didn't make sense to change the Transit Overlay district when the only piece of property to control would be the property to the west of the currently developed property. Mr. Melnyk said those would be subject to a planned development and requirements could be made then. He asked why make most of the area non-conforming when there was already the tool at hand to make the area what you wanted, putting an economic burden on owners of the properties that are non-conforming.

Mr. Gene Armstrong, co-owner of 1111 and 1113 South Boulevard. Mr. Armstrong said grandfathering was an illusory benefit because if something happened to your building and you needed to make repairs you'd have a short ceiling to make those repairs before being forced to come into compliance with zoning laws. Mr. Armstrong said for his building, they'd have to rip out a façade, put floors over an historic E.E. Roberts mosaic floor, tear out an award-winning addition just to meet requirements of the Overlay District. He said his building was in the historic district and if any exterior changes were made it would have to be approved by the Historic Preservation Commission so nothing was going to happen to the building. Mr. Armstrong said there was a push to put it in the Overlay District to exercise control over a prospect that was non-existent, the idea that the building could be changed. Mr. Armstrong said his was the sole building on South Boulevard that got an adverse effect from extending the Overlay District to Harlem and he suggested stopping it at Szechwan Beijing.

Mr. Mike Fox, owner of the Carleton Hotel at 1110 Pleasant, 115 South Marion and 200-212 South Marion. Mr. Fox said the notice provision was a problem, when there was a potential zoning change to your property and nothing gets out to property owners that was not right. Chair Bolte asked Mr. Failor about procedure. Mr. Failor replied it was a zoning text amendment, not a rezoning of property, so the notification requirement was to notice in the newspaper. Mr. Failor said they'd notified the Marion Street Business Association, the BAC and the Avenue Business Association and asked that they distribute the information to their members and property owners.

Commissioner Benson said that the notification process needed to change and he encouraged that the Village go beyond the state statute requirements. Mr. Failor replied they followed the state statute and went beyond it by notifying the business associations. Commissioner Moran asked Attorney Karaca if that would be a Village Board issue. Mr. Karaca agreed. Commissioner Gilbert said he was troubled that the property owners would not get direct communication on it. Commissioner Rouse concurred.

Mr. Fox said he was very against the proposal. He said he pushes retail but he knew where it can be and where it can't be. He said with the building at 212 South Marion, the main space sat vacant for nearly four years. He said he then had a salon in the space but then they left and it sat vacant for eight months. He said he'd thought he'd be able to find another hair salon but couldn't so now it was a florist and a photographer. With the zoning change, he could only replace the photographer with another photographer rather

than a lawyer or financial person. He said he had a chiropractor in his building that would like a larger space but would not be able to do that because it would be a non-conforming use. Mr. Fox said they were at the tail end, of the tail end of the shopping district, they were on the outskirts of the central business district and that's ok. Mr. Fox said he can't always push retail and the amendment would take his parking lot out of compliance. Mr. Fox said if the Carleton Hotel burned down he'd have to get permission to build again. Commissioner Moran asked if his properties were in the area where the streetscaping was being done. Mr. Fox agreed.

Chair Bolte moved to discussion.

Commissioner Benson asked if there was public testimony when they met on the issue in July. Chair Bolte said there was none. Commissioner Benson said the lack of public testimony last time made him assume it wasn't a shocking move to the neighborhood and allowed him to oversimplify the issue and he was glad this was back because he believed they may have erred before. Commissioner Benson said the notice issue worried him because he didn't believe most of the owners knew about the issue and he's concerned about the action on it. Commissioner Moran said in the deliberations last time they were trying to be as flexible as possible while extending the boundaries and she'd like to hear more about the burdens such as insurance requirements from someone who might know about those. Commissioner Moran said there appeared to be conflict from the Village Board investing to tie in the North and South Marion districts and some owners who don't want to be in the position of being a non-conforming use. Commissioner Moran asked if there was someone on Village staff who could talk about the consequences of being a non-conforming use. Mr. Failor said the legal department could research that. Commissioner Moran said they also needed to be careful not to spot zone certain properties. Chair Bolte agreed, saying they wouldn't zone one point, skip a property and then move on.

Chair Bolte said the grandfathering wasn't a problem for her, but what bothered her was that there were so many non-conforming uses on that strip of Marion. Chair Bolte said she agreed with the investment of the Village and what the Board was trying to accomplish, but she wondered if there was a different way to accomplish it. Commissioner Rouse said he didn't believe Marion was a Transit Overlay District because it was massively non-conforming and it wasn't part of the deal to redo the street, it wasn't discussed and agreed to and there wasn't the traffic to drive it. Commissioner Rouse said Oak Park Avenue had a lot of traffic and was more of a Transit-oriented area but Marion was not. Commissioner Gilbert said maybe the intention was to drive it toward a more transit-oriented area. Commissioner Rouse replied he didn't see it in the next several years. Commissioner Moran said there was the green line and Metra on Marion. Commissioner Rouse said he believed it was a much different area than Oak Park Avenue.

Chair Bolte said Oak Park Avenue uses might not be all retail, but they were storefront structures. Chair Bolte explained that originally, when the Transit Overlay District wasn't

approved, it was felt that both of the south pieces were more fragile and would not adapt as readily to the restriction on use. Chair Bolte said Marion was a different situation because of the physical look of the buildings and to bring them in line with a storefront-like approach would be difficult. Commissioner Fausch said it was similar to Harrison Street where there were buildings that were difficult to renovate to retail use so that was happening slowly.

Commissioner Moran said in the previous deliberations they had the option to narrow the retail district. Chair Bolte said they did make recommendations on both locations to do that. Commissioner Moran suggested if Marion were made a narrower district it could address some of the concerns on South Boulevard. Commissioner Rouse asked if they were to vote on the boundaries as proposed or could they amend. Mr. Failor suggested if there was a commission-wide concern about the notice that they stop discussion and re-notice, bring it back for discussion and go from there. Commissioner Gilbert agreed, saying he'd also like more staff information on the impact of non-conformance uses.

Chair Bolte established that all of the potential boundary property owners should be notified before the next hearing.

Commissioner Rouse motioned to re-notify owners within 500 feet of the amendment's boundaries and re-hear the amendment to November 17. Commissioner Benson seconded. Commissioner Gilbert asked staff for some identification on what would be non-conforming with existing uses.

Commissioner Moran asked if staff could plot the existing non-conforming uses on a map to see if there were clusters. A roll call vote was taken:

Rouse- yes
Benson- yes
Gilbert- yes
Moran- yes
Mann- yes
Fausch- yes
Roberts- yes
Bolte- yes

Chair Bolte moved to the discussion of **green roofs**. Ms. Laura Haussmann, an Oak Park resident and member of the Energy and Environment Commission presented a summary for the Plan Commission. Ms. Haussmann said she understood that developers had approached the Plan Commission looking for relief from the open-space requirement and the Energy and Environment Commission did not currently recommend giving up open space for green roofs. Ms. Haussmann referenced the ordinance definition of open space saying it was a ground-level land area free of structures and available for the absorption of ground water. She said a green roof did not absorb ground water and that was one of the big issues for many of the commissioners. She said a couple of the commissioners didn't have an objection to a small trade-off on open space but wanted to know the

current requirements and what had been done in the past. Ms. Haussmann said one commissioner raised the issue of if the green roof died or became unsuccessful, what then. Ms. Haussmann said she sympathized to some extent in providing some relief because a green roof was so beneficial in other ways, but the commission at this time did not recommend it.

Chair Bolte asked if the EEC had a recommendation for a minimum soil depth to give green roofs a substantial environment benefit for the building because they are looking for green roofs that do more than just look nice. Ms. Haussmann referred to the beginning of the summary that gave the minimum soil depth of extensive roofs. She said that was three inches and the plants were put there never to be disturbed again. She said there were benefits in that they diverted storm-water runoff as well as reduce the heat island effect and cooled the building as a traditional roof would not, so they would do more than just look nice. Ms. Haussmann said there were also intensive green roofs that people tended to think of as outdoor courtyards, involving a much thicker base and that were much more complicated.

Commissioner Moran asked how this would relate to post planned developments. Ms. Haussmann replied the EEC might have a different recommendation if they knew that relief had been allowed in the past and to what extent. She said they would like some information on what had been allowed and also what the current requirements were for open space and what that entailed. Commissioner Roberts asked if the commissioners were saying it would not be a compensating benefit. Ms. Haussmann replied she believed there wasn't a full understanding of what open space was. Mr. Failor said in the past, the Plan Commission had approved green roofs in lieu of open space requirements and it wanted to make sure that what was being captured on the roof in the vegetative system was equal to what the ground could absorb, or less, or more.

Chair Bolte asked if the LEED-certification point system specified a specific soil depth for a green roof. Commissioner Mann said he didn't believe LEED had any more than the first paragraph in the report. Commissioner Mann said he believed they needed to go further, maybe 4-8 inches on the depth of soil. Ms. Haussmann replied the purpose of the depth was to allow different types of plants to function differently, if there was greater depth of soil you had more options or varieties of what you could plant. Ms. Haussmann said with the intensive types of green roofs there were often patios and outdoor entertaining spaces and that wouldn't be helpful with the absorption rate if that was the primary concern. Commissioner Mann said paved areas would not count as a green roof. Ms. Haussmann said the purpose of the coefficient was to help calculate the total amount of perviousness or open space.

Mr. Failor stated that most people who do green roofs do it on their own, there were no requirements. Attorney Karaca noted there was nothing in the code on maintenance. Mr. Failor said currently they didn't approve anything in lieu of open space unless it was part of planned development and under planned development they were obligated to maintain it as part of their approval, but if someone were to do it on their own, if it died, it died.

Commissioner Gilbert said he thought the discussion for this zoning was to see if a provision was needed for ongoing maintenance, if they were getting zoning relief it was reasonable to say you've got to maintain it. Chair Bolte said the point was if they want a green roof and want some sort of compensating benefit we have to tell them what kind of roof they have to build, the minimum requirements but we also then have to say you have to take care of it. Chair Bolte asked if the Village would take on the burden of inspecting it like they do elevators. Mr. Failor suggested the Village could require owners supply an independent report by a professional. Karaca said it could be regular building maintenance inspections or part of a specific condition that the Commission approves. Chair Bolte said she believed it should be a condition.

Commissioner Fausch said she didn't think requiring only an intensive roof was necessary as an extensive one would also fulfill the absorption requirements. Mr. Failor suggested you have both definitions because if someone wanted to do a green roof and not do it as part of an open-space then there was the definition available. Commissioner Fausch clarified that she believed both roofs would fulfill the absorption requirements for open space, the intensive might fulfill the open space use requirements but both of them could work equally well for absorption. Ms. Haussmann said the extensive roofs have a lower soil mass, which would absorb less but if there was a large square footage, yes. Commissioner Fausch said she thought the Lake and Forest roof was intended to be an extensive roof. Chair Bolte replied she believed it would be a patio area and therefore intensive, but the question was how much will be green and how much will be patio. Chair Bolte said both intensive and extensive could both be considered but if you want open space relief you would have to do more than just a replacement. Commissioner Mann said on the open space requirement he believed they were going for as close to one to one equivalent, and looking at the chart, they'd have to go above four inches in depth of soil to get the equivalent of turf. Commissioner Fausch said she would advocate for a performance standard that allowed people to do it a number of different ways rather than say you must have a different depth of earth. Commissioner Mann suggested they could specify a coefficient of runoff minimum.

Commissioner Mann asked Ms. Haussmann if, as a landscape architect, she'd seen green roof criteria. Ms. Haussmann said she couldn't find anything in her research.

Chair Bolte said they might also consider the "by right issue" of compensating benefits. Commissioner Gilbert said that would be going beyond the proposed zoning amendment, which was saying you can swap an open space requirement for a green roof and you didn't have to go before someone or get any more permission. Commissioner Gilbert said if you start talking density then you start talking PUD. Chair Bolte agreed it's a separate discussion. Mr. Failor said most PDs they see were in commercial districts and in downtown there were no open space requirements so a green roof could be part of a compensating benefit list if it provides a benefit for the greater good and not just the developer. Ms. Haussmann said one of the reasons the EEC wasn't supportive of providing open space relief was because they saw it as a developer could be over-building a space, that they should be allotting for open space and that green roofs primarily provided benefits to the building owner and residents and not to the rest of the

community. Ms. Haussmann said she personally disagreed saying green roofs provided community benefit by using less energy overall as well as reducing the heat island effect and reducing storm water runoff. Mr. Failor said in planned developments they require them to be LEED certified and one of the points they can get was a green roof toward their certification.

Commissioner Gilbert said open space wasn't necessarily public space, either. He said would there be more of an impact on the neighborhood if you allow people by right to build more than was allowed by zoning just because they put a green roof. Ms. Haussmann asked if it would be considered in cases where open space was not easily achievable or a burden to accomplish or was it giving someone the capacity to overbuild a space by putting a green roof on.

Commissioner Benson asked if they wanted the purpose of the green roof to be environmentally sound or aesthetically pleasing. Commissioner Benson said if they were talking about an aesthetic standard then they needed to talk about access. Mr. Failor said these were in commercial districts, not residential districts, so any open space would be in the back, but in terms of density, they would have to stay within the code. Commissioner Fausch said another criterion would be massing instead of density because they'd be allowing greater bulk.

Chair Bolte suggested the Plan Commission wasn't ready to make a recommendation to the Board and would like members of the EEC to join them in the discussion. Chair Bolte moved to continue the hearing to November 17. Commissioner Rouse motioned, Commissioner Mann seconded.

The meeting ended at 10:30 p.m.

Angela Schell,

Recording Secretary

**OAK PARK PLAN COMMISSION
VILLAGE HALL – COUNCIL CHAMBERS, ROOM 201
THURSDAY, JULY 21, 2011
MINUTES**

ROLL CALL: The roll was called and the meeting was called to order at 7:00pm.

PRESENT: Chairperson Linda Bolte, Commissioners: Mark Benson, Douglas Gilbert, Deborah Fausch, David Mann, Susan Roberts and Gail Moran

ALSO

PRESENT: Craig Failor, Village Planner and Attorney Dick Martens and Attorney Jacob Karaca

NON-AGENDA PUBLIC PARTICIPATION (15 Minutes)

None

APPROVAL OF MINUTES:

Chair Bolte announced the minutes will carry over until August, 2011.

ANNOUNCEMENTS

Chair Bolte announced and welcomed Douglas Gilbert (former HPC Chair) to the Plan Commission. She also announced a new trustee liaison, Bob Tucker, Village Trustee and former Chair of the CDC.

Chair Bolte announced that this would be the last meeting for Attorney Dick Martens, Attorney Jacob Karaca will take over from this point on.

Trustee Johnson was in attendance at the meeting as well and wanted to thank the Plan Commission for all their hard work.

PUBLIC HEARING(S):

PC11-10a/b: FOREST PARK NATIONAL BANK AND TRUST (715 South Boulevard)

The Applicant seeks approval of a Special Use permit for a drive-through bank facility with ATM and a Zoning Ordinance Text Amendment to the definition of alley in order to allow commercial use of the abutting alley for access to the drive-through. FINDINGS OF FACT APPROVAL

FINDINGS OF FACT APPROVAL

Commissioner Moran motioned to approve the findings of fact with minor corrections. It was seconded by Commissioner Roberts.

Chair Bolte announced that the Commission was not going to forward the text amendment based on Attorney Martens' suggestion that since the drive through traffic flow had been reversed from the original proposal, that it was not necessary. Attorney Martens suggested that the Commission make a statement in their cover letter to the Board.

ROLL CALL VOTE – (FINDINGS OF FACT)

Comm. Benson No
Comm. Fausch Yes
Comm. Mann Yes
Comm. Roberts Yes
Comm. Moran Yes
Chair Bolte Yes
Comm. Gilbert did not vote as he was not a part of the previous discussion.

Motion approved by a final vote count of 5-1. Chair Bolte announced that the Findings of Fact will go forward to the Village Board on August 1, 2011 and final ordinance approval on September 6, 2011.

PC 11-02: Zoning Ordinance Text Amendments; The Village Board has authorized the Plan Commission to hold a public hearing relative to text amendments to the Zoning Ordinance for the Transit-Related Retail Overlay district regulations relative to additional business zoned properties incorporated into the overlay district as well as modifications to the B-1/B-2 General Business District and C Commercial District relative to density and setbacks, adding a "green roof" provision and definition, amending the Madison Street Overlay District relative side yard Setbacks and amending the Roosevelt Road Overlay District relative to fences and walls associated with outdoor storage areas. OPEN PUBLIC HEARING

Chair Bolte announced that the Village Board has authorized the Plan Commission to hold public hearings relative to text amendments to the Zoning Ordinance.

Mr. Failor announced that this public hearing was published in the local newspaper and the business district districts were notified via the Business Advisory Council. He, through Loretta Daly, Business Services Manager did a follow up notice to the Avenue and the Marion Street Business Associations.

Chair Bolte stated the Commission has 6 text amendment actions:

- 1) Transit Overlay District
- 2) Green Roof
- 3) Accessory Structure Changes
- 4) Madison Street Yard Setbacks
- 5) Business and Commercial District setbacks and density
- 6) Roosevelt Road Form-Based Overlay District and landscape codes

Mr. Failor announced that the Zoning Officer (Mike Bruce) and he discussed improvements to the Code.

September 15, 2011

AMENDMENT 1: Expanding the boundaries of the Transit-Related Retail Overlay

Mr. Failor discussed expanding the Overlay district. He stated that development south of the tracks should be consistent with development north of the tracks. There is a physical and mental barrier that prevents someone from going from North to South. The Village will be conducting underpass improvements to provide a more inviting connection between North and South Marion Street, similar to what has already occurred on the Oak Park Avenue underpass.

DISCUSSION

Comm. Roberts asked if the current regulations restrict certain uses. Mr. Failor said no, it is currently open to a larger list of land uses, which may not be consistent with the overlay district on the North side. There is some concern mentioned by Village Trustees about the South side investment of Oak Park Avenue and Marion Street relative a return on investment for the district and Village.

Chair Bolte commented that the number and type of businesses on the South side are broad and not necessarily retail focused.

Comm. Roberts asked if there will be empty buildings if this overlay district were to occur. She asked if there are retailers begging for this kind of limitation. Mr. Failor replied that these areas are not being promoted as such; based on the businesses that are there now. The idea is to extend the current regulations found on the north side to the south side in an attempt to expand the already successful business district.

Comm. Benson asked if there is no type of business that could open on the North side, couldn't it open on the South. Mr. Failor replied correct.

Comm. Roberts asked if there are realtors on the South side. Mr. Failor replied yes. There are some that would be grandfathered in. Everything that is there now would be grandfathered in unless there is an absence of a nonconforming use for a period of 6 months – 12 months. After that time they will be under the new restriction.

Mr. Failor announced that in the staff report, (2007 Committee) it was felt that having the overlay on both sides of the tracks would promote transit-oriented businesses with similar development criteria. He provided a map showing the boundaries and indicated a possible change from the previous proposal. The properties along South Boulevard would probably remain as currently zoned which is an area that is suited for office use type. It also provides a better mix in the area, but restricts-retail to just the major north –south streets of Marion and Oak Park Avenue. Mr. Failor would recommend narrowing it down.

Chair Bolte discussed including changes in the language to make it easier for an applicant to ask for exception(s) to the overlay ordinance. Concerned about only looking at Marion, she stated that unless you change the thinking about retail business, and recognize that they may be a little harder develop, leave them in the district.

Mr. Failor felt that depending on how you craft it, it may be all the same.

Comm. Fausch felt another approach would be to change the list by having less exclusion.

Mr. Failor stated that the overlay district on the North side of the track extends east and west along North Boulevard. North Oak Park Avenue, north of Lake Street is captured in the district. If including all the boundaries, we would capture the whole Business district.

Comm. Moran felt her concern is if we're restricting uses, then perhaps we should be more welcoming to those areas that front on the train tracks. It's easier and cleaner to limit them the way it's being suggested.

Comm. Fausch felt that the nonconforming uses that are there now are grandfathered in and that there are certain uses that may not be appropriate in the B-1/B-2 General Business District. She inquired as to whether or not the Plan Commission could make a different list of restricted / allowed uses. She suggested that they could make the allowed uses a little open for the transit overlay district. Mr. Failor replied, you can, but it would basically be 2 distinct overlay districts.

Comm. Gilbert felt that it is important to have an area of retail in the central business district; focusing on S. Marion and S. Oak Park and allowing the east-west cross streets to have more of a variety of businesses.

Comm. Benson felt that it is a deterrent for a business. That is time, money and resources that would be used by businesses that will eventually go elsewhere.

Mr. Failor stated we understand that and encourage more appropriate businesses there. We would direct non-appropriate business elsewhere in the village. That's why the list is created that way.

At this time, the Commission began discussion regarding the various districts.

The Plan Commission discussed the attributes of what the overlay district would bring to the business district and whether or not service uses could do the same.

Chair Bolte felt that they should revise the proposal and narrow the boundaries.

Comm. Fausch felt it allows a lot of uses that aren't retail or service, if we leave it as B1/B2.; She was more in favor of expanding it.

Comm. Moran felt in favor of limiting the retail district than allowing more uses on the end of S. Boulevard.

Comm. Mann was in favor of restricted boundaries proposed by the staff.

Comm. Roberts agrees with Comm. Moran.

Comm. Gilbert also agrees with Comm. Moran. This will allow the flexibility for other businesses in the downtown area.

Comm. Moran felt it should be expanded all the way out to Harlem.

Comm. Gilbert felt the Village would want that to be some sort of retail corridor.

ROLL CALL VOTE (Transit-Related Retail Overlay District)

Comm. Gilbert moved to accept proposal of expansions of the overlay district only along South Boulevard going West along Harlem, not along South Boulevard towards Home Avenue and also extending Southeast corner of Pleasant and Marion (commercial bldg.), then South Oak Park Avenue only and excluding going East and South Oak Park Avenue. (end of the alley to the West of Oak Park Avenue), including only properties that front Oak Park Avenue, down to the last commercial building, before the residential.

C. Benson	Yes
C. Fausch	No
C. Gilbert	Yes
C. Mann	Yes
C. Moran	Yes
C. Roberts	Yes
Chair Bolte	Yes

The motion passed. The final count was 6-1. So moved.

AMENDMENT 2: B-1/B-2 & C Districts for Lot Size/Density, Side Yard Setbacks

Mr. Failor reported that, in 2004 the Plan Commission discussed this issue. Previously the Plan Commission forwarded to the Board only the B-3 Central Business District and B-4 Downtown Business District changes. The C Commercial District was not included as the Village was beginning to discuss the Madison Street Corridor Plan. The B-1/B-2 General Business District was not forwarded due to two areas of concern the Plan Commission found within the district relative to setbacks. The other part of the discussion was density. This came out of a discussion about smaller developments, where it might allow a business owner to live above commercial or rent out units. Currently 5,000 sq. ft. for the first two units is required and 700 square feet for any additional thereafter. . We recommended changing threshold from 5,000 to 3,000. Across the board, you get a few additional units only.

DISCUSSION

Chair Bolte felt it would be even more desirable to have consistent setbacks in this district and allow smaller developments the ability to provide some dwelling units.

Mr. Failor stated there was some opposition the first time. In the findings of fact it stated that the two areas in question have front setbacks that seem to be the exception, rather than the rule. Certain residents living on the block of South Marion Street and South Boulevard testified that the front yard regulations should remain for their blocks.

The Plan Commission discussed the need to develop additional language that would help retain consistent front yard setbacks in the two areas discussed that are exceptions in the B-1/B-2 General Business District. The Plan Commission directed the attorney and village planner to provide language in the Findings of Fact for review at the next meeting.

ROLL CALL VOTE (Density, Front Yard Setbacks)

Comm. Moran motioned to adopt the amendment of B1/B2 for density and front yard setbacks as stated in the staff report and modified by language to take into account existing setbacks on certain blocks. The motion was seconded by Comm. Fausch.

C. Benson	Yes
C. Fausch	Yes
C. Gilbert	Yes
C. Mann	Yes
C. Moran	Yes
C. Roberts	Yes
Chair Bolte	Yes

The motion passed. The final count was a 7-0 vote. So moved.

AMENDMENT 3: Green Roofs

Mr. Failor stated that in the past the Village has approved green roofs in developments as a trade off for open space at grade. The purpose of open space at grade is for the absorption of moisture which will help prevent flooding. Staff wants to add a definition of Green Roof as well as include some regulations.

DISCUSSION

Comm. Benson felt there are many types of green roofs; some have nothing to do with the absorption of water. Most of them are just materials to reflect heat. Mr. Failor stated that the green roof on the Whiteco building is a good example of a green roof that does absorb moisture.

Comm. Mann stated that the roof could be 2 inches or 26 inches deep, depending on the type and purpose.

Chair Bolte discussed seeking out assistance by the Energy and Environment Commission and asking them for language. She stated that the Plan Commission should take a vote on the concept and ask the EEC to come up with some language that could be incorporated into the Findings of Fact.

Comm. Gilbert asked if there should be any language included about maintenance, or what type of planting and vegetation is required.

Chair Bolte stated the Energy and Environmental Commission may have the language regarding maintenance.

Comm. Benson felt that it has to maintain effectiveness. The ideal is absorption of water to relieve sewer issues.

Comm. Mann stated that it's there to slow down the infiltration.

Comm. Gilbert stated that the downspout would be smaller than the standard roof.

Attorney Karaca announced that he would check the Illinois Building Code.

Comm. Roberts felt she wants to make sure the roof has the same effectiveness as the current code or that of the ground.

Comm. Moran motioned to approve the green roof concept as proposed in the staff report subject to language from the Energy and Environmental Commission. Also, the Environmental Commission should give their best judgment on how to manage the effectiveness. The motion was seconded by Comm. Benson.

ROLL CALL VOTE (Green Roofs)

C. Benson	Yes
C. Fausch	Yes
C. Gilbert	Yes
C. Mann	Yes
C. Moran	Yes
C. Roberts	Yes
Chair Bolte	Yes

The motion passed. The final count was a 7-0 vote. So moved.

ADMENDMENT 4: Madison Street Overlay – Interior Side Yards

Mr. Failor announced staff is proposing to amend the Zoning Ordinance text for the Madison Street Overlay district (MSOD) relative to interior side yards. Currently the underlying districts prevail as the Overlay district does not address side yard setbacks. This was an oversight when the original overlay district was proposed. Currently, the language requires a five foot setback from the interior side property line for a mixed use building. All other yards are identified with specific requirements in the MSOD. The proposal is to have a zero lot line setback for side yards.

DISCUSSION

Comm. Roberts asked for an example.

Mr. Failor described a proposed development that could be constructed on the community garden site on Madison at Grove, across the street from the Comcast building. If a mixed use development was to occur, the proposed building would need to be 5 feet from the abutting building creating a gap in the street wall as well as creating potentially unsightly /unsafe area.

Comm. Moran moved to approve Amendment #4 – Madison Street Overlay, interior side yard setback as proposed in the staff report. It was seconded by **Comm. Fausch**.

ROLL CALL VOTE (Madison Street Overlay Interior Side Yards)

C. Benson	Yes
C. Fausch	Yes
C. Gilbert	Yes
C. Mann	Yes
C. Moran	Yes
C. Roberts	Yes
Chair Bolte	Yes

The motion passed. The final count was a 7-0 vote. So moved.

AMENDMENT 5: Accessory Building or Structures

Mr. Failor stated that Mr. Bruce, Zoning Administrator wanted this amendment brought forward to ensure that it is clear in the Zoning Ordinance for anyone who reads the code. It basically states that any accessory garage that is attached to a principal structure (house) will be considered part of the principal structure.

Comm. Moran motioned to approve Amendment #5 – Accessory Building or Structures as proposed in the staff report. It was seconded by **Comm. Fausch**.

ROLL CALL VOTE (Accessory Building or Structures)

C. Benson	Yes
C. Fausch	Yes
C. Gilbert	Yes
C. Mann	Yes
C. Moran	Yes
C. Roberts	Yes
Chair Bolte	Yes

The motion passed. The final count was 7-0 vote. So moved.

AMENDMENT #6 – Roosevelt Road Form-Based Zoning Overlay District – Fences

Staff is proposing to amend the Roosevelt Road Form-Based Zoning Overlay District and Landscape section of the Zoning Ordinance relative to fences and walls associated with outdoor equipment and material storage yards. Staff wants to ensure appropriate enclosures are constructed for storage yards as well as appropriate landscaping to soften the appearance of the fence along the street.

DISCUSSION

A discussion ensued regarding the need for such an amendment and language in the zoning ordinance. The Plan Commission was provided with two examples in the community that contain outdoor storage that were the impetus for the amendment, one on Roosevelt Road and the other on Lake Street.

Comm. Moran suggested eliminating the word “professional” from the text.

Chair Bolte said “finished appearance” will be used.

ROLL CALL VOTE (Roosevelt Road form-Based Zoning Overlay District – Fences)

C. Benson	Yes
C. Fausch	Yes
C. Gilbert	Yes
C. Mann	Yes
C. Moran	Yes
C. Roberts	Yes
Chair Bolte	Yes

The motion passed. The final count was 7-0 vote. So moved.

At this time, the Commission directed Attorney Karaca to prepare the Findings of Fact.

Comm. Moran asks if the EEC could provide the Plan Commission with a report on the Green Roof language.

Chair Bolte suggested having the staff and/or Chair of the Environmental Commission attend the Plan Commission meeting next month.

OTHER BUSINESS

Chair Bolte asked the Commissioners if they had received the memo on Commission Conduct and if anyone had any questions. All Commissioners responded in the affirmative.

Mr. Failor reported that he’s received the preliminary application for Lake/Forest Redevelopment which is scheduled to be referred by the Board on August 1, 2011. There will be a public hearing on the Lake and Forest proposal on September 1, with September 15th being the regular scheduled meeting.

Comm. Fausch announced she will not be able to attend the August 25 meeting.

Comm. Roberts asks if the Commission can have drawings from the Lake and Forest developers that reflect the reality of the property. **Mr. Failor** indicated that he would pass that along to the developer.

Mr. Failor reported that the Lake and Forest developers are proposing a green roof, instead of a pool. They are also proposing rentals, instead of condos and a hotel. They are changing 500

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parking spaces to 588. The Village parking spaces are still 300. The application will be very limited in scope.

Comm. Roberts had questions regarding the development in terms of starting over. Mr. Failor reported that the applicant will present their proposal only as an amended application.

ADJOURNMENT

With no further discussion, **Chair** Bolte motioned to adjourn. It was seconded by **Comm.** Moran. So moved.

The meeting adjourned at 9:25pm.

Respectfully submitted,

Andrea F. Mance
Recording Secretary

J

VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

ITEM TITLE: RESOLUTION RELEASING CERTAIN EXECUTIVE SESSION MINUTES

Resolution or Ordinance No. _____

Date of Board Action: January 18, 2012

Staff Review: Janina Penzell

Village Manager Office: VP

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

The Board of Trustees of the Village of Oak Park has from time to time in executive session for purposes authorized by the Illinois Open Meetings Act. As required by the Act, the Village Clerk has kept written minutes of all such executive sessions.

Pursuant to the requirements of 5 ILCS 12/2.06d, the Board of Trustees have also determined that the portion of the meetings that no longer require confidential treatment should be made available for public inspection.

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

The Village Clerk authorized and directed by the Resolution appended hereto to make the executive session minutes from the period of January 25, 2007 through December 5, 2011, and as identified on the list of meetings attached to said Resolution available for inspection and copying as public records.

Item Budget Commentary:

N/A

Proposed Action:

Adopt the Resolution.

K

VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

Item Title: Ordinance Amending Chapter 15, Article 4 of the Village Code Entitled "Vehicle Licenses"

Resolution or Ordinance No. _____
Date of Board Action: January 18, 2012

Staff Review:

Interim Parking Manager: _____
Cara Pavlicek

Village Manager's Office: _____

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

As a result of an annual review by staff related of the Village Vehicle License process (commonly referred to as a vehicle sticker) an amendment to §15-4 of the Municipal Code is recommended to improve the process by which the annual license is sold.

Specifically, staff recommends that the deadline to renew Vehicle Stickers should be delayed two weeks to July 15 annually. This recommendation was carefully considered with a number of alternatives prior to making this recommendation. The purpose of the two week delay would be to eliminate the existing concurrent deadlines with Quarterly Parking Permit Sales and annual renewal of daytime Resident Parking Permits (RPP).

The convergence of these three activities at the end of June creates a staffing challenge and reduces the quality of customer service. By shifting the Vehicle Sticker deadline by two weeks, residents that only need to purchase a Vehicle Sticker (and choose to wait until the deadline) are not competing with residents that purchase both a Quarterly Parking Permit (or daytime RPP) and a Vehicle Sticker. It is noteworthy, that Quarterly Parking Permit Renewals always occur within a narrow window of roughly 15 business days and therefore, it is normal for the majority of these 3,800 customers to conduct their business in the last week of June – especially, the corporate customers who purchase 5 – 80 permits each quarter and for cash flow purposes, consistently purchase these permits on the last day of the quarter.

Additionally, it is proposed that the existing Temporary Vehicle Sticker that is available to a resident who will be moving out of the Village before August 31st be eliminated. In 2011, there were approximately 75 Temporary Vehicle Stickers sold out of more than 26,000 total vehicle sticker sales. Of those 75 stickers sold, 5% were returned and a full year's vehicle sticker purchased when the resident subsequently determined they were not moving from the Village.

It is also recommended that the Vehicle License fee schedule associated with Vehicle Stickers be amended to clarify the fee waiver for a single vehicle owned by a military

service member is inclusive of both active duty military and disabled veterans. Currently, the ordinance only provides the fee waiver for active duty military. However, past practice established under the Office of the Village Clerk was to waive the fee for both the active duty members as well as disabled veterans. As a result, staff is seeking the amendment to the Ordinance to clearly define the fee waiver for a single vehicle owned by a disabled veterans as well as a vehicle owned by an active duty military service member.

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

In the fall of 2010, the sale of Vehicle Stickers was moved from the Office of the Village to Clerk to the Parking Service Center to allow for residents to stop at one location when conducting business related to personal vehicles. At that time, staff was concerned about the concurrent existing deadlines with parking permits and vehicle stickers. After completing the first year of vehicle sticker sales, staff reached consensus on the recommendation to move the deadline as described herein.

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):

As vehicle stickers are only issued to residents of Oak Park, staff has not identified opportunities to consolidate this service with other government agencies.

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

The FY 2012 budget provides funding for Vehicle Sticker Sales in the General Fund. The proposed ordinance amendment does not have a financial impact on either revenues or expenses related to this activity.

Unrelated to the proposed ordinance amendment, staff does not intend to enclose a return address envelope in the vehicle sticker renewal notice this spring. Of the 25,000+ renewal notices that will be mailed, past activity indicates that only 2,400 renewals are returned to the Village by mail. As a result, more than 22,000 envelopes at a cost of \$452 were unused. Staff strongly believes that it is wasteful to continue to provide a return address envelope. Instead, we will clearly provide return address information for those customers that wish to continue to mail in their vehicle sticker renewal.

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

If the deadline is not extended two weeks, staff will proceed with the 2012 renewals with a July 1 deadline.

Proposed Recommended Action: Approval of the Ordinance.

ORDINANCE AMENDING CHAPTER 15, ARTICLE 4 OF THE VILLAGE CODE ENTITLED "VEHICLE LICENSES"

BE IT ORDAINED by the President and Board of Trustees of the Village of Oak Park, County of Cook, State of Illinois, in accordance with the Home Rule Powers granted to it under Article VII, Section 6 of the Constitution of the State of Illinois (1970), as amended, that Chapter 15, Article 4 of the Village Code entitled "Vehicle Licenses" is hereby amended to read as follows:

Article 4 VEHICLE LICENSES

15-4-1: LICENSE; REQUIRED:

It shall be unlawful for any resident of the Village to own or lease a vehicle, or for any person to use in the Village a vehicle owned or leased by a resident of the Village, or for a nonresident to own or lease a vehicle which has the Village as its situs or base, unless the owner of such vehicle is licensed by the Village for the current year, by July 1 15 of that year, as provided herein to use the same, and said license is displayed in a conspicuous place where it can be plainly seen. In the case of vehicles which possess a front windshield, the vehicle license sticker shall be affixed in the lower right hand corner of the front windshield on the inside in such manner as to be completely and easily read from the outside.

For the purpose of this section the term "resident of the Village" shall include a corporation or any business entity having its principal place of business in the Village.

For purposes of this section the term "vehicle" shall include every vehicle which is self-propelled. Dealer vehicle licenses may only be used on vehicles equipped with dealer license plates issued by the state. A Village vehicle license shall be valid only for the vehicle for which it was originally issued. Upon conveyance of title to a vehicle for which a vehicle license was originally issued and the acquisition of a replacement vehicle, a transfer vehicle license sticker may be obtained upon payment of the fee set forth in section 15-4-3 of this article.

In the case of motorcycles, motortricycles or mopeds, the license required by this article shall be placed at the rear thereof.

The Director of the Parking Services Department, upon the approval of the application required by this code, shall issue a decalomania device in the form of a sticker (or a metal plate where the sticker cannot be used), bearing the number and name or class to which such vehicle belongs and the year for which such license is issued, and it shall be the duty of the licensee to attach such sticker or plate by July ~~1~~ **15** of that year. In the case of vehicles for which a metal plate is issued, the licensee shall attach the plate to the rear state license plate.

All licenses required by this article shall expire on ~~June 30~~ **July 14** of the year following that in which they are issued, and the fee to be paid shall be the full annual rate for that year; provided, however, that if such vehicle has been purchased or otherwise acquired by the applicant or the applicant becomes a resident of the Village after December 31 of the year for which a license is applied for, the fee to be paid for the remainder of the license year shall be an amount equal to one-half (1/2) of the annual license fee, but the applicant shall be entitled to such reduced fee only upon submission to the Director of the Parking Services Department of satisfactory evidence that the vehicle was purchased or otherwise acquired on or after December 31.

Any person displaying a license (plate or decalomania device) shall keep the same clear so that it can be plainly seen at all times.

15-4-3: FEES GENERALLY:

The license fees to be paid annually to the Village shall be as follows:

Passenger cars:	\$50 .00
Same, owned by persons 65 years of age or older	39 .00
Same, owned by handicapped persons possessing a current state of Illinois handicapped vehicle registration or placard	39 .00
Vehicles powered exclusively by electricity as defined by subsection 15-3-180 of this chapter during the time period beginning on January 1, 2011 and ending on December 31, 2012 (Such vehicle licenses acquired on or before December 31, 2012 for the July 1 15 , 2012 through June 30 July 14 , 2013 license year, shall be valid through June 30 July 14 , 2013)	Free of charge
Recreation vehicles	50 .00

Antique vehicles (state of Illinois vehicle registration showing AV status required)	17 .00
Motorcycles	18 .00
Motorized pedal cycles (mopeds)	10 .00
Buses	40 .00
Dealer plate vehicles	16 .00
Duplicate licenses (original receipt required)	5 .00
License transfer fees (with original sticker receipt and bill of sale required)	5 .00
Temporary sticker (June 30 _ August 31 only)	5 .00

Current Village licenses must be displayed by July 1 15.

One-half (1/2) year fees are allowed with evidence of vehicle acquisition or new residency on or after January 1.

The collection of vehicle license fees after the due date results in substantial administrative and legal expense. In order to offset this expense, each vehicle license fee shall be increased by twenty dollars (\$20.00) for those persons who purchase their annual license after the due date for each license year.

The Director of the Parking Services Department is authorized to waive the imposition of late fees for those vehicle license applicants who are able to reasonably demonstrate to the satisfaction of the Director of the Parking Services Department, that the applicant's late purchase of an annual vehicle license is due to circumstances beyond the applicant's control. Lack of funds to acquire an annual license shall not be considered to be a circumstance beyond one's control. "Circumstances beyond the applicant's control" shall include, but shall not be limited to: filing of vehicle license application within thirty (30) days of the acquisition of a new vehicle; filing the vehicle license application within thirty (30) days of becoming a new resident of the Village; or the death of an immediate family member of the applicant or serious illness or injury to the applicant or another immediate family member in close proximity to the annual vehicle license due date which prevented the applicant from obtaining the annual vehicle license in a timely manner.

15-4-4: FEES; EXEMPTIONS TO MEMBERS OF ARMED FORCES:

Members of the United States army, navy, coast guard, air force, marine corps and national guard engaged in military service thereof who are detained on official duty in the state shall not be required by the Director of the Parking Services Department to pay the vehicle tax license fee provided for in section 15-4-3 of this article, nor shall disabled veterans of the United States army, navy, coast guard, air force, marine corps and national guard.

Any such applicant shall present the necessary credentials certifying to such military service and official status by the proper officers authorized to issue such credentials. There shall be a limit of one vehicle per applicant.

15-4-7: DISCOUNT FOR INTERNET PURCHASE OF VEHICLE LICENSE:

There are substantial labor and handling cost savings when vehicle license purchases are made through the internet. Therefore, a discount of ten percent (10%) per license, rounded to the nearest dollar amount, will be provided to those residents whose vehicle license purchase transaction is completed through the Village internet website on or before eleven thirty o'clock (11:30) P.M., December 31 of each license year. As of January 1 of each year, newly purchased vehicle licenses will be half price and must be purchased at Village Hall.

Internet purchases of vehicle licenses should be completed by ~~June 15~~ July 10 of each year to ensure delivery of licenses on or before the July 1 15 deadline for displaying current licenses.

Late fees will also be assessed for the internet purchase of vehicle licenses on and after July 1 15 of each year pursuant to 15-4-3. ~~The late penalty will be reduced by the amount of the internet purchase discount when an internet purchase which is not exempt from the July 1 deadline, is made between July 1 and December 31 of each year.~~

~~15-4-8: TEMPORARY VEHICLE LICENSE CARDS:~~

~~Residents, who prior to the June 30 vehicle license purchase deadline are in the process of moving out of the Village on or before August 31, may apply for a temporary vehicle license card which shall be valid only through August 31. The temporary card must be displayed in the lower right hand corner of the front windshield. The fee for such card shall be established in section 15-4-3 of this article.~~

~~A twenty dollar (\$20.00) late charge will be assessed for all cards purchased after June 30 of each year. If a resident pays a late charge to purchase a temporary card and later returns it to purchase a full year vehicle license sticker, the cost of the full year vehicle license sticker shall be reduced by ten dollars (\$10.00). (Ord. 2010-0-69, 11-1-2010)~~

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

ADOPTED this 18th day of January 2012, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 18th day of January 2012.

David G. Pope
Village President

ATTEST:

Teresa Powell
Village Clerk

Published by me in pamphlet form this _____ day of _____, 2012.

Teresa Powell
Village Clerk

VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

L


Item Title: Resolution Authorizing a Lead Hazard Reduction Grant: SFR-040a

Resolution or Ordinance No. _____

Date of Board Action: January 18, 2012

Staff Review:

Department Director Name:



Tammie Grossman

Village Manager's Office:



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

On May 16, 2011 the Board of Trustees approved a \$21,750 Rehabilitation Loan and a \$5,500 Lead Hazard Reduction Grant for the property at 1041 N Lombard Avenue under the Housing Programs Single Family Housing Rehabilitation Loan Program. This is a two story single family residence. The owner meets the qualification requirements of the program. Work is currently underway on the rehab project and the Lead Hazard Reduction project.

In the original loan and grant request the cost of the lead hazard reduction work was incorrectly calculated. Rather than using the bid cost of \$6,626, the line item for carpentry (\$4,130) was accidentally used, and a contingency added to that cost. The result is that the grant amount approved was \$1,126 less than the actual cost of the work.

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

Attached is a Resolution Authorizing an amended Lead Hazard Reduction Grant for this 1-unit property located at 1041 N Lombard Avenue.

SFR-040A is:

An additional \$1,126 lead hazard reduction grant to the low-income owner/occupant of this property. This is in addition to the \$5,500 Lead Hazard Reduction Grant approved by the Board of Trustees on May 16, 2011. This cost will cover the actual cost of the lead hazard reduction work in the original scope of work, shown on the original bid spreadsheet but miscalculated in the original loan and grant request. No contingency was necessary.

This grant request was reviewed and approved by Housing Programs Division staff (Housing Programs Coordinator and 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):

Funding for Lead Hazard Reduction Grants is from Community Development Block Grant funds.

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

Funding for the Lead Hazard Reduction Grant is from Fund 83, the CDBG Fund. This grant will reduce the remaining \$100,000 (\$100,000 original budget amount) by \$1,126, leaving a balance of \$98,874 (Account 2083-46206-101-585602).

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

If this request is not approved the low-income homeowner would be contractually responsible for the cost of this work.

Proposed Recommended Action: Approve the Resolution

RESOLUTION
AUTHORIZING A LEAD HAZARD REDUCTION GRANT
SFR- 040a

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 lead hazard reduction grants for privately owned property as part of its Community Services Housing Rehabilitation Loan Program. As of January 18, 2012, \$100,000.00 of those funds were available for such grants.

B. William King is the owner of a single family home located at 1041 N Lombard Avenue ("the premises") The premises are presently undergoing rehabilitation as set forth in the project Work Description.

C. On May 16, 2011, the Oak Park Village Board approved a loan to William King from the Single Family Housing Rehabilitation Loan Program in the amount of \$21,750.00 and a lead hazard reduction grant in the amount of \$5,500.00 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.

D. The original lead hazard reduction grant request miscalculated the cost of the work from the bid amount.

E. The cost of the lead hazard reduction work exceeded the amount of the approved grant, but was consistent with the contractor's bid.

F. The Owner has requested an additional grant in the amount of \$1,126.00 for; a) work included in the bid, but which was not included in the total original loan due to a mathematical error; and b) to add a handrail on the front stairs, which was not in the original scope of work, for a total grant amount of \$6,626.00 from Oak Park's Community Planning Housing Rehabilitation Loan Program. All grant funds will be used for lead hazard reduction work on the subject property in accordance with the Work Description.

G. The Village finds that making the additional grant is in accordance with the Single Family Rehabilitation Program guidelines adopted by the Board on June 16, 2008.

SECTION II

a) That the above findings are incorporated herein.

b) That the Village Manager is authorized and directed to execute a Community Development Single Family Rehabilitation Loan Program Agreement SFR-040a 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 SFR-030a, (the Loan Document) which documents shall substantially conform to the documents attached hereto as Exhibit A.

d) That upon execution of the Loan Documents, the Finance Director is authorized to make an additional grant of \$1,126.00 to William King 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 grant 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.

THIS RESOLUTION SHALL BE in full force and effect from and after its adoption and approval as provided by law.

ADOPTED this 18th day of January, 2012, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 18th day of January, 2012.

David G. Pope
Village President

ATTEST:

Teresa Powell
Village Clerk

VILLAGE OF OAK PARK

COMMUNITY DEVELOPMENT SINGLE-FAMILY REHABILITATION LOAN/GRANT PROGRAM

AMENDED AGREEMENT SFR-040

Agreement made by the Village of Oak Park, a municipal corporation, hereinafter referred to as "Village", and William P. King, hereinafter referred to as "Owner(s)".

WHEREAS, the owner(s) has made an application to the Village for a rehabilitation loan in the amount of \$21,750.00, and a lead hazard reduction grant in the amount of ~~\$5,500.00~~ **\$6,626.00**, to be used for the following improvements to the Owner's residence located at 1041 N Lombard Avenue, Oak Park, County of Cook, State of Illinois.

Improvements: See attached specifications.

Which residence is legally described as:

LOT 85 IN BON AIR, BEING A SUBDIVISION OF PART OF THE NORTHWEST 1/4
OF SECTION 5, TOWNSHIP 39 NORTH, RANGE 13, EAST OF THE THIRD
PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS

P.I.N. #: 16-05-116-024-0000

WHEREAS, the Village is desirous of making a rehabilitation loan and a lead hazard reduction grant to the Owner(s) for the construction of the improvements and agrees that the repayment of the rehab loan shall be payable in full upon the earliest of the following occurrences or date: 1) the conveyance or transfer of any interest in the subject property by the mortgagor or the estate of the mortgagor; or 2) May 16, 2031.

NOW, THEREFORE, in consideration of the mutual premises contained herein, it is agreed as follows:

The Village will make a rehabilitation loan and a lead hazard reduction grant to the homeowner(s) for the completion of the improvements on the subject property subject to the following terms and conditions:

a) All of the construction and improvements shall be based on contracts with such contractors and in such form as approved by the Village.

b) Upon approval of the contracts and contractors the Village will disburse the funds directly to the contractors, subcontractors and materialmen upon presentation of Contractor's Sworn Statements and Waivers of Mechanic's and Materialmen's Liens in such forms as are satisfactory to the Village, upon the Owner's written authorization and upon an inspection of the work satisfactory to the Village. The Owner's funds committed to the project (if any) shall be disbursed prior to disbursement of any Village funds. Any Village funds committed to this project but not disbursed shall revert to the Village.

c) In order to complete the improvements as quickly and as economically as possible, the parties understand and agree that, depending upon the scope and the nature of the work, a single contract may be awarded to a general contractor, or when appropriate, separate contracts may be awarded to various contractors for separate phases of the work. The latter method of individual advances will result in disbursing the proceeds of the total loan on a separate contract basis.

d) The loan shall be payable in full upon the earliest of the following occurrences or date: 1) the conveyance or transfer of any interest in the subject property by the mortgagor or the estate of the mortgagor; or 2) May 16, 2031.

e) The lead hazard reduction grant funds shall only be disbursed for work identified in the specifications as environmental rehab.

f) The Owner(s) shall at all times while any sums hereunder 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 \$21,750.00. 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 said policy must be provided to the Village prior to disbursement of any funds.

g) To secure repayment of the loan, the Village shall record a mortgage conforming substantially to the attached Mortgage and Note with the Recorder of Deeds to reflect the Village's interest in the property.

h) The loan amount shall include a contingency to cover any unforeseen conditions. If the entire approved amount of the rehab loan including the contingency amount is not used, an Amendment to Mortgage and Amended Note shall be prepared and executed to reflect the actual amount expended on rehab.

j) 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.

k) The Owner agrees to abide to all of the terms and conditions set forth in Exhibit 1, attached hereto.

THE VILLAGE OF OAK PARK

BY: _____

ATTEST:

Teresa Powell
Village Clerk

OWNER(S): _____

DATE: _____

M

VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

**Item Title: Resolution Authorizing a Subordination of Lien, BPIP-002,
(1032 S Taylor Avenue)**

Resolution or Ordinance No. _____

Date of Board Action: January 18, 2012

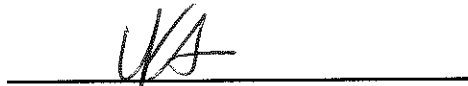
Staff Review:

Department Director Name:



Tammie Grossman

Village Manager's Office:



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

On June 21, 2004, pursuant to the Barrie Park Investment Program, the Board of Trustees approved a \$15,000 loan to the owners of 1032 South Taylor Avenue. The loan is supported by a mortgage which was recorded against the property. The mortgage was recorded as a second mortgage on the property with the purchase loan mortgage being first.

Loans made under the Barrie Park program are deferred for repayment until conveyance or transfer of any interest in the property. The guidelines were amended in September 2008 to clarify under what circumstances requests for subordination will be granted. The guidelines provide that in cases where former loan recipients wish to refinance mortgage(s), other than the Village's, and request that the Village maintain its subordinate position, the Village will agree to maintain its junior position if:

- a. The terms of new first mortgage are more advantageous to the homeowner and are reasonable under current market conditions; and
- b. There is adequate equity in the property to support the total proposed encumbrance, at least 15% equity (if necessary, homeowner(s) will submit an appraisal as proof of equity); and
- c. The cost of the refinance is the only allowable equity taken out of the property.

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

The homeowners are seeking to replace their current primary mortgage at 4.875% interest rate with a new primary mortgage at 4.375% interest rate. This new loan will provide a fixed rate, 30 year mortgage. The amount of the new loan will be \$243,073.00. The homeowners are not taking any equity out of the property, except for closing costs.

The issuing lender will not make the loan unless that mortgage is the first mortgage lien against the property. The lender is requesting that the Village subordinate its mortgage to their new first mortgage. The Village's mortgage was created as a second mortgage. By

agreeing to subordinate, the Village is agreeing to remain in junior position as a second mortgage.

In this case, the property is appraised at \$300,260.00. The first mortgage of \$243,073.00, and the Village's \$15,000 mortgage equal total debt of \$258,073.00, leaving 14.05% equity. Staff believes that there is sufficient equity to protect the Village's investment and is recommending the subordination.

The request complies with two of the Village guidelines requirements; more favorable mortgage terms and no equity being taken out of the property. This refinancing also provides a small reduction in the monthly payments. Staff believes that although there is slightly less than 15% equity in the property, there is sufficient equity to protect the Village's investment and is recommending the subordination.

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 is a normal function of loan portfolio management. No other governmental entities are involved.

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

The subordination is not a direct cost to the General Fund. Staff time in document preparation, which is a regular part of loan portfolio management, is the only cost.

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 deny the subordination request which would result in the homeowner being unable to obtain a new first mortgage, or would require them to repay the Village loan, which would decrease the equity in their home and increase their monthly mortgage payments.

Proposed Recommended Action: Approve the Motion

**RESOLUTION
AUTHORIZING SUBORDINATION
OF LIEN ON PROPERTY LOCATED AT
1032 South Taylor Avenue**

Whereas, the Village of Oak Park's Barrie Park Investment Program authorized the Village to make grants and loans to owners of property in the Barrie Park neighborhood for purposes of rehabilitating their properties and improving the Village's housing stock; and

Whereas, Barrie Park loans are interest-free, deferred-payment loans payable in full upon the earlier of the conveyance or transfer of any interest in the subject property by the mortgagor; or the conveyance or transfer of any interest in the subject property by the estate of the mortgagor and are supported by a Note and a Mortgage which is recorded against the property; and

Whereas, the Village awarded a Fifteen Thousand (\$15,000) loan to Jennifer L. Ostermeier and Samir Oufkir as the ownerS of 1032 South Taylor Avenue pursuant to the Barrie Park Investment Program; and

Whereas, Jennifer L. Ostermeier and Samir Oufkir entered into a Note for \$15,000 dated June 21, 2004; and

Whereas, the Village recorded the mortgage with the Cook County Recorder of Deeds; and

Whereas, at the time the mortgage was recorded, it was a second mortgage against the property; and

Whereas, Jennifer L. Ostermeier and Samir Oufkir have applied and been conditionally approved for a new primary mortgage with Metlife Home Loans; and

Whereas Metlife Home Loans is conditioning the approval on being the first mortgage against the property; and

Whereas, the Village specifically finds that for its mortgage to remain second is consistent with the goals of the Barrie Park Investment Program.

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

SECTION 1: FINDINGS:

The above stated recitals shall be incorporated herein as findings of fact.

SECTION 2:

The Village Manager is authorized and directed to execute a Subordination of Lien for the purposes set forth in the Findings. Said Subordination shall conform substantially to the Subordination attached hereto as Exhibit A.

SECTION 3:

This Resolution shall be in full force and effect from and after its passage and adoption as provided by law.

ADOPTED this 18th day of January, 2012 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this 18th day of January, 2012.

David G. Pope
Village President

Attest:

Teresa Powell
Village Clerk

PIN: 16-17-313-018-0000

Subordination of Lien

WHEREAS, Jennifer L. Ostermeier and Samir Oufkir, by Mortgage dated June 21, 2004, and recorded in Office of the Cook County, Illinois Recorder of Deeds on July 21, 2004 as document number 0420348073, conveyed to the Village of Oak Park, to secure an Installment Note for FIFTEEN THOUSAND and No/100 Dollars (\$15,000.00) with interest payable as therein provided, certain premises in Cook County, Illinois, described as follows:

Lot 21 in Block 6 in Austin park Subdivision of the East 1/2 of the Southwest 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: 16-17-313-018-0000

Common Address: 1032 South Taylor Avenue Oak Park, Illinois 60304

And WHEREAS Jennifer L. Ostermeier and Samir Oufkir, by Mortgage, dated _____, and recorded in the Office of the Cook County Recorder of Deeds as Document _____, did convey to Metlife Home Loans the same above described premises to secure an Installment Note for Two Hundred Forty Three Thousand Seventy Three and no/100 (\$243,073.00) with interest, payable as therein provided; and

WHEREAS, the Installment Note secured by the Mortgage first described is held by the Village of Oak Park, an Illinois Municipal Corporation, as sole owner and not as agent for collection, pledge or in trust for any person, firm or corporation; and

WHEREAS, the Village of Oak Park wishes to subordinate its Mortgage lien to the Metlife Home Loans Mortgage lien recorded as Document No. _____ on _____ in the Office of the Cook County Recorder of Deeds.

NOW THEREFORE, in consideration of the premises and of the sum of One Dollar (\$1.00) to it in hand paid, the Village of Oak Park hereby covenants and agrees with Metlife Home Loans that the Village of Oak Park's Mortgage lien and the Installment Note which it secures, as above described, shall be and remain at all times a second lien upon the above described premises subject to the above described Mortgage lien of Metlife Home Loans for all advances made or to be made on the note secured by the Metlife Home Loans Mortgage and for all other purposes specified therein.

WITNESS the Village of Oak Park has caused this Subordination to be signed by its duly authorized officer and attested by a Notary Public this 18th day of January, 2012.

ATTEST:

VILLAGE OF OAK PARK

BY: _____

Teresa Powell, Village Clerk

TITLE: Village President

I, the undersigned, a Notary Public in Cook County, Illinois, do hereby certify that David Pope, Village President for the Village of Oak Park, personally known to me to be the same person whose name appears above, appeared before me this day in person and acknowledged that he signed, sealed and delivered this document as a free and voluntary act for the uses and purposes set forth herein, on behalf of the Village of Oak Park, being first duly authorized thereon to.

Given my hand and Notarial Seal _____
(Date)

(Notary Public)

Deliver to: Recorder's Office Box No. 321

REVIEWED AND APPROVED
AS TO FORM

JAN 11 2012
David M. Pope
LAW DEPARTMENT

VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

N


Item Title: Resolution Authorizing the Execution of a Professional Services Agreement between the Village of Oak Park and SpearMC Management Consulting, Inc. for PeopleSoft Related Services

Resolution or Ordinance No. _____

Date of Board Action: January 18, 2012

Staff Review:

Department Director Name: 
Alvin Nepomuceno

Village Manager's Office: 

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

The PeopleSoft system utilized in Finance and Parking Services is critical to the Village's daily operations. Due to the complexity of the system and limited IT resources, the IT Department needs emergency or "as needed" PeopleSoft consulting services. In 2011, the Board authorized a one year service agreements with SpearMC Consulting for necessary updates as well as functional and system issues. The total amount to be paid to SpearMC for 2011 is \$6,290.00.

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

Although the amount of this Agreement falls within the Manager's \$25,000 spending authority, due to the Board's interest in tracking PeopleSoft expenditures, this \$15,000 contract is before the Board for approval. A Request for Qualifications (RFQ) for PeopleSoft Consulting Services was issued and posted on the DemandStar.com Internet site. DemandStar notified 123 vendors and 2 responded.

Although in the past, SpearMC was the lowest bidder, they are not so this time around. Yet staff recommends retaining SpearMC because since 2009 they have provided excellent and timely services and they are familiar with our IT environment. Because this service agreement is for emergency repairs and service, Spear MC's familiarity with the Village's environment will likely shorten the amount of time spent to correct the problem, thus resulting in an overall lower cost. Staff recommends awarding this service agreement to SpearMC for an amount not to exceed \$15,000, until December 31, 2012.

RESOLUTION

AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF OAK PARK AND SPEARMC MANAGEMENT CONSULTING INC.

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 a Professional Services Agreement between the Village of Oak Park and SpearMC Management Consulting Inc. for PeopleSoft consulting services, which agreement shall be in substantial conformity with the agreement attached hereto, in an amount not to exceed \$15,000.00 for FY 2012.

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

ADOPTED this 18th day of January 2012, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ADOPTED AND APPROVED by me this 18th day of January 2012.

David G. Pope
Village President

ATTEST:

Teresa Powell
Village Clerk

**Proposal Summary for
PeopleSoft Consulting Services**

Vendor Name	MBE or WBE	Critical Hourly Rate	Urgent Hourly Rate	Normal Hourly Rate	Notes
SpearMC Management Consulting, Inc.		\$160 - \$170	\$130 - \$140	\$110 - \$120	Rate dependent on Technical or Functional consulting service
HyperGen Inc.		\$95 - \$120	\$95 - \$120	\$95 - \$120	

**Professional Services Agreement between the Village of Oak Park
and SpearMC Management Consulting Inc.**

1. Parties

The parties to this agreement are SpearMC Management Consulting, Inc., a California corporation with foreign corporation status in Illinois, "SpearMC", and the Village of Oak Park, an Illinois Municipal Corporation "Village."

2. Scope of Services

SpearMC, through its agents, employees or subcontractors, will provide the services stated in the Services section of Addendum A.

3. Competency of Vendor

SpearMC represents that the employees, agents and/or subcontractors SpearMC will assign to do the work covered by this Agreement possess the requisite skills, training and education to perform the work set forth in the scope of services.

4. Time for Completion

SpearMC will provide the services in a timely manner as directed by the Information Technology Director.

5. Invoices and Payment

The Village will pay SpearMC at one of the service-based negotiated rates stated in Addendum A, amount not to exceed \$15,000.

SpearMC will provide detailed invoices stating the hours worked, the matter worked on and the progress toward completion of the specific items in the Scope of Work. SpearMC will submit invoices on a weekly basis. The Village will pay all uncontested parts of those invoices within 30 days of receipt thereof in accordance with the Illinois Local Government Prompt Payment Act. The parties agree that if Spear invoices the Village for services which exceed the total amount for this Agreement of \$15,000, those services will not be paid by the Village.

6. Independent Contractor Status

The parties acknowledge and agree that SpearMC is an independent contractor and will act exclusively as an independent contractor and not as an employee of the Village of Oak Park in performing the services.

7. Travel Expenses

Although Spear is located in California, and the Village is located in Illinois, SpearMC will do the work contemplated by this Agreement by remote connectivity. Therefore, no travel expenses are anticipated. The Village agrees to provide Spear with the remote connectivity necessary to provide the services.

8. Term

This Agreement shall begin on the date it is signed by both parties and will terminate on December 31, 2012 or when the Services are completed, whichever is sooner.

9. Termination

This Agreement may be not be terminated except for cause, cause being the inability of Spear to complete the services in the time required by this contract or the inability of the Village to pay for the services. Upon the termination of this Agreement, the Village will pay for any services performed by SpearMC to the satisfaction of the Village through the date of termination.

10. Amendments in Writing

This contract and the Addendum attached to this contract are the entire agreement between the parties. No other representation or communication, in writing or orally, shall be effective to modify this Agreement or to extend the services or length of time, unless the new or modified terms are stated in a new contract, signed by both the Village of Oak Park and SpearMC and that contract bears the signed stamp "Reviewed and Approved by the Law Department" of the Village of Oak Park.

11. Obligation Upon Termination.

The respective obligations of the parties under Sections 12 through 15 hereunder shall survive the termination of this Agreement.

12. Warranties

(a) SpearMC warrants that all services performed under this Agreement shall be performed consistent with generally prevailing professional or industry standards. The Village must report any deficiencies in the Services WORK PRODUCT (defined in below) of SpearMC in writing within ten (10) days of the performance and delivery of the WORK PRODUCT.

(b) The Village's first remedy for any breach of the above warranty shall be the re-performance of the service. If SpearMC cannot re-perform the services to the satisfaction of the Village, the Village shall be entitled to recover any fees paid to SpearMC for the deficient services.

(c) Except for gross negligence or willful or wanton misconduct by SpearMC, the Village's damages, either direct or indirect, in contract or in tort, for breach of warranties, failure to perform, loss of profits, special, incidental or other consequential damages arising from SpearMC's performance under this Agreement shall not exceed the total value of fees actually paid to SpearMC by the Village. However, damages shall not be so limited if SpearMC breaches the confidentiality or intellectual property provisions of this Agreement.

(d) THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND ANY ORAL OR WRITTEN REPRESENTATIONS, PROPOSALS OR STATEMENTS MADE BY SpearMC, ITS EMPLOYEES OR AGENTS PRIOR TO OR DURING THE PERFORMANCE OF THIS AGREEMENT.

13. Indemnification

In the event the Village becomes involved in any capacity in any action, proceeding, investigation or inquiry (whether or not the Village is a party to any such action, proceeding, investigation or inquiry) in connection with any WORK PRODUCT created by SpearMC and delivered to the Village pursuant to this Agreement or arising out of the matters contemplated by this Agreement, SpearMC agrees to reimburse the Village for its legal and other expenses or the costs of any investigation and preparation as they are incurred by the Village in connection therewith. SpearMC also agrees to indemnify the Village and hold it harmless against any losses, claims, damages, liabilities, expenses (including all reasonable legal fees and expenses), judgments, fines or settlements in connection with any matter referred to in this Agreement or arising out of the matters contemplated by this Agreement, unless it shall be finally determined, judicially or otherwise, that such losses, claims, damages or liabilities resulted from the gross negligence or willful or wanton misconduct of the Village. Said reimbursement shall be made within thirty (30) days of an appropriate finding of facts, whether by mutual agreement or by a court of law.

14. Ownership of Work Product

(a) All creation, modifications, enhancements, improvements or other work performed by SpearMC on any work product (including documentation and any other form of expression fixed in an intangible media) on behalf of CLIENT at CLIENT'S expense and delivered to CLIENT (the "WORK PRODUCT") shall be considered "works made for hire" and shall be owned by CLIENT. If any WORK PRODUCT described in the preceding sentence is not considered a "work made for hire" under applicable law, except as provided for in paragraph (d) herein, SpearMC hereby irrevocably assigns to CLIENT without further consideration, all SpearMC's right, title and interest in and to such WORK PRODUCT, including United States and foreign intellectual property rights. SpearMC acknowledges that CLIENT and the successors and assigns of CLIENT shall have the right to obtain and hold in their own name any intellectual property rights in and to all WORK PRODUCT. SpearMC agrees to execute any documents and take any other actions reasonably requested by CLIENT to effectuate the purpose of this paragraph.

(b) In the event SpearMC's preexisting intellectual property rights or SpearMC's derivative work ("SpearMC's Related Rights") are incorporated into the WORK PRODUCT or are necessary for the CLIENT to use such WORK PRODUCT, SpearMC hereby grants a royalty-free, irrevocable, worldwide, nonexclusive, perpetual license to CLIENT for whom SpearMC performs the Project to which the SpearMC's Related Rights pertain, to make, have made, sell, use, disclose, reproduce, sublicense, modify, prepare derivative works from, distribute, copy, perform and display SpearMC's Related Rights pertaining to the WORK PRODUCT, with full rights to authorize others to do the same.

(c) SpearMC agrees that without prior written consent of CLIENT, SpearMC will not use or disclose the know-how, or other information of a confidential nature, in any WORK PRODUCT, or any portion thereof, or any information of any kind delivered from such WORK PRODUCT for the benefit of any competitor or potential competitor of CLIENT.

(d) Notwithstanding paragraphs (a) and (b) above, SpearMC may, upon the giving of written notice to CLIENT, declare certain WORK PRODUCT (herein referred to as NOTICE WORK PRODUCT) outside the scope of said "works made for hire" as contemplated in this Agreement. SpearMC expressly reserves all Intellectual Property Rights, both domestic and foreign, as to this NOTICE WORK PRODUCT, including, but not limited to, trade secrets, copyrights, trademark and patents. The use by CLIENT of said NOTICE WORK PRODUCT shall be under a separate license agreement between CLIENT and SpearMC. If CLIENT and SpearMC cannot agree as to a license agreement covering the NOTICE WORK PRODUCT, SpearMC reserves the right to omit said NOTICE WORK PRODUCT from any WORK PRODUCT delivered to CLIENT.

15. Confidentiality

SpearMC acknowledges that in the course of delivering services to CLIENT, CLIENT will provide SpearMC with access to valuable information of a confidential and proprietary nature relating to CLIENT's customers, marketing strategies, business processes and technology. All written material, customer lists or other properties, tangible or intangible, arising out of or resulting from the performance of this Agreement, and all proprietary rights, including copyrights therein, are considered confidential and shall belong to CLIENT. SpearMC agrees that during the time period this contract is in effect, and for three (3) years thereafter, SpearMC shall not, without the written consent of CLIENT, disclose to any person, other than an employee of CLIENT or a person to whom disclosure is reasonably necessary or appropriate in connection with the performance of SpearMC's services for CLIENT, any confidential information obtained by SpearMC with respect to any of CLIENT'S customers, products, systems, strategies or organization, or otherwise.

16. Insurance

SpearMC shall obtain and maintain, for the duration of this Agreement, professional liability insurance ("Insurance") in an amount sufficient to cover the value of services provided by SpearMC to the Village under this Agreement, such insurance shall covers all work of the agent(s), employee(s) and/or subcontractor(s) that SpearMC assigns to do the work. SpearMC shall provide the Village with proof of that insurance prior to the commencement of the services.

17. Miscellaneous.

(a) **No Waiver.** The failure or neglect of any party hereto to insist, in any one or more instances, upon the strict performance of any of the terms or conditions of this Agreement, or waiver by any party of strict performance of any of the terms or conditions of this Agreement, shall not be construed as a waiver or relinquishment in the future of such term or condition, but the same shall continue in full force and effect.

(b) **Notices.** Any notice, request, demand or other communication required or permitted hereunder shall be in writing and shall be deemed to have been given if delivered or sent by facsimile transmission, upon confirmation of receipt, or if sent by registered or certified mail, upon the sooner of the expiration of three days after deposit in United States post office facilities properly addressed with postage prepaid or acknowledgment of receipt. All notices and payments to a party will be sent to the addresses set forth below or to such other address or person as such party may designate by notice to each other party hereunder.

To SpearMC:

Attn: Marcus R. Bode, Principal
SpearMC Management Consulting, Inc.
400 Spear Street, Suite 221
San Francisco, CA 94105
Phone No. (415) 509-1151
TIN: 47-0937480

To Village:

Attn: Alvin Nepomuceno
Village of Oak Park
123 Madison Street
Oak Park, IL 60302-4272
(708) 358-5452

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date set forth below.

SpearMC Management Consulting, Inc

Village of Oak Park

Miroslawa B. Babicz
Principal

Thomas W. Barwin
Village Manager

Dated: _____

REVIEWED AND APPROVED
AS TO FORM

**ADDENDUM A
STATEMENT OF WORK**

Date: 12/13/2011

INFORMATION			
CONSULTANT: SPEARMC		CLIENT: VOP	
Company:	SpearMC Consulting	Company:	Village of Oak Park (VOP)
Address:	400 Spear St. #221	Address:	123 Madison Street
	San Francisco, CA 94105		Oak Park, IL 60302-4272
Contact:	Mirosława (Millie) Babicz	Contact:	Alvin Nepomuceno
Phone:	866.773.2762 x802	Phone:	708.358.5452
Fax:	415.541.9116	Fax:	708.358.5109
Email:	mbabicz@spearmc.com	Email:	Nepomuceno@oak-park.us

SERVICES

Scope

Provide Oracle support (as it relates to PeopleSoft) services on an as needed basis. This covers tasks including: Troubleshooting Production Processes, System Recovery, Tax Updates, Patches/Fixes and other PeopleSoft Application related tasks as defined by VOP.

All support requests will be communicated via email (plus phone for critical/urgent requests) with respective priority by one of the following authorized VOP representatives (any changes to list must be communicated to SpearMC in advance):

- Alvin Nepomuceno (General Support)
- Moin Yousuf (Technical Support)

Note: a SpearMC contact list will be provided to VOP upon execution of this agreement.

Required Consultant Roles

- Technical Architect / Developer – supports infrastructure related issues including application, database and web servers as well as application programs including PeopleTools, Application Engine and SQR
- HR Functional Subject Matter Expert (SME) – supports usage of application for standard business processes
- Finance Functional Subject Matter Expert (SME) – supports usage of application for standard business processes

Service Level Priorities

- Critical – Production Down: needs immediate support, respond to request within 1 business day
- Urgent – Issue Encountered: needs support within 3 business days
- Normal – Planned Support: needs support at an agreed upon time (minimum 2 week advance notice required)

TERM

Start Date: January 1, 2012

End Date: December 31, 2012

PRICE

Resource	Critical	Urgent	Normal
Technical	\$170/hr	\$140/hr	\$120/hr
HR SME	\$160/hr	\$130/hr	\$110/hr
Finance SME	\$160/hr	\$130/hr	\$110/hr

Note: Critical support will be billed in 1 hour increments, all other support will be billed in ½ hour increments.

Note: It is assumed that all support will be provided remotely. Any requests for onsite support at VOP offices must be planned in advance and may be subject to travel expenses which must be approved in advance by VOP.

**ADDENDUM A
STATEMENT OF WORK**

Date: 12/13/2011

Estimated Total: **Not to Exceed \$15,000**

This Estimated Total represents the maximum fees to be paid to Consultant by VOP under the Agreement for Services provided. VOP shall not be responsible for any fees over and above the Estimated Total unless such additional fees are agreed to in writing by the parties hereto prior to such fees being incurred.

PAYMENT SCHEDULE

Monthly invoices to be paid within thirty (30) days of Village of Oak Park receipt of the same. Invoices should be sent to the attention of: Alvin Nepomuceno, Nepomuceno@oak-park.us or by mail to Village of Oak Park, 123 Madison St, Oak Park, IL 60302 attention Finance Department.

EQUIPMENT

VOP will provide remote connectivity to all applicable tools required for consultant to perform duties as outlined in this SOW.

Note: SpearMC will require full access to all environments for technical support and access only to Development/Test environments for functional support. If the Development/Test environments are not recent enough copies of Production to perform the appropriate level of troubleshooting, then access to Production will be granted on as needed basis.

Note: Access to Oracle Meta Link (aka PeopleSoft Customer Connection) will be granted to all SpearMC resources for the VOP account.

Support provided for following environments:

HR Environment (Production, Test and Development)

- Application: 8.8 SP1
- PeopleTools: 8.42.16
- OS: Windows 2000 Server
- Database: Oracle 8.1.7.4.1
- Module: Human Resources (HR), Payroll (PY), Base Benefits (BB)

Financials Environment (Production, Test and Development)

- Application: 8.4 SP1
- PeopleTools: 8.42.16
- OS: Windows 2000 Server
- Database: Oracle 8.1.7.4.1
- Module: Accounts Payable (AP), General Ledger (GL)
- Custom Apps: Parking Citation, Vehicle Stickers, Web Service

ADDITIONAL INFORMATION

The services described herein are provided by CONSULTANT to VOP pursuant to the terms and conditions of the Consulting Services Agreement between VOP and CONSULTANT dated December 13, 2011.

AGREED TO & ACCEPTED BY

VOP

By: _____

Printed: _____

Title: _____

Date: _____

AGREED TO & ACCEPTED BY

SpearMC

By: _____

Printed: _____

Title: _____

Date: _____

VILLAGE OF OAK PARK

0

CITIZEN ADVISORY BOARD AND COMMISSION

AGENDA ITEM COMMENTARY

Item Title: Motion to deny Zoning Ordinance Text Amendments relative to Beauty Supply Stores within the Madison Street Overlay District .

Resolution or Ordinance No. _____

Date of Board Action: Wednesday, January 18, 2012

Submitted by: Linda M. Bolte, Plan Commission Chairperson

Staff Liaison & Review: Craig Failor, Village Planner

Department Director Name: 
Craig Failor, Village Planner

Village Manager's Office: 
Lisa Shelley, Deputy Village Manager

Citizen Advisory Board or Commission Issue Processing (Dates of Related Commission Meetings): At their September 6, 2011 Village Board meeting, the Trustees referred this text amendment to the Plan Commission. The Plan Commission met on September 15, 2011 and opened the public hearing, then continued it to October 20, 2011. The Applicant, Joe Seok [K-Stone Beauty Supply, 20 Madison Street] and their representation, Bates Larson, with the law firm of Perkins Coie, LLP presented the application. The Plan Commission held the public hearing on October 20, 2011 and reviewed the findings of fact on November 3, 2011. The Village Board at their November 28, 2011 meeting moved the application to a January 2012 meeting.

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

The Plan Commission does not support this request. The vote was split 5-4, the majority being against the application. The Plan Commission was conflicted in that some did not see the need for such a restriction due to the fact that they did not perceive an over saturation of this type of business. Others felt that the need was already established due to the current restriction identified in the Perimeter overlay district and that the use was not prohibited but restricted relative to separation. Some commissioners believe that the "free market" will determine the need for such businesses and that the Village should not interfere. Some felt that the Village should conduct a broader review of uses that may be saturating the market and determine if other uses might be a candidate for the separation requirement. Please refer to the meeting minutes for a fuller discussion of this matter.

Staff Commentary (If applicable or different than Commission): Staff was mixed on this issue also. It was thought that; in order to be fair to those beauty supply businesses located within the perimeter overlay district boundaries which are currently restricted and who may be located nearer to the western or eastern boundary line of the perimeter overlay district, that they would not be afforded the same consideration as a similar use that is more centered within the district; meaning that a similar store could be just across the Perimeter Overlay District boundary line and be allowed without any restriction but the business that is a few feet away is restricted. Obviously there is no Village control over what might occur in the City of Chicago across Austin Boulevard, nor would the perimeter overlay restriction apply to an Oak Park business even though there may be a similar business in Chicago. Staff also identified beauty supply stores as being a retail sales tax producing business, where the village would benefit from retail sales, so why should this use be further restricted.

On the other side of the issue, it was felt that this may be the time to place a restriction on this type of land use in order to prevent a potential over saturation of such uses along the corridor as they have recently become more popular on Madison Street. There will be three within a two block stretch at the east end of Madison Street. Two located between Humphrey Avenue and Austin Boulevard and one proposed between Humphrey Avenue and Taylor Avenue. A new beauty supply store just opened at 916 Madison Street (formerly Walgreens). This type of restriction would not be out of line with what has been initiated in other overlay districts relative to beauty supply stores and beauty salons along Roosevelt Road, North Avenue and for salons along Madison Street.

Item Budget Commentary: (Account #; Balance; Cost of contract) No financial impact.

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

Approve the text amendment; this would provide for further restriction on beauty supply stores along Madison Street in line with the perimeter overlay district as found at the ends of Madison Street, along Roosevelt Road and North Avenue, as well as other business and commercial districts along Harlem Avenue and Austin Boulevard. This would ensure that this type of use would not be consolidated on one regional area in the future and provide for a mix of uses that promote good retail shopping districts.

Proposed Recommended Action: Consider the Plan Commission's recommendation and findings of fact as proposed and direct staff to prepare any necessary documents relative to the Zoning Ordinance text amendments.

Att- Findings of Fact, Public Correspondence, Draft Minutes

November 3, 2011

President and Board of Trustees
Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302

Re: Proposed Text Amendment To The Zoning Ordinance Madison Street
Overlay District Concerning Concentration of Beauty Supply Stores.

Dear Trustees:

On or about August 11, 2011, you referred a certain proposed amendment to the text of the Zoning Ordinance to the Plan Commission, sitting as a Zoning Commission ("Commission"), for a public hearing. In general, this proposed amendment changed the allowed density of "beauty supply stores" in the Madison Street Overlay District to mirror the density restrictions in the Perimeter Overlay District, adding the following section of the Zoning Ordinance to read as follows:

Section 3.9.6(F)(2) "f. Beauty Supply Stores: shall not be located within 500 feet of one another or a similar use."

On August 31, 2011, legal notice was published in the "Wednesday Journal", a newspaper of general circulation in the Village of Oak Park, scheduling a public hearing on the Village's proposed text amendments before this Commission on October 6, 2011. On October 5, 2011, the Petitioner mailed

notice of the proposed text amendment to the "property owners on Madison Street," advising them that the Petitioner's application would be heard at the October 20, 2011, Plan Commission meeting at Village Hall. At the October 6, 2011, meeting, the Commission continued the public hearing to October 20, 2011. This Commission held a public hearing on October 20, 2011 such time and place, at which a quorum of this Commission was present.

Having heard and considered the testimony and evidence at the public hearing, the Commission makes the following findings and recommendations:

FINDINGS OF FACT

Petitioner and Similar Businesses.

1. The Applicant, Joe Seok, represents a business, "K-Stone Beauty Supply," located at 20 Madison Street, Oak Park, Illinois 60302.
2. The owner of the 20 Madison Street, Kyun S. Seok, (the "Petitioner") applied for an amendment to the Village's Zoning Ordinance as a "person having a proprietary interest in property in the Village" according to the requirements of Section 2.2.2(B) of the Zoning Ordinance.
3. There was testimony that K-Stone Beauty Supply engages in the retail sales of wigs, shampoos and related beauty supplies.
4. 20 Madison Street is located within both the Village's Perimeter Overlay District, the Madison Street Overlay District and the C-Commercial District.

5. There was testimony that K-Stone Beauty Supply has been in business for over eighteen (18) years, and has recently opened another branch in North Riverside.

6. There was evidence presented that K-Stone Beauty Supply has successfully operated directly next door to another beauty supply store, "Queens Beauty Supply," located at 14 Madison for several years.

7. There was evidence presented that another beauty supply store, to be located at 44 Madison, is being planned by another business owner. In fact, a business license was applied for by the owners of 44 Madison for that very purpose, prior to the request of the Petitioner for the amendment at issue.

8. 44 Madison is located within the Madison Street Overlay District, but not within the Perimeter Overlay District. It is therefore not subject to any density restrictions that the Perimeter Overly District imposes on beauty supply stores.

9. Village Staff and the Plan Commission clarified at the Public Hearing that the business application of 44 Madison to be used as a beauty supply store would be in no way affected by the approval or denial of the proposed text amendment at issue.

10. Thus, there may be three (3) beauty supply stores within two blocks on Madison Street, regardless of whether the proposed text amendment is granted.

History of Overlay District Regulations.

11. In 2002, when the Village adopted a comprehensive update to its Zoning Ordinance, it added restrictions to such beauty supply stores in two areas: the *Perimeter Overlay District* and the *Transit Related Overlay District*.

12. As changed in 2002, the Perimeter Overlay District restricted the density of beauty supply stores to one within five-hundred (500) feet of any other beauty supply store within the overlay district. (Zoning Ordinance, § 3.9.2(H)(1).)

13. The purposes for the Perimeter Overlay District are stated as follows:

The gateways to Oak Park, consisting of the primary vehicular entryways to the Village and the blocks around the periphery of the community, are important assets. They create the first impression of the Village for tourists and visitors, provide buffers between high-volume arterials and residential development, and provide significant revenues to fund Village governmental functions.

The importance of the gateways to the residents of the Village and its economic vitality and image, especially to tourists, as well as the growing number of threats to the economic vitality of this area are well recognized. Therefore, the Perimeter District is created to:

1. Improve the visual quality of the Perimeter area;
2. Encourage a mix of desirable retail uses;
3. Protect adjacent residential areas;
4. Restrict undesirable signage; and
5. Limit undesirable uses.

(Zoning Ordinance, § 3.9.2(A).)

14. Also, as changed in 2002, the Transit Related Overlay District prohibits beauty supply stores from being located within the first fifty (50) feet of any street line in the overlay district. (Zoning Ordinance, § 3.9.3(F)(2)(f).)

15. In 2008, the Village adopted the Madison Street Overlay District, ("MSOD") which requires a five-hundred (500) separation between all beauty

salons, hair braiding establishments and barbershops. (Zoning Ordinance, § 3.9.6(F)(2)(e).)

16. This MSOD restriction does not apply to beauty supply stores, which are mainly retail in nature.

17. The purposes of the MSOD are stated to be as follows:

The purpose of the Madison Street Overlay District is to ensure development is consistent with the Madison Street Corridor Plan adopted by the Village Board of Trustees on June 5, 2006. (Zoning Ordinance, § 3.9.6(A).)

18. The 2006 Madison Street Corridor Plan states that its goals are the following:

The Madison Street corridor has a very different development pattern from other corridors within Oak Park, such as Lake Street. Madison Street is an auto-intensive corridor, as evidenced in its long history as the auto-dealer row. As the number of car dealerships has reduced over the years, new uses have assumed the role of economic anchor. The RUSH Oak Park Hospital, the banking institutions, the Jewel, the education institutions, and the Village Hall have complemented the strong residential neighborhood surrounding the corridor.

These changes in land use and the resulting concurrence of residential and retail/service uses has motivated numerous entities, including the Village of Oak Park, neighborhood groups, private developers, and business associations, to develop plans and visions for the future of Madison Street.

These plans and visions include mixed-use development, residential development, aesthetic improvements, gateway enhancements, and business retention and recruitment strategies for the Madison Street corridor.

19. The Commission heard Staff opinion that this MSOD restriction of beauty salons and related establishments was enacted by the Village in reaction to the then-current proliferation of such establishments located within MSOD.

20. The Commission heard Staff opinion that the primary rationale for such restriction was due to the Village's desire for a diversification of land uses along the MSOD corridor that would provide a more stable economic environment as well as provide opportunities for multiple commercial stops for patrons.

21. In 2009, the Village adopted the *Roosevelt Road Overlay District* into the Zoning Ordinance that restricts beauty supply stores within five-hundred (500) feet of one another, reincorporating what had already been established in the Perimeter Overlay District along Roosevelt Road.

22. The 2009 Roosevelt Road Overlay District changes also restrict beauty salons, barbershops and nail salons within five hundred (500) feet of one another.

Testimony from the Public.

23. The Plan Commission heard extensive testimony and argument from the public regarding whether the Village should adopt a five-hundred (500) foot restriction of beauty supply stores within the MSOD.

24. Those in opposition to the proposed zoning text amendment spoke in favor of free competition, job creation, and allowing the market to determine the viability of commercial property use within the Village.

25. The Commission also heard argument from the public stating that the Village did not include such a five-hundred (500) foot restriction for the MSOD in the past, even though it did so for the Perimeter Overlay District, because the two overlay districts are distinct in character.

26. Those in favor of the proposed zoning text amendment voiced fears that beauty supply stores could end up destroying competition, especially by some

of the larger chain stores that could locate near a locally-owned business and unnaturally drive down prices in the local beauty supply market for a short time, until the local stores are forced to close.

Considerations of Plan Commission Members.

27. The Commission had a robust discussion regarding the propriety of imposing governmental controls over the local commercial real estate market via the type of proposed density restrictions.

28. Some commissioners felt that the Village should not be doing these types of restrictions at all, preferring instead to let the free market decide the appropriate commercial real estate uses in the Oak Park commercial areas.

29. Other commissioners expressed the opinion that the Village had concerns other than the free market.

30. The commissioners and staff discussed the history of the Village imposing such density restrictions on certain uses in response to oversaturation in the market for certain uses at times, causing instability in the commercial real estate markets.

31. Some commissioners felt that density restrictions served to ensure that important commercial streets in the Village, such as Madison Street, should have a certain diverse character that the Village has an interest in protecting and guiding.

32. The commissioners also discussed the different natures and goals of the Perimeter Overlay District and the MSOD.

33. Some commissioners felt that the Perimeter Overlay District was the “front door” to the Village, and should be treated differently than the MSOD.

34. Other commissioners felt that it was just as appropriate to control the density of beauty supply stores within the MSOD as it is within the Perimeter Overlay District, because Madison Street is an important corridor through Oak Park that gives the Village much of its diverse character.

35. Some commissioners felt uncomfortable in amending the text as proposed because it appeared to be piecemeal: those commissioners would feel more comfortable with looking at a more universal study of uses within the MSOD or the Comprehensive Plan by Village Staff in order to best guide and protect its character.

**RECOMMENDATION AGAINST ADOPTION
OF THE PROPOSED AMENDMENT**

Pursuant to the authority vested in it by the statutes of the State of Illinois and the ordinances of the Village of Oak Park, this Plan Commission, sitting as a Zoning Commission, hereby recommends to the President and Board of Trustees that the attached amendment to the Zoning Ordinance, which, in general, would require five-hundred (500) feet between all beauty supply stores in the Madison Street Overlay District, *not* be adopted.

This recommendation against the proposed text amendment was adopted by a 5 to 4 vote of the Plan Commission, sitting as a Zoning Commission, this 3rd day of November, 2011.

MINUTES
OAK PARK PLAN COMMISSION
VILLAGE HALL- COUNCIL CHAMBERS
October 20, 2011 – 7 p.m.

PRESENT: Chairperson Linda Bolte; Commissioners Mark Benson, Deborah Fausch, Douglas Gilbert, Sonny Ginsberg, David Mann, Gail Moran, Susan Roberts, Steven Rouse

ALSO PRESENT: Craig Failor, Village Planner, Plan Commission Attorney Jacob Karaca

APPLICANTS: **PC 11-04:** Joe Seok; Bates Larson, attorney for applicant

PC 11-03: Rolando Acosta from Ginsberg Jacobs, LLC.; Michael Glazier from Sertus Capital Partners, LLC; Michael MaRous from MaRous & Company; Brian Vitale from Gensler

Chair Bolte called the meeting to order at 7:05pm and roll was called.

Chair Bolte welcomed Commissioner Ginsberg and explained he would participate with only the Madison Street Text Amendment.

Non –Agenda Public Participation

None.

Approval of Minutes

None.

PC 11-02: Zoning Ordinance Text Amendments; Zoning Ordinance Text Amendments to the Roosevelt Road Form Based Code Overlay District and Landscape Regulations of the Zoning Ordinance. FINDINGS OF FACT

Commissioner Moran motioned, Commissioner Mann seconded.

Commissioner Moran recommended a slight change in the language on page three.

Commissioner Roberts questioned limiting the fences to wood or masonry. Chair Bolte explained the recommendation was deliberate in limiting the material as wood or masonry and not metal. Mr. Failor agreed.

MOTION

A roll call vote was taken.

Moran- yes
Mann- yes
Gilbert- yes
Benson- yes
Roberts- yes
Fausch- yes
Rouse- yes
Bolte- yes

The motion passed 8-0.

PC 11-04: Madison Street Overlay District Zoning Ordinance Text Amendment:

The Applicant seeks approval of proposed amendment to the Oak Park Zoning Ordinance by adding to Section 3.9.6(F)(2) – “f. Beauty Supply Stores shall not be located within 500 feet of one another or a similar use.” OPENED and CONTINUED from September 15, 2011

Mr. Failor explained the applicant was requesting a text amendment to the Madison Street Overlay District’s zoning ordinance to include a restriction on beauty supply stores within 500 feet of one another. Mr. Failor said the restriction currently existed in the Perimeter Overlay District on Madison Street on the first block east and the first block west. The applicants are asking to extend it to the full corridor adding it into the Madison Overlay District.

Attorney Jacob Karaca swore in everyone who planned to give testimony.

Ms. Bates Larson, attorney for applicant Mr. Joe Seok. Mr. Seok is the son of Mr. Kyun Seok the owner of K-Stone Beauty Supply Stores at 20 Madison.

Ms. Larson asked Mr. Seok to describe K-Stone. Mr. Seok replied it’s a beauty supply store selling everything from wigs, hair extensions, jewelry and supplies like shampoos and conditioners. Mr. Seok said the store had been on Madison for over 18 years and they had another location in North Riverside. Ms. Larson asked Mr. Seok what was his understanding of the overlay districts. Mr. Seok replied their store was located in both the Perimeter and in the Madison Street Overlay Districts. Ms. Larson asked if Mr. Seok had an understanding of the limitations placed on his business being in both districts. Mr. Seok replied in the Perimeter district there was a restriction of beauty supply stores being within 500 feet of each other and there were no restrictions in the Madison Overlay district.

Ms. Larson asked about other beauty supply stores within 500 feet of K-Stone. Mr. Seok replied Queens was located at 14 Madison, next door. Ms. Larson clarified the businesses predated the restrictions in the Perimeter districts. Ms. Larson asked Mr. Seok if he’d heard of any other beauty supply stores within 500 feet of his store. Mr. Seok replied 44 Madison was possibly becoming a beauty supply store. Ms. Larson asked what steps Mr.

Seok took when he heard there was another store moving in within 500 feet of K-Stone. Mr. Seok said he checked the Perimeter Overlay District and thought the protections meant a true, 500-foot radius but then learned the 500 foot did not extend past the border of the Perimeter Overlay district.

Ms. Larson asked Mr. Seok why he was asking for a text amendment that applied the Perimeter district restrictions to the entire length of the Madison street corridor. Mr. Seok replied it would provide consistency like other districts such as Roosevelt Road, it would promote diverse and different types of businesses and it would prevent an oversaturation of similar businesses.

Ms. Larson explained K-Stone had been next door to another beauty supply store for more than 10 years, why was Mr. Seok concerned about oversaturation. Mr. Seok replied the idea was to provide variety- if there was a bakery or shoe store, they would come to get a piece of cake then they may come in to get shampoo or shoes but with oversaturation they would only come to go to one store and others would suffer.

Ms. Larson asked if there were other beauty supply stores on Madison in addition to Queen, K-Stone and the applicant at 44 Madison. Mr. Seok replied a new store just opened in the old Walgreens location just west of Oak Park Avenue, more than 500 feet from K-Stone.

Ms. Larson asked Mr. Seok if he knew who applied for the permit at 44 Madison. Mr. Seok replied he believed it was Cosmos Beauty Supply. Ms. Larson asked if Cosmos was a chain. Mr. Seok replied they had 20-plus locations in the area. Ms. Larson asked if the owners of Cosmos opened up stores within close proximity to each other. Mr. Seok replied they sometimes opened stores across the street from each other, like in the south side of Chicago.

Chair Bolte explained the procedure, saying next would be cross examination, then public testimony, closing remarks by the applicant and opposers could give a closing statement. Then the Plan Commission had deliberation and decision. Chair Bolte asked Mr. Failor to clarify that the text amendment request had no bearing on the application pending with the village. Mr. Failor said the application at 44 Madison was currently in the process and the ruling had no impact on the business application process. Attorney Karaca explained there were due process concerns and must be done this way.

Chair Bolte opened cross examination.

Ms. Joanne Hurley, attorney for the business license applicant and owner of 44 Madison and 501, 503, 505, 507 Lyman. Ms. Hurley asked Mr. Seok to describe the exterior of K-Stone beauty supply store. Mr. Seok said it was red brick with glass windows. Ms. Hurley asked if there were posters all over the windows. Mr. Seok agreed, saying the posters were products that they sell in the store. Ms. Hurley asked Mr. Seok if during the four-year time period that the zoning changes were considered and various groups within

the Village were giving input, did he provide any input during that time. Mr. Seok replied he was away at school and he was unsure if his father, the owner, gave any input.

Ms. Hurley asked Mr. Seok if he was aware of the Madison Street Corridor plan, which set up the Village's goals for the area over a long period of time and solicited community involvement. Mr. Seok replied yes. Ms. Hurley asked if he or his father provided any input. Mr. Seok replied he went to the first meeting.

Ms. Hurley asked Mr. Seok if he only provided his input to the Village after learning that other people would be involved with the same business rather than during the time of the restrictions being considered. Mr. Seok replied he was under the assumption that the Perimeter Overlay district protected them so there was no need to look into it further. Ms. Hurley asked if he was aware that when the Village amended the zoning one goal was to provide information on its website. Mr. Seok agreed. Ms. Hurley asked if he understood there was a one-block Perimeter area and the rest of Madison was a different zoning district. Mr. Seok replied he understood there were two zoning districts, but he was under the assumption the 500 foot was a true radius restriction. Ms. Hurley asked if he knew the goal of zoning is to accomplish the Village's goals the benefit of the individual business. Mr. Seok agreed.

Chair Bolte moved on to public testimony reminding there were five minutes allotted for each speaker.

Mr. Jerome Ketzback, 7730 Lake Street in River Forest, owns property on the first block of Madison Street. Mr. Ketzback said he was in favor of extending the boundaries of the Perimeter district. Mr. Ketzback said he also owns Laurie's bakery and when Dunkin Donuts moved in he lost 30% of his morning business. He said he paid in excess of \$50,000 a year in real estate taxes to Oak Park and it affected his business. He said he owns the building Queens beauty supply was located in, it had been in business for over 30 years. Mr. Ketzback said if they were to go out of business because of increased competition it would have a ripple effect on him, he would have to close down his business.

Mr. Robert Bethay, owner of Queens beauty supply store at 14 Madison. Mr. Bethay asked how could he survive if there was a zone with 20-30 beauty supply stores in one location. Mr. Bethay said he didn't know the zoning was like this, how you could put the same stores near each other, like the bakery and Dunkin Donuts. Chair Bolte reminded everyone that the 44 Madison location wasn't the issue before the Plan Commission, they were talking about future beauty supply businesses.

Mr. Jose Pettis, 805 Humphrey. Mr. Pettis explained that businesses mean jobs and jobs were needed in this economy and he was for business and competition. Mr. Pettis said things may not be the same at the new store as it was at the other stores.

Mr. Deshawn Harris, 1012 S. Maple. Mr. Harris explained he was a bar and security associate and was looking to operate his own company. He said he's looked at some job

opportunities and Cosmos was one of his opportunities. Mr. Harris said he believed in opening more stores and providing more opportunities. He said that we're all Oak Park residents and it was time for us to look out for each other.

Mr. Andre Robinson, lives in downtown Oak Park. Mr. Robinson said K-stone closes at 8 p.m. and it was hard for him to travel this way after work. Mr. Robinson said a new store would be more convenient.

Mr. Akeem Armstrong, 1012 S. Maple. Mr. Armstrong said he was for competition and to have options. He said it might not benefit the businesses individually but from a customer standpoint, we would have options.

Ms. Krystal Sanchez, 1641 N. Natchez in Chicago. Ms. Sanchez said it was not about competition, but that other people needed job opportunities and a variety of products. Ms. Sanchez said different stores carried different products and if they opened a new one and it had different things it would benefit all of us.

Ms. Kaylene Bellamy, 1030 S. Elmwood. Ms. Bellamy said she used to live near the two beauty supply stores and had been a customer of both. Ms. Bellamy said she would like another one to open to get a better selection of things. She said K-stone had cramped parking and where the new store will be will have better parking. Ms. Bellamy said she hadn't always been able to find all that she needed at the current stores.

Chair Bolte reminded the public that 44 Madison was not the issue before the Plan Commission. It would be future stores opening within 500 feet of the existing stores. Chair Bolte asked if anyone had a comment about a fourth or fifth store opening within 500 feet in the future.

Ms. Bellamy responded that beauty supply stores have different products. She said she had been to Queens and K-Stone and they each carry different products. She said it was not about the numbers of them, necessarily, but the quality of the products. Chair Bolte asked if there were product lines not covered in the existing three stores. Ms. Bellamy replied each store specializes in different product lines, some sell hair and there were a lot of different brands of hair.

Mr. Harris explained in terms of business, it needed to be more, more and more. He said we've all gone to Burger King to get a burger and McDonald's to get the fries. Mr. Harris said the bigger Oak Park gets, the better it is.

Mr. James John, 1641 N. Natchez in Chicago. Mr. John said he's a college student and it was not the wealthiest life. He said the more businesses that were available; the more chances there were to support our lives. Mr. John said more opportunities make life easier for everybody.

Ms. Alexis Collins, 7206 W. Oak Avenue. Ms. Collins said she goes to a lot of beauty supply stores here. She said she was about the service, for example if she goes to McDonald's she might go a specific one based on how they treated her.

Mr. Young Choi, owner of 44 Madison, 501, 503, 505, 507 Lyman. Mr. Choi said this was the first time he had bought commercial property in Oak Park. He said he wanted to invest in Oak Park because he liked it here, but had concerns about the area because it was not an area where people walk around to shop. Mr. Choi said he decided to take a chance and buy property in a single lot with the thought that they'd improve one block and the improvement would improve the whole area. He said when construction was finished it would represent an investment of \$1.5 million on Madison. Mr. Choi said he believed in being part of community, he had a scholarship fund to give back to the community and he would open that to Oak Park residents. Mr. Choi said 12-14 jobs would be created at 44 Madison and more jobs would come to the Lyman property, depending on if Lyman will be all retail, part retail or restaurant.

Mr. Sung Park, owner of 44 Madison, 501, 503, 505, 507 Lyman. Mr. Park said he bought his Oak Park property in 2011 and it had been in foreclosure for a long time. Mr. Park said the property was vacant for seven years and was an eyesore. He said he checked on zoning restrictions before buying the property and there were no beauty supply store restrictions. He said he learned about the proposed restrictions five months after the purchase and he did not receive notice. Mr. Park said they have worked closely with Village regulations on signage and restrictions. Mr. Park said to pass this amendment would take away his freedom to develop the property in a way that would be most commercially viable. He said it would act as a detriment to development in Oak Park. Mr. Park said if the amendment was passed, they would reconsider their plans to buy more land in Oak Park. Mr. Park said the proposal was based on fear of competition and not in the interest of Village residents. Mr. Park said true competition meant better price and better quality of product and would be a good thing.

Ms. Hurley handed out information to the Plan Commission. Ms. Hurley said the commission should think about the history of the Madison Street Overlay and the Perimeter Overlay districts, and remember that Oak Park didn't act rashly. Ms. Hurley said they studied things and it was from 1998-2002 when they gathered input from staff, community groups, and street organizations on what the community wanted for Madison Street and the perimeter area. Ms. Hurley said the idea for the perimeter was to have a good image in Oak Park—wanting people coming into Madison to see clear Oak Park sensibilities. She said for the first block gateway, certain restrictions were imposed and it was clear from reading Plan Commission minutes from that time that people weren't sure they wanted any beauty supply restrictions in place, but it passed. Ms. Hurley said the commission at the time looked at if the restrictions should go all the way into Madison Street and they rejected that. Ms. Hurley said the Roosevelt Road analogy failed because the Village didn't have one plan in place for both areas, they had separate studies and created separate plans. Ms. Hurley referred to an article in the packet about use of zoning on a piecemeal basis and asked that the Village think about how thorough it had been in the past and reject the application.

Commissioner Moran asked Ms. Hurley if her clients understood the application would not impact the business at 44 Madison. Ms. Hurley replied they were pleased to hear that, but that they were still opposed to the restrictions. Commissioner Rouse asked if the Lyman properties will become beauty supply stores. Ms. Hurley said they will not.

Commissioner Fausch asked Mr. Failor to speak to the similarities and differences of the Madison Street district to the Perimeter districts. Mr. Failor explained in 2002 when the zoning code was amended it created the Perimeter Overlay district, which included Roosevelt Road, North Avenue and the perimeters along Harlem and Austin – the entry points into the village. Mr. Failor said Madison Street was not categorized in that perimeter grouping, although it was a thoroughfare through the community like Roosevelt Road and North Avenue, but the purpose of the Perimeter district wouldn't apply to the center of Madison Street. Mr. Failor explained when they did the Overlay district for Madison there was a separation requirement on beauty salons, hair braiding establishments and barber shops due to the concentration of those in one central area on Madison to create a more diverse opportunity for businesses along the corridor. Commissioner Fausch asked why there were restrictions only on things related to beauty supply and services. Mr. Failor replied he couldn't answer in regards to the Perimeter Overlay district but for Madison Street that was because there was a concentration of those uses in one general location and they were not necessarily a retail sales producing product and they wanted to diversify the area. Mr. Failor said they wanted to make sure they had a more viable economic area within the community and not one-use concentrated on one end. Commissioner Fausch said that wouldn't apply the same to this situation because these were retail. Mr. Failor agreed.

Chair Bolte referred to the staff report and the discussion between service and sales tax revenue. Mr. Failor said he believed if they see other types of uses going down the same path as the beauty salons they'd look at that as well because they were looking for a diverse-use base along all corridors. Commissioner Fausch replied it seemed odd, like a spot zoning. Mr. Failor replied it still allowed the use but allowed for a better mix.

Chair Bolte called for summary remarks from the applicant and objectors.

Ms. Bates Larson, attorney for the applicant, said she wanted to reaffirm that they were not there for 44 Madison; they were there because there was already a concentration of beauty supply stores in this part of Madison. Ms. Larson said it was slightly out of the Perimeter District by inches but it affected the entire corridor of Madison street. She said the question was how many were too many—there were two existing, an application for a third and another less than two miles down the street. She said should there be restriction, not exclusion, to avoid concentration in one place. Ms. Larson said there were three goals to the proposed amendment- consistency, avoiding overconcentration and promoting mixed use. She said it was not about fear of competition. Ms. Larson said the Perimeter Overlay District exists at both ends of Madison Street and in terms of consistency should extend the entire length of Madison Street. Ms. Larson said the Madison Street Coalition believed the proposed amendment was consistent with the goals of the Coalition. She said

the goals of the amendment were also consistent with the current regulations on hair salons, although the tax was retail versus a service tax, if there were three stores selling the same products there probably won't be buying from each store.

Ms. Larson said there were retail, sales and service tax differences- you were not going to buy one bottle of shampoo from four stores but if you added a restaurant you increased the chance someone would want to buy a sandwich and buy a bottle of shampoo. Ms. Larson said within two miles there were already potentially four beauty supply stores and there was concern that the Lyman property would turn into a beauty supply store. She said would this be good for the community to have stores competing with each other and not providing cross-over retail sales. Ms. Larson said the application was made on behalf of an individual business but it was made to avoid the complete saturation of beauty supply stores along the Madison Street Corridor.

Ms. Hurley said we were ignoring that Oak Park studied, made plans and reaped the benefit of those plans. She said the plans were provided to improve the streetscape and they attracted people to Madison, so the goal of attracting new businesses had worked. She said it was hard to balance the goals for the community and development but when the Perimeter Overlay zoning was adopted it restricted beauty supply stores in that area only and not other areas because it wanted to balance and not get in way of new businesses coming in. Ms. Hurley said she was asking for the Plan Commission to trust the decisions the Village had made in the past on development plans and let progress continue so the cost of the improvements could be paid back.

Commissioner Fausch said it made sense that some kinds of businesses needed to be spaced out, and some not. She asked staff if the Village had thought about what kinds of business were appropriate to restrict. Mr. Failor replied there wasn't a study of every kind of use but when they did the zoning ordinance in 2002, they might have gone through that. Mr. Failor said for example, you wouldn't want a separation of restaurants because there is a whole diversity of restaurants. Commissioner Benson said you could have a McDonald's across the street from a Burger King.

Commissioner Moran said she participated in Madison Street Corridor Plan and said she remembered the discussion about the desire to have diversity along the corridor. She said she didn't see it as exclusionary, more to make sure there wasn't saturation on one block or another of any type of business.

Commissioner Benson said there was a difference between saturation and oversaturation of a business. He said if there was a clear need for many different types of that particular industry to be in the area they will all survive, if there wasn't a need some will go out of business as the market will dictate. He said you would have what the market could handle, if a business owner thought they have the niche, the service or the quality, it was not their job to say which business beats another business.

Commissioner Moran said the question was should they be right next door to each other. Commissioner Benson replied they were already next door, why not another down the

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block if the owner wanted to invest their money, let them invest their money. Commissioner Ginsberg interjected that this industry had been considered differently and that was why there was specific restriction in the Perimeter Overlay District, it was singled out by the Board at some point so someone made the decision that this wasn't like three bookstores. Commissioner Ginsberg said someone decided you might have a proliferation that does not add to what we wanted to see in the entry areas. Commissioner Ginsberg said Madison Street was as much an entry to the Village as Roosevelt Road and North Avenue was and you couldn't say it was just like another retail business because it had been singled out already. Commissioner Ginsberg said beauty supply stores were perceived to be different because they were seen as more likely to proliferate. Commissioner Benson said if that were true, why didn't they extend the restrictions all the way down Madison as they did along Roosevelt. Commissioner Ginsberg asked Mr. Failor if the decision to not extend the beauty supply restrictions along Madison a conscious decision by the Board. Mr. Failor replied it was based on entry points into the Village.

Commissioner Rouse said it was addressed specifically in the staff report as to why they didn't want these, they didn't want the proliferation in that area and you couldn't say this was different because it was only 100 feet away. He said because it was mentioned that would take it out of the free market analysis and into the analysis of, would this be good for the Village. He said it was true they could kill each other off, but you wouldn't want that as that was what happened to "auto row" and the area was still attempting to recover.

Chair Bolte said she relied a lot on the Madison Street Coalition comments that reiterated the desire for diversity. She said when they developed a plan they looked at what was on the ground and what was a concern for them and they didn't want to turn away businesses as they were looking for revenue and development. She said they basically supported the text amendment and that spoke volumes.

Commissioner Rouse said it was clearer to say that text amendment was more within the spirit of the plan and the Board was saying the same thing- too much of one thing was a bad thing, especially in this geographic area. Commissioner Benson said the market would decide what was too much. Commissioner Rouse agreed, but said the Village would suffer the market correction, like auto row. Commissioner Ginsberg said if you buy the market analysis to the extreme then the beauty supply store Perimeter Overlay District was wrong.

Commissioner Benson said he didn't think the proliferation concern on the entry points was that there was fear there were a lot of those types of stores; it was more we wanted these to be Oak Park's front door. He said Berwyn considered Cermak and Harlem to be their front door so they redid every space of that be their entry way. He said Oak Park didn't want to be considered a beauty supply town. Commissioner Moran asked if you made the assumption the Board didn't want its front door to be beauty supply stores, would that be wrong. Commissioner Benson replied it would be smug. He said Berwyn forced a Mexican restaurant to relocate because it didn't want to be considered a Hispanic town, this was the same thing.

Commissioner Fausch said it was a good question what kinds of businesses benefited being together and what kinds didn't. Mr. Failor said there were more restrictions in the Perimeter Overlay District other than just 500 feet separation restrictions of this use, there was a short list of prohibited uses like pawn shops.

Commissioner Fausch said the Village had other concerns besides just the market there was an overall view of things and ensuring good market conditions was one but not the only one, because in the Madison Overlay District one of the concerns was a vibrant street life.

Commissioner Rouse referred back to the staff report saying the rationale to this was not the gateway argument but was about diversification and providing multiple commercial stops for patrons.

Commissioner Benson said this type of spot zoning was a slippery slope. Chair Bolte said she wouldn't classify it as spot zoning.

Commissioner Gilbert said he was conflicted and could see both view points. He said the Village had an interest in maintaining an image and a commercial environment that had a diversity of uses. He said he was concerned with the Village getting involved in the free market of retail establishments and was there too many or not enough, that was for the market to decide. He said there were times when the Village should step in and limit or promote a certain type of business but he felt nervous narrowing it down. He said limiting service businesses made more sense but that these were different types of businesses.

Commissioner Moran said the proposal was not inconsistent with what the Village had done in other business districts; it would not be an exclusion of these businesses, it was separating these businesses for the future.

Commissioner Roberts said sometimes in business districts it was better to cluster similar price points together. Commissioner Ginsberg said he was not concerned about protecting competition; he was concerned that they'd all succeed. He said maybe it was a cluster market and if they all succeeded and then you'd get an issue of planning and what you wanted from a planning perspective. He said the auto example was a good one if they all succeeded it becomes a destination area for people to buy cars and we might not want that.

Commissioner Mann said he agreed with diverse land-use pattern planning, he felt like they touched on one aspect of Madison Street and maybe with the redevelopment of Madison, they needed to look at the street as a whole.

Chair Bolte said she referred back to the Madison Street Coalition's goal to create a diverse and varied land-use pattern that supported the plan. If there were several different places to visit you'd be likely to go there rather than if you there was one thing to go to and if you were not interested in that product you might not visit at all. She said we

would not prohibit them from being on Madison it was a separation from the same kind of uses.

Commissioner Fausch said the issue wasn't about promoting diversity of uses, it was clear they were for that, but the issue was should we be voting on the separation of one particular use rather than considering something that looks at the issue more broadly and looked at what should be separated and what shouldn't.

Chair Bolte asked Mr. Failor if the Madison Street Coalition was in a position to do a comprehensive look at uses. Mr. Failor said everyone worked off a work plan that the Board approved and that was not on for this year, but they could talk about it for next year to look at land uses. Chair Bolte asked if there were other uses that they'd want to suggest have minimum separation. Mr. Failor said there was a study done of the most type of uses Village-wide. He said it mapped out the top five like banks, beauty salons, etc, where they were and if there were clusters and it found beauty salons were highest that was the impetus to change the Overlay District. Mr. Failor said they will be doing the comprehensive plan next year looking at land use village-wide to see what the land-use categories were.

Commissioner Rouse motioned to approve the amendment PC 11-04: Madison Street Overlay District Zoning Ordinance Text Amendment: The Applicant seeks approval of proposed amendment to the Oak Park Zoning Ordinance by adding to Section 3.9.6(F)(2) – "f. Beauty Supply Stores shall not be located within 500 feet of one another or a similar use.". Commissioner Moran seconded. A roll call vote was taken:

Rouse-yes
Moran-yes
Ginsberg-yes
Gilbert-no
Benson-no
Mann-no
Roberts-no
Fausch-no
Bolte-yes

Motion failed four to five.

Chair Bolte indicated Commissioner Ginsberg would be leaving for remainder of hearings. Chair Bolte called for a break at 9:00 p.m.

The meeting resumed at 9:12 pm.

Chair Bolte continued Lake and Forest Amendment: **PC 11-03: Lake and Forest Planned Development Ordinance Amendment**; The Applicant seeks to amend Plan Development Ordinance No. 2010-O-014. The applicant is proposing to remove the hotel and condominium components from the project and add up to 270 residential rental units

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as well as increasing the number of parking spaces from 510 to 588 spaces and modifying the exterior materials and use. The applicant is also seeking two allowances for Density and Parking. CONTINUED from October 6, 2011

Chair Bolte opened cross examination of the appraiser Mr. Michael MaRous.

Mr. Kevin Murphy, 210 Forest Ave. Mr. Murphy asked Mr. MaRous to discuss the Uptown Redevelopment Project in Park Ridge. Mr. MaRous confirmed that he was an alderman from 1997-2005 and was involved in the negotiation and acquisition of properties. Mr. MaRous said he became mayor from 2003-2005 and went to the development committee with a request for qualifications and then went through proposals and the presentation process. Mr. MaRous said he was involved with the negotiation team to negotiate all facets of deal with the joint venture developer and part of that process involved dealing with traffic studies, IDOT, TIF issues, school issues, moving a water reservoir and then finally, moving ahead with the \$120 million dollar project.

Mr. Murphy asked if the project received a Gold Award from the American Planning Association. Mr. MaRous said it had received many awards but wasn't sure of all of them. Mr. Murphy asked if Park Ridge was similar to Oak Park, both being an older established community adjacent to Chicago. Mr. MaRous agreed. Mr. Murphy asked if the Uptown site, as a highly visible location in the central core of Park Ridge, was similar to the Lake and Forest site. Mr. MaRous replied it was like it but Park Ridge's site was more visible because it had more road frontage. Mr. MaRous said the Lake and Forest parcel only had one arterial, Lake Street. Mr. Murphy asked if both areas were considered the commercial and cultural centers of their communities with urban/suburban characters centered on the train station. Mr. MaRous agreed. Mr. Murphy established the Uptown site was 5.5 acres, 3.5 times larger than the Lake and Forest site. Mr. MaRous agreed.

Mr. Murphy discussed the Uptown projects grouping of buildings, saying the project consisted of three-, four- and five-story buildings. Mr. MaRous agreed, saying the 5-story building had two additional levels underground that were parking. Mr. Murphy asked if the project had 24 townhomes and 165 condos, translating to 34 residential units per acre. Mr. MaRous agreed. Mr. Murphy asked if this was less than the 270 units proposed for Lake and Forest, translating to 180 units per acre of land. Mr. MaRous agreed but said the Uptown site had significantly more retail. Mr. Murphy said the Uptown project had 71,000 square feet of commercial space, which was less dense than the 25,000 square feet at Lake and Forest.

Mr. Murphy said the Uptown project provided 702 parking spaces for the condos and commercial spaces. Mr. MaRous said he couldn't recall but that there was a 100 space component that the city bought back. Mr. Murphy asked if a substantial amount of those spaces were in an underground parking garage. Mr. MaRous agreed. Mr. Murphy asked if the townhomes each had a two-car private garage. Mr. MaRous agreed.

Mr. Murphy asked if the Uptown site provided substantial public green spaces and plazas. Mr. MaRous said that was debatable as part of it was an existing library site

across the street that was part of the project and there was also a park where improvements were made. Mr. Murphy asked if there was a plaza and fountain area within the development. Mr. MaRous agreed.

Mr. Murphy asked if Mr. MaRous thought the Uptown project was much less dense than the Lake and Forest proposal. Mr. MaRous replied the coverage was similar but the height was lower which would reflect lower density.

Mr. Murphy asked if the Uptown project provided more parking. Mr. MaRous replied on a per-unit basis, yes.

Mr. Murphy asked if there were any 20-story or 10-story buildings located in downtown Park Ridge. Mr. Acosta objected to the questioning, saying Oak Park and Park Ridge were different communities even if there were similarities. Chair Bolte asked Mr. Murphy to get on to questions that relate to the amendment. Mr. Murphy asked if there were any buildings taller than the 5-story Uptown buildings in Park Ridge. Mr. MaRous said there were, but not in the downtown area.

Mr. Murphy referenced Mr. MaRous' September 2011 report saying it indicated there did not appear to be any negative effect on residential property values in the area related to the approval of the original development. Mr. MaRous replied that was one of his conclusions. Mr. Murphy said the approval of the original development by the Village Board was in March 2010. Mr. MaRous agreed, saying the approval was preceded by two years of activity and known potential impact on the immediate neighborhood. Mr. Murphy asked if real estate brokers in Oak Park had been including information about the approved development in listings. Mr. MaRous replied it was a grey answer, if listings were specific to development then no, but alluding to the benefit of new commercial development on Lake Street, yes. Mr. MaRous said he conducted a phone survey with brokers that asked if the approval of the mixed-use hotel and condo building had a negative impact on their properties and they all said no. Mr. Murphy asked if Mr. MaRous had seen any listings for single family homes in the area of the project that informed prospective buyers that a tower was about to be built down the street. Mr. MaRous replied he did not see that.

Mr. Murphy asked if sellers or their listing brokers have been informing prospective buyers of the approved development. Mr. MaRous replied based on the interview process they had been. Mr. Murphy asked if it was in the written listings. Mr. MaRous replied he hadn't seen it in writing but his understanding was that they were informing interested parties.

Mr. Murphy referenced Mr. MaRous' data saying it included list and sale prices for 10 single family homes proximate to the development site. Mr. Murphy asked if the list price was the price the property was listed for sale at the time of the sale. Mr. MaRous said it was, where possible, they attempted to track the original list price but due to the weakness of the market certain times there were price drops and the list prices could have been higher initially.

Mr. Murphy asked if the data listing sheet received from the Multiple Listing Service contained only one list price. Mr. MaRous replied sometimes it would show multiple list prices, sometimes only one.

Mr. Murphy asked what the marketing time column in Mr. MaRous' report indicated. Mr. MaRous said it was the time between the initial list of a property and the time it went under contract. Mr. MaRous said they tried to catch if properties were taken off the market for a time and combine that period with a list period to be fair.

Mr. Murphy asked of the 10 properties listed in the table in the report, three were on Grove Avenue. Mr. MaRous agreed. Mr. Murphy indicated the 502 N. Grove property was north of Chicago Avenue. Mr. MaRous agreed saying it was the one outlier, the rest of the properties were more concentrated to the property site except for one other. Mr. Murphy pointed out 1010 N. Grove was north of Division Street. Mr. MaRous agreed. Mr. Murphy asked if only two properties listed were located on Forest Avenue. Mr. MaRous agreed, saying five were clustered in close proximity to Forest. Mr. Murphy said 223 Forest Avenue was sold five months prior to the approval of the project. Mr. MaRous agreed, saying it was a several-year project and it was quite public and obvious that the project might happen. Mr. Murphy said 300 Forest Avenue sold four months after the approval. Mr. MaRous agreed. Mr. Murphy said the 223 Forest Avenue sale was for 90% of the list price but the 300 Forest Avenue sale was for 78% of the list price. Mr. Murphy asked what could be concluded about property values after the March 2010 approval of the original project, based on those two data points. Mr. MaRous said it was two sets of values, as the 300 Forest Avenue property had a listing price of \$1.5 million. Mr. MaRous said 223 Forest property was just over \$1 million, so the higher priced one had a more limited market and was hit harder by the market. Mr. MaRous said the higher market was a thinner market and took longer to sell and reflected a lower percentage.

Mr. Murphy asked what, if anything, could be fairly concluded from the 10 data points listed if one was a mile away and another was before the approval of the original project. Mr. MaRous replied in a very weak market, on average, the 10 data properties sold at a much tighter or lower discount to list price than the Oak Park market in general and that's why ten were included as opposed to two.

Mr. Murphy asked if there was any actual data regarding the actual impact of construction of a 21-story tower upon the value of single family homes located on the same street or within the block of such towers. Mr. MaRous replied there was no data in Oak Park, the Whiteco building was 14-story and the residential impact was across Harlem into River Forest and there was no impact to that residential area. Mr. MaRous said for a 21-story tower you'd have to go to Evanston and most of Evanston's downtown projects were extremely successful but that he did not do any studies on the residential impact in Evanston. Mr. Murphy asked if Mr. Glazier were proposing to build a 21-story tower a block from Mr. MaRous' home in Park Ridge, would that discourage or limit prospective buyers and what they would pay for a single family home. Mr. MaRous replied he did not live near a commercial development; it was not a fair comparison and

also there was already a 21-story building approved for the project, it was not a proposed development.

Dr. Steven Harris, 225 N. Kenilworth. Dr. Harris asked if Mr. MaRous in his role as alderman and mayor looked at the value and tax benefit versus the service liabilities of the Uptown project. Mr. MaRous said those were two key points but not the only two. Dr. Harris asked if the project's tax benefits completely offset the tax costs for the community. Mr. MaRous agreed. Dr. Harris asked if that evaluation was done on the Lake and Forest project. Mr. MaRous said he did not do a tax impact study, but he did look at financial and projections based on tax increments and based on sales tax revenue and other economic benefits and on the face of it, it looked positive. Dr. Harris asked for an estimate of the property tax revenues. Mr. MaRous said a very general number for the commercial component would be \$5 per foot or as high as \$8 per foot when stabilized for a total of \$125,000 to \$200,000 per year. Mr. MaRous said the residential component would be somewhere in the range of \$1 million. Mr. MaRous said a significant projection of the retail sales tax would be somewhere over \$1 million per year and that wouldn't include any revenue or taxes generated by parking, just general numbers.

Chair Bolte concluded cross examination and went over the additional data items requested in earlier meetings.

Mr. Brian Vitale from Gensler presented changes to the north wall and details of the window walls during an on-screen slide presentation. Mr. Vitale explained how they were changing the planes of brick to give interesting details by taking panels of brick and creating a pattern. Mr. Vitale said this would add texture to the façade.

Mr. Vitale said the corner where the restaurant was proposed would be set back and have 25-30 feet for outdoor seating. He said the north half of the building would have smaller windows for a more residential feel to it, with architectural precast that was similar to limestone, and the pattern would be varied between operable and fixed windows. Mr. Vitale said one window wall would be floor-to-ceiling glass with mullions that would be clear-anodized aluminum. Mr. Vitale said the Lake Street window wall would be clearer; the mullions would not have caps so the appearance would be more open and glazed. Mr. Vitale said the balcony would be the transition between the two window walls.

Chair Bolte asked about the potential for new trees in the median. Mr. Vitale replied there was a small median that smaller scale trees could be located. Commissioner Fausch asked if there was room for vines. Mr. Vitale replied space was not an issue it was more the north location and they needed to test it and have the landscape people weigh in on if it would work. Commissioner Moran asked if that would be along the entire wall. Mr. Vitale replied he wasn't sure as they'd needed to consult with the landscape people. Commissioner Moran asked for copy of the presentation and Mr. Vitale agreed.

Commissioner Gilbert asked if the portion of the facade with the precast had recessed windows. Mr. Vitale confirmed the design intention was a true punched window.

November 17, 2011

Commissioner Gilbert asked what was the depth to the exterior aluminum mullions. Mr. Vitale replied it was a standard cap that was probably not more than an inch.

Commissioner Fausch asked about the differentiation of the unit types. Mr. Vitale said unit types would change throughout the building. Commissioner Mann asked about the green screen on east side wall. Mr. Vitale said it was in the original agreement so they brought it over and that it could be vines. Commissioner Mann asked about the pattern on the north side was that related to the pattern on the precast and what was the logic to the pattern. Mr. Vitale replied the logic in the pattern was from construction methodology because they were panels and if they made two, they could reverse it and have four. Mr. Vitale said putting them in sequential order would be both random and playful.

Chair Bolte asked about the Historical Preservation Commission recommendation memo that referenced a canopy over the garage loading dock entrance and moving the cooling towers toward the center of the roof. Mr. Vitale said both were great suggestions, moving the cooling tower made a lot of sense. Mr. Vitale said in addition to the canopies, they might be able to push the entries in a bit to create depth.

Commissioner Roberts asked about the corner with the round pillars, how would they make it look more appealing. Mr. Vitale said if the building would be concrete, the pillars could be exposed concrete finished cleanly or if the building would be steel, the pillars would have a column cover matching the rest of the metal works. Mr. Vitale said it depended on where they go with the structure of the building on how they'll do the columns. Commissioner Gilbert said even if it were concrete you could still clad those. Mr. Vitale agreed. Commissioner Gilbert said for the main corner's first impression he was concerned it would be plain concrete and even if incorporating public art there was an opportunity for the columns to become sculptural in some way. Mr. Vitale replied there was a lot of opportunity in the area and that was where the public art was proposed to go and what they've been keying on was the outside activity.

Commissioner Fausch asked about the canopy and if it would make a barrier between the floors of the restaurant. Mr. Vitale said the canopy was tall but they wanted to mimic the shadow lines up top and there was an opportunity to uplift it in the evening.

Chair Bolte moved to public testimony.

Dr. Steven Harris, 225 N Kenilworth Ave. Dr. Harris said he drove here and circled the lot and parked on the street because it was so crowded and that went to issues of need for peak parking, not just average parking. He said there was currently a 340-space parking garage and we should end up with a 340-space parking garage for public use. He said we could rebuild the current garage for less than the developers were saying and so that was a subsidy to the investors. Dr. Harris said Mr. Murphy's analysis showed that the requested variance on the parking alone was worth over \$3 million dollars. He said he thought Mr. Glazier's answer on subsidies during cross was misleading. Dr. Harris said the appraiser said the total property tax from the building might cover the costs of 50 students living in the building. Dr. Harris said we should not let the developer privatize

his gain and socialize the pain to the community. Dr. Harris said we shouldn't let Oak Park be taken advantage of and he saw another Colt Building. He suggested there be no variance in the amount of parking spaces authorized but instead follow the ordinance and increase the number required.

Ms. Georga Parchem, 438 Augusta and 221 N. Kenilworth also representing the 19th Century Charitable Association. Ms. Parchem said the concerns on the façade that the Historic Preservation Commission highlighted were addressed by the architect. Ms. Parchem said the 19th Century Charitable association was at a crucial moment in its history as it had been tax free and then was slapped with a \$95,000 tax and they also had a lot of restoration needed for their historic building. She said the proposed building on the corner looked large and frightening to them and they didn't know what the digging down would do to the 19th Century building which they treasure. She said they wanted the Village to address that with them and they'd like Sertus partners to pay for an independent consultant to document the state of the 19th Century building so they would know if something happened to the building and it would be taken care of by Sertus or the Village. Ms. Parchem also wanted to know if the barriers would be near their lot during construction.

Ms. Judy Eckberg, on the board of 19th Century Charitable Association. Ms. Eckberg said she had concerns about the parking variance. She said the parking garage was one pie divided into two uses, private apartments and public spaces. She said if the residential side was not enough then the public spaces in the garage would be impacted. Ms. Eckberg said it was disappointing that the development will result in a net reduction of public parking spaces. She said they believed a binding plan was needed for Sertus and the Village to keep the 300 parking spaces available for short-term use by the public on a first-come, first-serve basis. She said without such a plan they opposed granting the parking variance. Ms. Eckberg said they were also concerned about the use of the 19th Century Charitable Association surface lot for any use other than for parking. She said they leased the lot to the Village as a shared parking lot. She said 27 of the spaces about the current structure and wanted to know what plans the Village and Sertus had made to make sure these lots remained operational during construction and demolition. She requested that Sertus and the Village be required to compensate the 19th Century Association for any other use of the space.

Ms. Eckberg said in recent years the 19th Century Charitable Association had doubled in size and the building use and the events that support the organization had also doubled in size. She said a lack of parking would jeopardize their continued growth and survival. She said their concerns about banquet parking were not addressed. She asked the Plan Commission to stipulate, as a condition to granting the variance, it was the responsibility of the Village and Sertus to find and pay for substitute parking for 200 vehicles for events from the time the current garage was taken out of service until construction completes.

Ms. Pat Davis, 937 N Harvey, also member of the 19th Century Charitable Association. Ms. Davis said to not allow the building of the environmental disaster at Lake and Forest. She said she saw an adverse environmental impact of such a large building in a small

space. She said the shadow from the tall building would cause changes in the eco-system, with sheets of water and ice coming down and very little open space as well an increase in air and noise pollution from construction and 200 new residents. Ms. Davis said Oak Park couldn't keep the water out of her single family home and she saw problems with the old infrastructure keeping up with 200 new residents running water, flushing toilets, etc. She said outside of the environmental impact, the building would have an adverse impact on the 19th Century Charitable Association building. She said she'd like to see logical development in Oak Park, not squeezing an oversized development into a small space. Ms. Davis said this was beautiful Oak Park, not Chicago or New York City where everything was built to the sidewalk, she asked the commissioners to think about the consequences for the community as a whole.

Ms. Susan Mlot, 517 Forest Ave. Ms. Mlot asked the commissioners not to approve any parking variances, saying she was tired of seeing residents and visitors fighting over parking. She said she agreed with comments that the Village was giving over too much of the parking amenity for private use and not enough for public access. She said she felt the architectural renderings were beautiful but not Oak Park, where people come here for quality of experience, which has to do with intimacy. She said if the 21-story building must go forward she asked that the commission consider an aesthetic relevant to the Village and more appropriate to what they value and treasure. Ms. Mlot said she was disappointed the building wouldn't be a cutting-edge, LEED building which would be an opportunity for Oak Park to stand out.

Mr. Paul Hamer, 325 N. Forest Ave. Mr. Hamer pointed out Mr. MaRous didn't allow a building taller than five stories in Park Ridge. Mr. Hamer said Mr. MaRous did a low-density building and provided ample parking. Mr. Hamer said the purpose of government was to first do no harm, the second purpose was to do actual good for the community, and the third purpose was to do things fairly. Mr. Hamer said what was going on was the transfer of private property rights to the developer and we were not being treated equally or fairly. He said he lived across the street from the Whiteco project and the pounding of driving of the piles collapsed his front porch and after the project was completed a woman drove through the front porch because she was texting. Mr. Hamer said in his experience with large developments there had been dramatic increases in traffic and incivility, with people throwing trash out the window. Mr. Hamer said with Whiteco, the developer hired Oak Park attorneys and architects to represent them and as soon as the project was approved they fired the architects and went back to the original team. He said first they saw wonderful renderings of a beautiful building but they ended up with a Russian-style office complex.

Mr. Hamer said they have the world's smallest Trader Joes with the world's smallest parking lot and giant trucks have had to park in front and it was bad planning that negatively impacted the neighborhood. He said there had not been any compensating benefits from the development, the taxes have not gone down and the building had been generating less property tax than promised. Mr. Hamer said things that were promised at beginning of project were not at the end of the projects. He said this was something the

government should be protecting us from; much like the mayor of Park Ridge protected them from an encroaching, huge development.

Ms. Lisa Kramme, 165 N. Kenilworth Ave. Ms. Kramme said a pervasive concern among condo owners in Oak Park was the depressed condo market and what that was doing to associations. She said the building next to hers had adopted a rental policy because properties were not moving and her building was looking to enact the same thing to prevent short sales and foreclosures. Ms. Kramme said she was really concerned about the development because it was a lot of rental properties and could further devastate condo associations. Ms. Kramme said her property value was down and her taxes went up, and she couldn't sell and if she had to move to a rental because of financial hardship she might not be able to compete with the new building. She said it was something that was pervasive throughout Oak Park. She said it was a beautiful building but she faces west and that would break the continuity of a sunset at night.

Ms. Karen Brammer, 210 Forest Ave. Ms. Brammer said on October 5, 2011, Steve Jobs died and he was relevant to Oak Park in some of these issues. She said Steve Jobs was the American dream- going from poverty to being a billionaire. She said he cared more about quality and making the best and doing things right and making things beautiful than he did about economic gain. Ms. Brammer said they wanted to see development made of quality materials, buildings that maintain, enhance and restore the charm and historic character of the downtown. She said economic gain shouldn't be the only priority. Ms. Brammer said a 20-story glass tower wasn't the right building for the space or for downtown Oak Park, but she did appreciate the efforts of Sertus and the architects to build a beautiful building. Ms. Brammer said Lake Street was a commercial street, but Forest Avenue and Ontario Avenue were not. She said Forest and Ontario were highly pedestrian, filled with children on skateboards, tourists taking pictures and she was highly concerned about adding a building with 270 new residents and potential drivers. Ms. Brammer said she knew there would be commercial traffic coming back and putting 270 apartments on top of that was troubling. She said it was a delusion to think they would not have cars and would not drive. Ms. Brammer said Lake Street was a truck route and Forest and Ontario were not and so the access to the building needed to come on Lake Street. She said the building had plenty of room on the east end to add access to cars and trucks.

Ms. Brammer said for rental property owners this would change the rental market in Oak Park, and what that would make Oak Park. She said we wanted to retain a multi-racial, multi-economic community but we were building an expensive, high-end rental property. She said if she owned a 3-flat on Ontario she might think to charge more to compete with the property and that would happen all over town.

Chair Bolte said public comment will conclude at the November 3, 2011 meeting with closing comments. Chair Bolte said at that meeting they will also have discussion. Chair Bolte asked if commissioners who had missed meetings were caught up and they agreed. Chair Bolte said at the November 17, 2011 meeting they will approve the findings of fact and that will go the Village Board for its December meeting.

APPROVED
November 17, 2011

Commissioner Fausch motioned to continue the meeting on November 3, 2011 and adjourn. Commissioner Rouse seconded.

Meeting adjourned at 11:12 pm.

Angela Schell,

Recording Secretary

VILLAGE OF OAK PARK

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Citizen Advisory Board and Commission

AGENDA ITEM COMMENTARY

Item Title: MOTION TO APPROVE A NAME CHANGE FOR THE UNIVERSAL ACCESS COMMISSION AND ORDINANCE AMENDING CHAPTER 2 ARTICLE 33, SECTION 1 OF THE CODE OF THE VILLAGE OF OAK PARK REGARDING THE UNIVERSAL ACCESS COMMISSION
Date of Board Action: January 18, 2012
Staff Review: <u>Teresa Powell</u>
Manager's Office: <u>JK</u>
Submitted by: Citizen Involvement Commission, Jim Kelly, Chairperson Universal Access Commission, Andrea Ott, Chairperson
Item History (Previous Board Review, Related Action, History): The Universal Access Commission requests the name be changed to Disability Access Commission. This would more accurately describe the work of this commission and attract volunteers who are interested in accessibility rights for the disabled.
Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation): The current name of Universal Access Commission is an ADA term used more often in the 1990's when this commission was originally formed. The new name would bring the terminology up to date.
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): N/A
Item Budget Commentary (Account #; Balance; Cost of contract): There is no cost to the Village.
Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why): The Board may choose not to approve the name change. The only negative implication would be continuing to explain the definition of "universal access".
Proposed Recommended Action: Approve the motion.

**ORDINANCE AMENDING CHAPTER 2 ARTICLE 33, SECTION 1 OF THE
CODE OF THE VILLAGE OF OAK PARK REGARDING
THE UNIVERSAL ACCESS COMMISSION**

BE IT ORDAINED by the President and Board of Trustees of the Village of Oak Park, County of Cook, State of Illinois, pursuant to its home rule powers as set forth under Article 7, Section 6, of the Illinois Constitution (1970) as amended as follows:

SECTION ONE:

That Section 2-33-1 of the Village Code entitled "Universal Access Commission - Creation" is hereby amended to read as follows;

Article 33

UNIVERSAL ACCESS COMMISSION

2-33-1: CREATION:

There is hereby created and established in and for the Village of Oak Park a commission to be hereafter known as the ~~Universal~~ Disability Access Commission, which shall consist of the following members:

- A. Chairperson;
- B. Six (6) members;
- C. The Chief Building Inspector/Access Advisor for the Village of Oak Park, as an ex officio member.

The members and chairperson shall be appointed by the President with the consent of the Village Board. Members shall serve without compensation and shall initially be appointed as follows: a chairperson and two (2) members for one year, two (2) members for two (2) years, and two (2) members for three (3) years. Thereafter, the chairperson and all members shall be appointed for three (3) year terms. (Ord. 2009-0-073, 10-5-09)

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

ADOPTED this 18th day of January, 2012 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 18^h day of January, 2012

David G. Pope
Village President

ATTEST:

Teresa Powell
Village Clerk

A.

VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

**Item Title: A. FIRST READING OF AN ORDINANCE PROHIBITING THE POSSESSION OF TOBACCO BY A MINOR; and
B. FIRST READING OF AN ORDINANCE PROHIBITING THE POSSESSION OF CANNABIS IN AN AMOUNT NOT TO EXCEED 30 GRAMS AND CANNABIS PARAPHERNALIA BY MINORS**

Ordinance No. _____
Date of Board Action: January 18, 2012.

Staff Review: Simone M. Boutet, Acting Village Attorney

Department Director Name: Rick C. Tanksley

Village Manager's Office: _____

Item History (Previous Board Review, Related Action, History): As a result of the efforts of a citizen group, staff have been reviewing the state of our Village Code regarding the issues of 1) possession of tobacco by minors, 2) possession of cannabis and cannabis paraphernalia by minors and 3) possession of alcohol by minors have been considered. These issues were first brought to staff's attention when a group of Oak Park and River Forest High School parents and concerned citizens formed a group called IMPACT to address these issues. The IMPACT group's concern is to address teen alcohol, tobacco and cannabis use by adopting ordinances which would provide deterrence, the ability to refer young people to counseling or other assistance programs, and to attain parity of enforcement between Oak Park and River Forest. The group has held multiple community meetings, parent cafes and forums to obtain citizen input into resolution of these issues and to educate the public on the size and scope of teen alcohol, tobacco and cannabis use.

These matters were originally brought to the Board's attention on 10/17/2011. The Board directed staff to study these issues further and return to the Board with suggested local ordinance changes. The proposed ordinances are the first in a two phase approach to tackling these issues. The alcohol related ordinances will be brought before the Board at its next meeting for consideration.

Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation): Historically, the Circuit Court of Cook County has not considered minors in possession of alcohol, tobacco and smaller amounts of cannabis as warranting serious consideration. Without local ordinances to bring those prosecutions into adjudication, police are left without enforcement tools. Staff has considered, and agrees with the recommendations of the IMPACT group that local ordinances addressing these issues will provide the police with tools to address these issues with minors. The goal of the ordinances is to provide a method of enforcement that is sufficient to address the problems, while not being overly severe so as to

deter the issuance of citations in the first place. Staff and the IMAPCT committee are working with the Oak Park Township to develop and refer youthful violators to programs designed to address the underlying issues which lead some teens to make bad decisions as well as to provide education and deterrence initiatives.

A. Possession of Tobacco: The Village's current Ordinance covering Tobacco, Article 6 - Comprehensive Regulation of Tobacco Products prohibits the sale of tobacco to minors (paragraph 8.6.5), and the purchase of tobacco by a minor (paragraph 8.6.7), but does not prohibit the possession of tobacco by a minor. The proposed ordinance would prohibit possession.

B. Possession of Cannabis in an Amount Less than 30 grams and Cannabis Paraphernalia

Currently, there is no Ordinance which addresses the possession of small amounts of cannabis, or which prohibits the possession or sale of cannabis paraphernalia. Staff recommends adopting an ordinance that prohibits the possession of small amounts of cannabis and cannabis paraphernalia by minors. Larger amounts of cannabis, possession by adults and possession of drug paraphernalia related to more serious controlled substances would remain the subject of prosecution in the Circuit Court of Cook County.

Item Budget Commentary: (Account #; Balance; Cost of contract) None.

Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why): This is a first reading. Some alternatives include broadening the scope of the prohibited paraphernalia, broadening the age of the individuals to which the cannabis ordinance applies, and altering the amount of prohibited cannabis, and altering the fine and penalty provisions.

Proposed Recommended Action: Adopt the Ordinances

ORDINANCE AMENDING CHAPTER 8, ARTICLE 6
OF THE VILLAGE CODE ENTITLED
"COMPREHENSIVE REGULATION OF TOBACCO PRODUCTS"

BE IT ORDAINED by the President and Board of Trustees of the Village of Oak Park, County of Cook, State of Illinois, in accordance with the Home Rule Powers granted to it under Article VII, Section 6 of the Constitution of the State of Illinois (1970), as amended, that Chapter 8, Article 6 of the Village Code entitled "Comprehensive Regulation of Tobacco Products" is hereby amended as follows:

8-6-7: PURCHASE BY MINORS PROHIBITED:

A. It shall be unlawful for any person under the age of eighteen (18) years to purchase or possess tobacco products, or to misrepresent their identity or age, or to use any false or altered identification for the purpose of purchasing tobacco products.

B. Any law enforcement officer who finds a person under the age of eighteen (18) years of age to be in possession of a tobacco product is authorized to seize and destroy the tobacco product.

8-6-13: PENALTIES:

A. Any person convicted of violating Section 8-6-7 of this Article shall be fined not less than ~~two~~ **fifty thirty** dollars (~~\$200~~**\$50**30.00) nor more and not more than ~~two~~ three hundred dollars (~~\$200~~**\$300**.00) for each the first offense, and not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00) for any subsequent offense, or, in lieu of a fine be ordered to perform some reasonable public service work.

B. Any person convicted of violating any section of this Article other than Section 8-6-7 of this Article, shall be fined not less than fifty dollars (\$50.00) and not more than ~~five~~ **seven** hundred ~~and fifty~~ dollars (~~\$500~~**\$750**.00) for each offense.

THIS ORDINANCE shall be in full force and effect from and after its adoption and publication as required by law.

ADOPTED this 18th day of January 2012, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 18th day of January 2012.

David G. Pope
Village President

ATTEST:

Teresa Powell
Village Clerk

ORDINANCE AMENDING CHAPTER 17, ARTICLE 1 OF THE VILLAGE CODE TO ADD A NEW SECTION 35 RELATED TO THE POSSESSION OR SALE OF CANNABIS AND CANNABIS PARAPHERNALIA BY MINORS

BE IT ORDAINED by the President and Board of Trustees of the Village of Oak Park, County of Cook, State of Illinois, in accordance with the Home Rule Powers granted to it under Article VII, Section 6 of the Constitution of the State of Illinois (1970), as amended, that Chapter 17, Article 1 of the Village Code entitled "Identification of Specific Offenses" is hereby amended to add a new Section 35 to read as follows:

17-1-35: POSSESSION OR SALE OF CANNABIS AND CANNABIS PARAPHERNALIA BY MINORS:

A. Definitions:

CANNABIS: The definition of Cannabis shall be that set forth in the Cannabis Control Act, 720 ILCS 550/3(a).

CANNABIS PARAPHERNALIA: Cannabis Paraphernalia is defined as articles or equipment commonly used in the consumption or ingestion of cannabis or synthetic cannabis including but not limited to pipes, water pipes, roach clips, cannabis grinders, or rolling papers.

MINOR: A minor is any person under the age of 18.

B. Possession of Cannabis: It shall be unlawful for a minor to be in possession of any quantity of Cannabis which does not exceed thirty grams.

C. Possession of Cannabis Paraphernalia: It shall be unlawful for a minor to be in possession of any Cannabis Paraphernalia.

D. Sale To Minors: It is unlawful for any person to sell or offer to sell any Cannabis or Cannabis Paraphernalia to a minor.

E. Penalty: Any person found to be in violation of this Section shall be fined in not less than thirty dollars (\$30.00) nor more than three hundred dollars (\$300.00) for the first offense, and not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00) for any subsequent offense, or, in lieu of a fine be ordered to perform some reasonable public service work.

THIS ORDINANCE shall be in full force and effect from and after its adoption and publication as required by law.

ADOPTED this 18th day of January 2012, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 18th day of January 2012.

David G. Pope
Village President

ATTEST:

Teresa Powell
Village Clerk

West's Smith-Hurd Illinois Compiled Statutes Annotated

Chapter 720. Criminal Offenses

Offenses Against the Public

Act 550. Cannabis Control Act (Refs & Annos)

720 ILCS 550/3

Formerly cited as IL ST CH 56 1/2 ¶03

550/3. Definitions

Currentness

§ 3. As used in this Act, unless the context otherwise requires:

- (a) "Cannabis" includes marihuana, hashish and other substances which are identified as including any parts of the plant Cannabis Sativa, whether growing or not; the seeds thereof, the resin extracted from any part of such plant; and any compound, manufacture, salt, derivative, mixture, or preparation of such plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other cannabinol derivatives, including its naturally occurring or synthetically produced ingredients, whether produced directly or indirectly by extraction, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis; but shall not include the mature stalks of such plant, fiber produced from such stalks, oil or cake made from the seeds of such plant, any other compound, manufacture, salt, derivative, mixture, or preparation of such mature stalks (except the resin extracted therefrom), fiber, oil or cake, or the sterilized seed of such plant which is incapable of germination.
- (b) "Casual delivery" means the delivery of not more than 10 grams of any substance containing cannabis without consideration.
- (c) "Department" means the Illinois Department of Human Services (as successor to the Department of Alcoholism and Substance Abuse) or its successor agency.
- (d) "Deliver" or "delivery" means the actual, constructive or attempted transfer of possession of cannabis, with or without consideration, whether or not there is an agency relationship.
- (e) "Department of State Police" means the Department of State Police of the State of Illinois or its successor agency.
- (f) "Director" means the Director of the Department of State Police or his designated agent.
- (g) "Local authorities" means a duly organized State, county, or municipal peace unit or police force.
- (h) "Manufacture" means the production, preparation, propagation, compounding, conversion or processing of cannabis, either directly or indirectly, by extraction from substances of natural origin, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis, and includes any packaging or repackaging of cannabis or labeling of its container, except that this term does not include the preparation, compounding, packaging, or labeling of cannabis as an incident to lawful research, teaching, or chemical analysis and not for sale.
- (i) "Person" means any individual, corporation, government or governmental subdivision or agency, business trust, estate, trust, partnership or association, or any other entity.
- (j) "Produce" or "production" means planting, cultivating, tending or harvesting.
- (k) "State" includes the State of Illinois and any state, district, commonwealth, territory, insular possession thereof, and any area subject to the legal authority of the United States of America.

(l) "Subsequent offense" means an offense under this Act, the offender of which, prior to his conviction of the offense, has at any time been convicted under this Act or under any laws of the United States or of any state relating to cannabis, or any controlled substance as defined in the Illinois Controlled Substances Act. ¹

Credits

P.A. 77-758, § 3, eff. Aug. 16, 1971. Amended by P.A. 78-992, § 15, eff. Oct. 1, 1974; P.A. 79-1465, § 2, eff. Sept. 3, 1976; P.A. 83-969, Art. VI, § 52, eff. July 1, 1984; P.A. 84-25, Art. IV, § 19, eff. July 18, 1985; P.A. 89-507, Art. 90, § 90C-33, eff. July 1, 1997.

Formerly Ill.Rev.Stat.1991, ch. 56 ½, ¶ 703.

Editors' Notes

RESEARCH REFERENCES

Treatises and Practice Aids

IL Pattern Jury Instructions - Criminal 17.03, **Definition** of Subsequent Offense of Possession of **Cannabis**.
IL Pattern Jury Instructions - Criminal 17.05, **Definition** of Manufacture or Delivery of **Cannabis**.
IL Pattern Jury Instructions - Criminal 17.11, **Definition** of Production or Possession of **Cannabis** Sativa Plant.
IL Pattern Jury Instructions - Criminal 17.63, **Definition** of Manufacture or Delivery of **Cannabis**--Enhancing Factor Based on Location on School Grounds.
IL Pattern Jury Instructions - Criminal 22.69E, **Definition** of **Cannabis**.

NOTES OF DECISIONS

Presumption and burden of proof

Exemption of mature **cannabis** plant stalk from **definition** of "**cannabis**" in ¶ 704 of former chapter 56 ½ is an affirmative defense which must be raised by defendant when it might be applicable, and state then is required to meet burden of proof beyond reasonable doubt as to that issue. U. S. ex rel. Newell v. Mizell, C.D. Ill.1980, 497 F.Supp. 442, reversed on other grounds 667 F.2d 1247, certiorari denied 103 S.Ct. 151, 459 U.S. 868, 74 L.Ed.2d 127. Controlled Substances ~~§~~ 49; Controlled Substances ~~§~~ 74

Instructions

Where defendant charged with delivery of more than ten grams but not more than 30 grams of substance containing **cannabis** failed to produce any evidence raising reasonable possibility that any substance traced to him was excepted from statutory **definition** of **cannabis**, State's chemist testified that substance she received from arresting officer might have contained some stems and seeds, but that majority of substance was leafy, and there was no evidence that seeds were sterilized, trial court did not err in denying defendant's instructions defining such parts of plant **cannabis** sativa as are exempted from prohibition by statute governing **cannabis** control. People v. Atchley, App. 3 Dist.1981, 52 Ill.Dec. 585, 97 Ill.App.3d 85, 422 N.E.2d 266. Controlled Substances ~~§~~ 98

In drug prosecution, no error occurred in refusing defendant's instructions which would have informed jury that State had to prove beyond reasonable doubt that **cannabis** delivered or possessed was not exempt **cannabis** even though defendant contended that exceptions under **Cannabis** Control Act, including exceptions to **definition** of "**cannabis**" relating to certain parts of **cannabis** sativa plant, primarily mature stalks and sterilized seeds, had to be treated as affirmative defenses, and that his cross-examination of criminalist revealing that he did not test to determine maturity of stalks or germination potential of seeds was sufficient to raise "affirmative defense" of exemption, since legislature did not intend to treat such exemptions as affirmative defenses. People v. Jones, App. 5 Dist.1979, 30 Ill.Dec. 785, 75 Ill.App.3d 214, 393 N.E.2d 1132, certiorari denied 100 S.Ct. 1662, 445 U.S. 968, 64 L.Ed.2d 246. Controlled Substances ~~§~~ 97; Controlled Substances ~~§~~ 98

Where defendant offered no evidence with regard to statutory exceptions to definition of cannabis and where cross-examination of State's witnesses did not seek to establish that the substance in question was within one of the statutory exceptions to the definition of cannabis, trial court did not err in failing to give, on its own motion, an instruction defining cannabis which included the statutory exceptions found within that definition. People v. Bruce, App. 5 Dist. 1976, 36 Ill.App.3d 524, 344 N.E.2d 483. Criminal Law ¶ 824(2)

Instruction under Uniform Narcotic Drug Act (ch. 38, ¶ 22-1 et seq., repealed) that phrase "narcotic drugs" included Cannabis was not fatally defective for failure to include statutory exceptions contained in definition of Cannabis where defendant failed to produce any evidence concerning exceptions. People v. Hudson, App. 1970, 130 Ill.App.2d 1033, 266 N.E.2d 481, reversed on other grounds 50 Ill.2d 1, 276 N.E.2d 345, certiorari denied 92 S.Ct. 1176, 405 U.S. 965, 31 L.Ed.2d 241. Controlled Substances ¶ 96

Current through P.A. 97-629 of the 2011 Reg. Sess.

Footnotes

- 1 720 ILCS 570/100 et seq.

End of Document

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R

VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

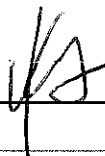
Item Title: Motion to Accept the 2012 Work Plans for the Following Citizen Commissions

Resolution or Ordinance No. _____

Date of Board Action:

Staff Review:

Village Manager's Office: _____



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

Every year the Village Board approves the work plan for each Citizen Commission. The Citizen Commissions first suggests a draft work plan of projects they believe are in keeping with their enabling ordinance.

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

The Village Board can accept or modify the work plans of the Commission. Each Commission is required to submit a work plan and is attached.

The new Commission, Civic Information Systems Commission, is still working on a work plan and will be presented to the Board for action at a subsequent meeting along with the Zoning Board of Appeals.

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):

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

The 2012 budget sets aside \$50,000 for all Commissions. A general allocation is attached.

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

Proposed Recommended Action: Approve the Motion

A.

Citizen Advisory Board or Commission
Work Plan 2012

Ongoing Initiatives

Topic	BOARD GOAL	OUTCOMES	TIMEFRAME	COST (if any)
Advice & Recommendations to BPS	Enabling language	Review of current Housing Code Ordinance with respect to other adopted building codes; recommendations for amendments or updates.	Ongoing	N/A
Evaluation	Enabling language	Evaluation of 2009 ICC Codes: Assess effectiveness of ICC Codes for situations specific to Oak Park and recommend modifications as needed.	Complete review of the IRC and IFC with anticipated adoption of new codes 1-Q, 2012	N/A
Advice & Recommendations to BPS	Enabling language	Green codes: Discuss and evaluate added provisions for adopting use of green building.		N/A
Advice & Recommendations to BPS	Enabling language	Green codes: Develop guidelines to recognize that that construct to a higher level of sustainability than required by the Energy Conservation Code		N/A
Advice & Recommendations to BPS	Enabling language	Monitor BPS follow-up to recommendations made in the Façade Collapse Report (201-211 Harrison Street) for permit and inspection process improvements.	Ongoing	N/A

New Initiatives

TOPIC	BOARD GOAL	OUTCOMES	TIMEFRAME	COST (if any)
Evaluation	Enabling language	2008 National Electric Code: Begin selective review of National Fire Protection Association (NFPA 70) proposals for the 2008 Edition of the National Electric Code. Art. 80 vs. App. G	March 2012	N/A

B.

2012 Work Plan for Citizen Involvement Commission
Supporting Diversity

2012 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	<p>Ongoing recruitment program, mobilizing CIC reps to actively recruit volunteers throughout the community. Some examples of the recruitment efforts: congregations, bulletin postings, Day In Our Village and other events.</p> <p>Promote recruitment as a responsibility shared by members of all boards and commissions.</p> <p>Continue multiple marketing strategies with messaging targeted to specific protected classes and other populations. This task includes printing and distributing a new "Volunteer" promotional piece.</p> <p>Participate in Day In Our Village and July 4th Parade.</p> <p>CIC Commissioners report at each CIC meeting on prospects they are courting</p>	<p>25% increase in the number of first term appointments.</p> <p>Distribute to chairs and commissioners support materials (FAQs) to enable effective recruiting.</p> <p>Practice recruitment "pitches" and quarterly chair meetings.</p> <p>Create marketing materials targeted to diverse demographics and expand marketing venues to include Village's Facebook, Twitter, FYI, website; MomMail and other internet social networks, Newcomer's Club, livehereoakpark.com.</p> <p>Distribute recruitment materials.</p> <p>Contributes to the 25% increase in number of first term appointments.</p>	<p>Ongoing</p> <p>January</p> <p>Quarterly</p> <p>Ongoing</p> <p>June and July</p> <p>Ongoing</p>	<p>1500.00</p>

2012 Work Plan for Citizen Involvement Commission
Supporting Diversity

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Commission Support	<p>Review the Procedures Manual for Boards and Commissions to identify any needed changes or updates.</p> <p>Co-host with Village Clerk's office one of the all-chair meetings.</p> <p>Collect current demographic information for each commission using the HUD protected class categories.</p> <p>Design and implement a training for new Chairs</p>	<p>Report to the Board of Trustees</p> <p>Strengthen the working relationship between CIC and Chairs. Reinforce message that everyone is a recruiter</p> <p>Support the initiative to reduce impediments to fair housing named in latest Village report.</p> <p>Ensure that Chairs fully understand (a) their roles and responsibilities, and (b) the rules and procedures for running meetings.</p>	<p>TBD</p> <p>TBD</p> <p>February - March</p> <p>January - March</p>	
Volunteer Recognition	<p>Host a volunteer recognition event at which the Volunteer of the Year award is presented.</p>	<p>Reception in Village Hall and Award presented by the Board of Trustees</p>	<p>Second regular Board meeting in February</p>	<p>750.00</p>
Liaison Relations	<p>Ensure all boards and commissions have a CIC liaison.</p> <p>Maintain a regular communication schedule between the CIC chair and the CIC Trustee Liaison.</p>	<p>CIC liaisons establish monthly contact for updates on workplans, vacancies and other assistance as necessary to meet commission needs.</p> <p>Increased timeliness in communicating CIC accomplishments, needs and concerns.</p>	<p>Ongoing</p> <p>Ongoing</p>	

2012 Work Plan for Citizen Involvement Commission
Supporting Diversity

2011 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	Improved Website	<p>Brief Commission descriptions in standardized format</p> <p>New promotional flyer</p> <p>Regular marketing and vacancy announcements on VOP FaceBook page</p> <p>Online application form</p> <p>Booth at Day In Our Village</p> <p>Marching unit in July 4th Parade</p>		
Commission Support	Liaison Assignments	All Boards and Commissions supported by CIC have CIC liaisons.		
Volunteer Recognition	Structural changes to commissions	Completed analysis of enabling language and current functions of commissions. Village Board accepted proposed changes.		
	Evening of Appreciation	Selection of Volunteer of the Year, hosting of Award at VOP Board meeting	Spring 2011	

2012 Work Plan for Citizens Police Oversight Committee

Supporting User Friendly Village Hall

2012 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Complaints from citizens	Investigate complaints made by citizens of alleged police misconduct	Report findings of complaints of alleged police misconduct to CPOC and the complainant(s)	Within twelve weeks of the date the complaint is filed with the Police	None
Complaints from Police Department staff	Investigate complaints from sworn and unsworn members of the Police Department regarding alleged discrimination or unfair treatment by the Department	Report findings of complaints of alleged discrimination or unfair treatment to CPOC and the complainant(s)	Within twelve weeks of the date on which the investigation of the complaint is initiated	None
Monitor & evaluate discipline and administration	<ul style="list-style-type: none"> Attend annual in-service training sessions conducted for the Police Department. Ride with Oak Park Police Department Officers. 	Obtain in-depth knowledge of legal, environmental and occupational conditions that impact interactions with citizens	As needed	None
Cultural and racial diversity issues	With approval from the Board of Trustees, or at the direction of the Board, undertake studies of issues pertaining to police-community relations, policing strategies, recruitment, training or promotions.		As needed	As approved by the Board of Trustees
Reports to Board of Trustees	Summarize and analyze statistics re citizen complaints: alleged rule violations, ethnicity, gender of complainant and the police officer, and residence of complainant.	Reports to the Board of Committee activities during the previous six months; summary of complaints; and analysis of other information considered by the Committee.	Semi-annual	None

2011 Completed Initiative

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Complaints from citizens	As of 10/14/11, the Committee reviewed thirteen investigated complaints of alleged police misconduct	Findings reported on all thirteen complaints	Within twelve weeks of the date the complaint is filed with the Police	
Complaints from Police Department staff	As of 10/14/11, one complaint was investigated involving an employee of the Police Department alleging discriminatory or unfair treatment by the Department	Investigatory findings under review	Within twelve weeks of the date on which the investigation of the complaint is initiated	
Monitor & evaluate discipline and administration	On-going compilation and reporting by race and sex of discipline administered in the Police Department	Report from which valid conclusions can be drawn regarding whether or not protected classes experience disparate treatment with regard to disciplinary actions.	Monthly	
Cultural and racial diversity issues	No projects currently identified			
Reports to Board of Trustees	Fulfillment by the Committee of reporting requirements stated in the Procedural Rules of Ordinance 1991-0-03 to the Village President and Board of Trustees	Semi-annual report to the Village Board listing the activities of the Committee	Report of 2011 activities submitted by December 31, 2011	

D

**2012 Work Plan for Community Design Commission
Supporting Retail Strategy/Commercial District Vitality/Sustainability**

2012 Initiatives and Ongoing Projects

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Promote ever-increasing pride of ownership and higher level maintenance of property	Cavalcade of Pride Awards	Present community property and business owners with exterior beautification award	Ongoing/3 rd quarter	\$500
Research and recommend public improvements	Review planned development landscape plans	Each planned development presents a landscape plan which is sent for review and comment. The CDC reports back to the Plan Commission.	Ongoing/when necessary	
Research and recommend public improvements	Tree Inventory	Update village tree inventory and advise Village Forester accordingly.	Finish by Dec. 2012	
Hold public hearings as the Design Review Commission	Sign variance review and decisions	The CDC makes final recommendations on sign variances	Ongoing/when necessary	
Promote ever-increasing pride of ownership and higher level maintenance of property	Design Consultant Committee	Make recommendation as to whether the CDC should provide landscape, tree, and design assistance similar to Historical Preservation Commission's Architectural Review Committee (or, alternatively, create other ways of enhancing outreach and public education efforts)	1 st quarter	
Promote ever-increasing pride of ownership and higher level maintenance of property	Private Property Tree Ordinance	Develop and present to Village Board a private property tree ordinance.	Finish by Dec. 2012	

E

2012 Work Plan for Community Development Citizens Advisory Committee (CDCAC)
 Supporting Diversity, Housing, Retail Strategy, Commercial District Vitality, Fiscal Responsibility, Sustainability
 and Intergovernmental Cooperation

2012 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Fiscal Responsibility Housing Sustainability Retail Strategy Commercial District Vitality Intergovernmental Cooperation Diversity	Funding Recommendations For 2013 CDBG & ESG-funded activities	Review, rate and make funding recommendations on the 2013 CDBG & ESG proposals submitted.	Summer 2012	\$200.00

2012 Work Plan for Community Development Citizens Advisory Committee (CDCAC)
 Supporting Diversity, Housing, Retail Strategy, Commercial District Vitality, Fiscal Responsibility, Sustainability
 and Intergovernmental Cooperation

2011 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Fiscal Responsibility Housing Sustainability Retail Strategy Commercial District Vitality Intergovernmental Cooperation Diversity	Funding Recommendations For 2012 CDBG & ESG-funded activities	Review, rate and make funding recommendations on the 2012 CDBG & ESG proposals submitted.	Completed Summer 2011.	\$200.00

F.

2012 Work Plan for Community Relations Commission
Supporting Diversity Board Goal

2012 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)	
"to develop improved intergroup relations"	Fourth of July, Diversity Parade	In collaboration with the VOP staff, to successfully host the event	March-July 2012	\$500	
	CRC Community Conversation Dinners	For the CRC to host special dinner meetings to bring community groups and involved individuals together to discuss community issues	Bi-monthly Throughout the Year	\$1,125	
	Middle School Awards	Recognition of youth who exemplify positive diversity philosophy	June 2012	\$100	
	Liaise with Day In Our Village Festival Committee to promote successful event	Strengthened coordination and collaboration for annual festival	January-June 2012	N/A	
	Conduct fact-finding forums for commission education	Identification of obstacles to community harmony	Ongoing	N/A	
	Study feasibility of establishing High School Human Relations Awards	Potential establishment of awards program	Ongoing	N/A	
	Work with HPAC on relevant issues identified in Analysis to Impediments report	Improved housing options for residents	Ongoing	N/A	
	"to secure equal furnishing of services to residents"				

2012 Work Plan for Community Relations Commission
Supporting Diversity Board Goal

2011 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
"to develop improved intergroup relations"	Dinner Dialogue Sessions	Conducted three diversity dinners bringing residents together to discuss diversity, inclusion and race relations issues.	ongoing	\$1250
	Fourth of July Diversity Parade	Hosted and organized Fourth of July Diversity Parade, in coordination with the Village of Oak Park Staff	7/4/11	\$500
	Middle School Awards	Planned, organized and executed Middle School Awards Ceremony on Wednesday June 8, 2011, in the Board of Trustees Council Chambers, with some members of the Board participating.	6/8/11	\$100
	Day in Our Village of Oak Park	CRC Commissioner joined Day Festival Committee and assisted in festival prep	1/1/11-6/5/11	N/A

2012 Work Plan for Environment and Energy Commission
Supporting Sustainability

2012 Initiatives and Ongoing Projects

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Promote energy conservation and environmental sustainability	Public Education	Provide educational outreach (including composting, energy efficiency and conservation, water conservation, storm water management, pesticide avoidance and special collection events and other environmental information) to the community by participating in Day In Our Village, Farmers' Market and three other community events.	Ongoing	\$100.00 for printing and display items
Promote recycling and waste reduction				
Promote environmental sustainability	Public Education	Green Awards - recognizing specific efforts by individuals, businesses or community organizations that embody the advance of the Village's mission toward a sustainable and secure future.	Partner with HPC to share awards ceremony	\$750.00 for 1/2 ceremony costs
Promote environmental sustainability	Public Education	EEC Film Fest - providing environmental film screenings		\$300.00 to purchase films
Promote energy conservation and environmental sustainability	Public Education	Work with Building and Property Standards and Plan Commission to provide information to incorporate green elements in building renovations and development projects. Use Best Practices for initiatives that may include high albedo roofs, green roofs, energy conservation and alternate energy technologies.	TBD	
Promote environmental sustainability	Public Education	Work with HPC to assist with sustainable language incorporated into HPC Guidelines.	TBD	
Maintaining a beneficial environment as pollution-free as possible	Pollution reduction	Research a native planting initiative that may require ordinance amendments.	TBD	
Maintaining a beneficial environment as pollution-free as possible	Sustainability Pollution reduction	Update EEC Environmental Report. Review and improve Environmental web page information.	TBD	

2012 Work Plan for Environment and Energy Commission
Supporting Sustainability

2011 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Promote energy efficiency and energy conservation	Public Education	Provided educational (including anti-idling, composting, energy efficiency and conservation, special collection events and other environmental information) outreach to the community by participating in Day In Our Village, Farmers' Market and three other community events.	Throughout the year Film Fest screening of Bagit Nov. 16	
Promote recycling and waste reduction	Public Education	Promoted "Green Wednesday" lecture series on various environmental topics	April 6, 13, 20 and 27, 2011	
Promote energy efficiency and energy conservation	Sustainability	Continued to promote the "Green" Awards program for residents, businesses, schools and other agencies.	Presentation October 4, 2011	\$700.00 for Green Awards ceremony
Maintaining a beneficial environment as pollution-free as possible	Sustainability	Investigated the feasibility of a downspout disconnection program and evaluation of storm water management.	Collated information for educational brochure (forwarded to BPS for review)	
Maintaining a beneficial environment as pollution-free as possible	Pollution reduction	Researched and launched an anti-chemical pesticide campaign for lawn applications.	Film Fest screening of A Chemical Reaction March 30 October 2011.	
Promote energy efficiency and energy conservation, recycling and waste reduction	Sustainability	Updated the Environmental Report.		
Promote energy efficiency and energy conservation	Sustainability	Provided information on green roof applications to the Plan Commission for consideration.	September 2011	

H.

2012 Work Plan for Farmers' Market Commission
Supporting Sustainability

2012 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
	Customer Survey	Demographics/Improving patron satisfaction and improving marketing	As needed	Staff/Administration
	Vendor Survey	Improve Market	End of Market Season	Staff/Administration
	Green initiatives	Increase recycling & "green" efforts at the Market - partner with Church, Public Works and Village Sustainability Coordinator	Ongoing	Staff/Administration
Operating policies or Regulations		Educating the public/market patrons more about bringing their own shopping bags/coffee mugs	Ongoing	Staff/Administration
	Application update	Go Green Days: Expanded to 2 day program, invite local business, village partners and non for profits in the Green industry to educate patrons.	Ongoing	Staff/Administration
		Clarify language to mirror ordinance and rules & regulations.	January 2012	Staff/Travel costs. Farm inspection estimates: <input type="checkbox"/> 2012: \$1127- \$1577 <input type="checkbox"/> 2013: \$1227 - \$1810

2012 Work Plan for Farmers' Market Commission
Supporting Sustainability

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
	Farm Inspections	<p>Village Board to add farm inspections to rules of operations and ordinance.</p> <p>Insures authenticity of market offerings relating to organic/sustainable farming methods and product selection</p> <p>To provide a source of electricity for vendors.</p>	Ongoing	<p>Estimates include FM Manager Salary & travel</p> <p>Staff time for survey. Cost of electricity will depend on survey results and ongoing research into providing electricity.</p>
	Perform a Demand Survey/Needs Assessment/Feasibility Study regarding providing electricity for the vendors.			Staff/Administration
	Networking with other Farmers' Markets	Continue communication with other farmers' markets to improve our overall market experience for vendors and patrons.	Ongoing	
Recruit owners and producers				

2012 Work Plan for Farmers' Market Commission
Supporting Sustainability

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Publicize the market	Vendor of the week Food demos	Highlight market vendors by featuring a "vendor of the week" on website & on site at Market(psa- newspaper?)	Ongoing during season	Staff/Administration
	LINK/Credit/debit acceptance (Non-traditional marketing)	Continue collaboration with food entrepreneurs to highlight food fare thus increasing market traffic and restaurant visibility	Ongoing	
	Double Coupon Grant	Increase patron diversity/seek grant matching opportunities for SNAP funding thereby attracting state/federal agency attention		
	Encourage use of Senior/WIC Coupons and encourage vendors to apply if not participating.	Increase patron diversity, encourage use of Illinois Link for purchasing eligible products.		
	Increase use of available social media and other communication tools.			

2012 Work Plan for Farmers' Market Commission
Supporting Sustainability

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Review pending permit suspensions	NA			
Community Relations	Food Rescue (Previously called Caring Carrots)	Expand and improve food donation program to increase healthy food access to the poor -improve Community relations and fiscal responsibility	ongoing	
	Relationship development with VOP departments, businesses and non-profits	Promote Urban Garden Initiative, Composting program with produce silage	ongoing	
Sustainability	Chef-Farm Outreach	Engage local restaurateurs to purchase locally grown from OPFM vendors/marketing can be reciprocal	ongoing	

2012 Work Plan for Farmers' Market Commission
Supporting Sustainability

2011 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
	Vendor Survey	Information gathered to improve the market for patrons and vendors.		
	Green initiatives	Increase recycling & "green" efforts at the Market - partner with Church, Public Works and Village Sustainability Coordinator		Staff/Administration
Operating policies or Regulations	Early season space utilization: Go Green Days	Increase food donations, Caring Carrots		Staff hourly
	Application update	Expanded to 2 day program, Invited local business, village partners and non for profits in the Green industry to exhibit		
Recruit owners and producers		Clarify language to mirror ordinance and rules & regulations.		

2012 Work Plan for Farmers' Market Commission
Supporting Sustainability

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Publicize the market	Vendor of the week	Highlight market vendors by featuring a "vendor of the week" on website & on site at Market		
	Food demos	Continue collaboration with food entrepreneurs to highlight food fare thus increasing market traffic and restaurant visibility	Ongoing during season 2011	staff hourly
	LINK/Credit/debit acceptance (Non-traditional marketing)	Increase patron diversity/seek grant matching opportunities for SNAP funding thereby attracting state/federal agency attention.		
	Increase marketing using available Social Media	Increased Attendance		
Review pending permit suspensions	NA			
Community Relations	Caring Carrots	Expand and improve food donation program to increase healthy food access to the poor - improve Community relations and fiscal responsibility	ongoing	

2012 Work Plan for Farmers' Market Commission
Supporting Sustainability

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
	Relationship development with VOP departments, businesses and non-profits	Promote Urban Garden Initiative, Composting program with produce silage	ongoing	
Sustainability	Chef -Farm Outreach	Engage local restaurateurs to purchase locally grown from OPFM vendors/ marketing can be reciprocal	1st quarter 2011	

2012 Work Plan for Board of Health
Supporting [list board goal]

2012 Initiatives and Ongoing Projects

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST
Public Health Recommendations	Cycling Safety	<p>Comprehensive Cycling Safety Policy including:</p> <ul style="list-style-type: none"> Evidence-based safety guidelines Consider recommending a helmet ordinance for children age 16 and under Cyclist/Motorist education Coordinate with Public Works Bicycle advisory committee 	1Q - 2012 thru 4Q - 2012	
Public Health Recommendations (I-PLAN)	<p>Chronic Disease</p> <ul style="list-style-type: none"> Childhood Obesity Tobacco Education Skin Cancer Prevention 	<p>Partner with outside entities attending to these areas:</p> <ul style="list-style-type: none"> Obesity - "Pioneering Healthy Communities" Tobacco - Keep apprised of Health Dept/Schools programs Skin Cancer - "National Dermatology Assoc." "Skin of Steel" <p>Monitor law pending in Illinois state legislature</p> <p>Raise Awareness of cancer risk of tanning</p>	1Q - 2012 thru 4Q - 2012	
Public Health Recommendations (I-PLAN)	<p>Mental Health</p> <ul style="list-style-type: none"> Mental Health Anti-Stigma Substance Abuse 	<p>Partner with outside entities administering these areas:</p> <ul style="list-style-type: none"> Oak Park Township Mental Health Board "Anti-Stigma Initiative" Township and Schools substance abuse programs 	1Q - 2012 4Q - 2011	
Public Health Recommendations (I-PLAN)	Access to Healthcare and Dental Care	<p>Partner with our Representatives (Davis, Ford, Harmon, Lilly) on:</p> <ul style="list-style-type: none"> Linking resources to community Communicating through local print and online media Publicizing changes such as Affordable Care Act 	3Q - 2012 thru 4Q - 2012	\$250*
Public Health Recommendations	Create packet of materials for new BoH Commissioners	<ul style="list-style-type: none"> Collection of available documentation Creation of new documents Repro/Assembly of binders Distribution to existing and new members 	2Q - 2012	

2012 Work Plan for Board of Health
Supporting [list board goal]

2011 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST
Public Health Recommendations	Cycling Safety	<ul style="list-style-type: none"> Reviewing the work of other departments/agencies. Reviewing River Forest Helmet Ordinance. Reviewing practices in other areas of the country. 	Continuing	None
Public Health Recommendations	I-PLAN	<ul style="list-style-type: none"> Participated in community assessment. Reviewed Organizational Capacity Assessment. Reviewed and approved completed I-Plan submission 	Completed July, 2011	None
Public Health Recommendations	West Nile Prevention	<ul style="list-style-type: none"> Reviewed West Nile Prevention Plan. Assured that spraying notification continued. Acted as contact point for citizen concerns and comments. Presented WNV program information at Day in Our Village. 	BoH involvement completed in June, 2011	None
Public Health Recommendations	Childhood Obesity	<ul style="list-style-type: none"> Included Childhood Obesity analysis and recommendations in I-PLAN. Partnering with "Collaboration for Early Childhood Care and Education" Partnering with "Pioneering Healthier Communities Initiative" Partnering with Oak Park school districts and Village Parks & Recreation Dept. 	Continuing	None
Public Health Recommendations	Skin Cancer	<ul style="list-style-type: none"> Met with Village Parks & Recreation Dept. to review policy and recommend actions. Monitoring progress of legislation through Illinois state government. 	Continuing	None
Citizen Request	Beekeeping	<ul style="list-style-type: none"> Responded to Citizen request. Performed Analysis of issues and practices in other locations. Conducted open hearing and discussion. Prepared and presented recommendations to the Village Board. Monitoring progress of Health Department staff and Attorney in preparation of ordinance. 	Ordinance Finalization and Approval expected in October, 2011	None
Board of Trustees Request	Gun Control	<ul style="list-style-type: none"> Make recommendations for gun sales ordinance Make recommendations for gun ownership ordinance 	4Q 2011 into 2012 if necessary	None

J,

2012 WORK PLAN FOR HISTORIC PRESERVATION COMMISSION
Trustee Liaison: Bob Tucker **Staff Liaison: Douglas Kaarre**

2012 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Adoption of guidelines	<u>Strategic HP Plan Recommendation</u> (and ongoing): Review, update and re-write the Architectural Review Guidelines	Complete the update of the existing Architectural Review Guidelines began by the HPC in 2009. Consultant Preservation Design Partnership hired in 2011.	Ongoing from 2011 through early 2012	2011 budget
Public Education	<u>Strategic HP Plan Recommendation</u> (and ongoing): Review, update and re-write the Architectural Review Guidelines	Create an Architectural Style Guide to go with the new Architectural Review Guidelines being completed by Preservation Design Partnership.	Ongoing from 2011 through early 2012	\$0
Public Education	HPC Newsletter	Continue to create an HPC Newsletter for educational purposes and distribute on-line, via email blasts, and by hard copy.	Quarterly	\$0
Public Education	Historic Arts District	Conduct educational outreach to property owners within the Oak Park Arts District on Harrison Street regarding the potential for designating a historic district, hold public meetings, prepare a nomination and designate a historic district.	April 2012 through August 2012	\$150 (postage)
Public Education	Historic Landmarks	Designating additional properties as Historic Landmarks.	Ongoing	\$2,500 (plaques)

2012 Work Plan for Historic Preservation Commission
Supporting Housing, Commercial District Vitality, Sustainability & User-Friendly Village Hall

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Public Education	A Day In Our Village	Host a booth at A Day In Our Village , possibly in conjunction with the Historical Society and Unity Temple Restoration Foundation for continued educational outreach.	June 5	\$250
Historic Preservation Awards	Awards Project	Sponsor annual preservation awards and co-host the awards event with the Environmental & Energy Advisory Commission	Fall	\$2,000
Adoption of guidelines	<u>Strategic HP Plan Recommendation:</u> Work with building department to improve internal processes regarding review of historic buildings and advocate for implementation of the International Existing Building Code.	Ease difficulties in submitting and approving alterations and additions to existing buildings through both BPS and HPC; improve consistency in process; make owners more knowledgeable about requirements; coordinate submittal and approval requirements between BPS and HPC; make code requirements for historic buildings more responsive to their historic character; preserve historical integrity and safety of more Oak Park buildings.	Partially completed in 2011. Waiting on BPS and BCAC to bring new codes forward.	\$0
Public education	<u>Strategic HP Plan Recommendation:</u> Develop and deliver a customizable training program for Village Board members and various Village Commissions to provide information on HPC programs and services.	<ul style="list-style-type: none"> Provide at least one customized training session and information to Village Trustees, VOP staff, and Village Commissions that have overlap with the work of the HPC, including Planning and EEAC. Increase knowledge of HPC programs and incentives that can be promoted to property owners Increase interaction and cooperation between Village commissions and staff Produce a training document for current Village Board members and Board and Commission members. 	Throughout 2012 as requested. Will be an annual effort for the HPC going forward.	\$0

2012 Work Plan for Historic Preservation Commission
 Supporting Housing, Commercial District Vitality, Sustainability & User-Friendly Village Hall

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Public education	<p><u>Strategic HP Plan Recommendation</u>: Educational materials and outreach options including a technical primer</p> <p><u>Recommendation</u>: Develop and revise residential materials with applicant perspective</p>	<ul style="list-style-type: none"> • Present a program to the above Board and Commission members to reinforce prior education efforts • Research and compile previously prepared Historic Preservation education materials • Research 'best practices' materials prepared by similar communities • Compile all education material gathered and prepare primer; develop Power Point or other method for presentation. • Develop digital and print versions of advice for applicants applying for COA approval. Language to be without confusing jargon written from an applicant's perspective. User friendly with 'tips' on how to be successful and efficient. Common questions with answers explained in lay language. Visuals shall be included to illustrate issues. Illumination of commission objectives for the applicant to review and apply to make the process as efficient as possible 	January 2012 -- Sept. 2012	\$2,000 (printing)

2012 Work Plan for Historic Preservation Commission
 Supporting Housing, Commercial District Vitality, Sustainability & User-Friendly Village Hall

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Historic Landmarks	Review of potential historic eligibility for I-290 Ramps and adjacent properties	Conduct architectural survey of areas adjacent to the I-290 to identify additional potential historic districts and historic landmarks, prepare nominations and designate them. Consultant Preservation Services and Technology Group hired in 2011.	Aug. 2011 – March 2012	\$400 (mailing)
Adoption of guidelines	<u>Strategic HP Plan</u> <u>Recommendation:</u> Organize an EEAC and HPC joint working group	<ul style="list-style-type: none"> Research and highlight model projects in the historic districts, whether residential, commercial municipal, etc., that have been remodeled based on sustainable practices and make public for educating future homeowners, business owners, etc. through pamphlets and or particular readings at Village Hall, library, etc. 	Ongoing	\$0 (brochures)
Public Education	<u>Strategic HP Plan</u> <u>Recommendation:</u> Preservation Alliance	Develop an alliance of Oak Park's local preservation organizations with two objectives: to assist Village staff and HPC in their historic Preservation work via advocacy and to educate the community about historic preservation and its benefits	Spring/Summer	\$500
Historic Landmarks	Review of potential historic eligibility for Hulbert and Hogans Subdivision properties	Conduct architectural survey of the Hulbert Subdivision and the Hogans Subdivision adjacent to the I-290 to identify potential historic districts, prepare nominations and designate them.	Aug. 2011 – March 2012	\$200 (mailing)
	TOTAL BUDGET REQUEST FOR 2012		2012	\$ 8,000

2012 Work Plan for Historic Preservation Commission
 Supporting Housing, Commercial District Vitality, Sustainability & User-Friendly Village Hall

2011 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Historic Preservation Awards	Awards Project	Presented 8 Historic Preservation Awards at an awards event held at Unity Temple in conjunction with EEC and Green Awards.	October 4, 2011	\$950 (approx)
Historic Landmarks	Historic Landmarks Designation	Designation of 8 Landmarks (through October) 1. <i>Rutherford-Dodge House</i> (308 N. OP) 2. <i>Vernon Skiff House</i> (633 N. East) 3. <i>C. Matthews House</i> (422 N. Kenilworth) 4. <i>Harlem Office Building</i> (1515 N. Harlem) 5. <i>John D. Caldwell House</i> (130 S. East) 6. <i>Charles W. Helder House</i> (629 Fair Oaks) 7. <i>Freeman Landon House</i> (700 S. Lombard) 8. <i>Sheppard House</i> (217 S. Humphrey)	Ongoing	\$2,000
Permit and plan review	Building permits/plan review	Reviewed 821 building permit and plan review applications Jan. 1 through September 20, 2011.	Ongoing	None
Public education	Historic Preservation	Created an HPC Newsletter for educational purposes and distributed on-line, via email blasts, and by hard copy	Quarterly	None
Public education	Historic Preservation	HPC hosted a booth at A Day In Our Village .	Ongoing	\$100
Public education	Frank Lloyd Wright-Prairie School of Architecture Historic District – local boundary expansion	Conduct educational outreach to property owners within the expanded National Register historic district boundaries regarding expansion of the local historic district boundaries to match. Hold public meetings, a public hearing, prepare a nomination and designate the expanded local historic district.	Public hearing to be held on October 13, 2011	\$3,650

2012 Work Plan for HOUSING PROGRAMS ADVISORY COMMITTEE
Supporting Housing, Diversity and Fiscal Responsibility

2012 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Enhance quality of residential properties Increase value of residential properties	Single-Family Property Quality	Review Single Family Rehab eligibility guidelines and recommend changes, if any, to the Board.	Winter	
Enhance quality of residential properties Increase value of residential properties	Multi-Family Housing Options	Review program guidelines and procedures for the Multi-Family Rehab and Small Rental programs Review program guideline compliance of Small Rental Program Properties	Spring	
Affordable housing options Enhance quality of residential properties Increase value of residential properties	Public Education	Monitor and evaluate effectiveness of the educational sessions for condo owners and multi-family building owners and managers. Meet with community members to discuss housing including partner agencies, realtors, financial institutions and building owners and managers. Attend Day In Our Village	Spring/ Summer Ongoing Spring	

2012 Work Plan for HOUSING PROGRAMS ADVISORY COMMITTEE
 Supporting Housing, Diversity and Fiscal Responsibility

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Economic & racial diversity	Housing Data	Review census information as it relates to housing issues and diversity of population	Spring	
Affordable housing options	Foreclosures	Review CMAP Homes for a Changing Region report recommendations	Winter	
Enhance quality of residential properties		Review foreclosure data and present data to Board for review and comparison	Winter/Spring	

2012 Work Plan for HOUSING PROGRAMS ADVISORY COMMITTEE
Supporting Housing, Diversity and Fiscal Responsibility

2011 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Enhance quality of residential properties Increase value of residential properties	Multi-family Housing Incentives Program	Recommended grant applications for funding from the Multi-family Housing Incentives Program. Monitored participation of owners in the Multi-Family Housing Incentives Program.		
Increase value of residential properties	Single Family Property Quality	Reviewed Single Family Rehab (SFR) loan requests. Recommended SFR loans for Board approval		
Economic & racial diversity Affordable housing options	Analysis of Impediments to Fair Housing	Began AI implementation activities		
Affordable housing options	Affordable Housing	Reviewed Homes for Changing Region Report progress Reviewed state of Village of Oak Park Housing and prepared a report Reviewed Guidelines for new Small Rental Properties Program and recommended changes Reviewed Small Rental Loan Requests Recommended Small Rental Loan Requests		
Enhance quality of residential properties Increase value of residential properties	Small Rental Properties Program			

2012 Work Plan for HOUSING PROGRAMS ADVISORY COMMITTEE
 Supporting Housing, Diversity and Fiscal Responsibility

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Enhance quality of residential properties	Multi-family and Single-Family Property Quality	Review of grant and rental reimbursement requests Multi-Family Incentives Program. Review Multi-family Incentives Grant Process and evaluate effectiveness of the program.		
Enhance quality of residential properties Increase value of residential properties	Partner Agency Funding	Reviewed Housing Partner Agencies' 2012 funding requests.		
Enhance quality of residential properties Increase value of residential properties	Fair Housing	Review AI Implementation Plan and report to Board on progress	To be completed in December 2011	

2012 Work Plan for Liquor Control Review Board
Supporting User Friendly Village Hall

2012 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Application Review	Review of new applications and applicants for liquor licenses for all required documentation and make recommendations to Liquor Control Commissioner	Review of new applications for compliance with all Code requirements and recommendation to Village Board	Ongoing	
Investigate Operations	Review and recommend renewal of liquor licenses for qualifying applicants to Liquor Control Commissioner	Review of renewals for timely liquor tax remittance and compliance with Village Code	Notice 3 months in advance, 2 month advance review.	
Conduct Hearings and Make Recommendations	Any follow-up to current review	Public hearings regarding revisions as required	Public hearings in April and August, 2011 on ordinance revisions	
Ordinance Review	Based on Board direction following fall 2010 report, prepare recommendations for revisions to Liquor ordinance as needed	Revised B-4 (restaurant-lounge) license, C-1 (package liquor outside central business district) license and adopted new D-11 (live theater venue) license.	Changes approved in July, 2011 Additional recommendations under Board review	

2012 Work Plan for Liquor Control Review Board
Supporting User Friendly Village Hall

2011 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Application Review	Review of new applications and applicants for liquor licenses for all required documentation and make recommendations to Liquor Control Commissioner	Reviewed 10 new license applications Recommended approval of 6 licenses (4 now pending)	Through September, 2011	
Investigate Operations	Review and recommend renewal of liquor licenses for qualifying applicants to Liquor Control Commissioner	Renewal of 65 licenses	Through September, 2011	
Conduct Hearings and Make Recommendations	Any follow-up to current review	Public hearings regarding revisions as required	Public hearings in April and August, 2011 on ordinance revisions	
Ordinance Review	Based on Board direction following fall 2010 report, prepare recommendations for revisions to Liquor ordinance as needed	Revised B-4 (restaurant-lounge) license, C-1 (package liquor outside central business district) license and adopted new D-11 (live theater venue) license.	Changes approved in July, 2011 Additional recommendations under Board review	

M.

2012 Work Plan for Plan Commission
Supporting Commercial District Vitality, Housing, Retail Strategy, Sustainability, Diversity

2012 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
To cooperate with municipal or regional or other groups to further the local planning program for harmonious and integrated planning for the area	Planned Development / Zoning Review	As required the Commission will review each applicable zoning application which they will engage other commissions for possible integration of recommendations on specific topics.	On-Going	\$500 -, recording secretary overtime, notices when necessary (for district plans and zoning ordinance also)
To prepare and recommend to the BOT, from time to time, specific improvements in pursuance of the Comprehensive Plan	General Zoning Ordinance Updates	The Commission will continue to refine and review the Zoning Ordinance for relevance and improvement as necessary.	On-Going	Possible - depending on need for Public Hearings
To prepare and recommend to the Board of Trustees a comprehensive plan for the present and future development or redevelopment	Comprehensive Plan Update	If approved, the Commission will participate in the development of a revised comprehensive plan through staff, consultant, and working group.	Two-year process	TBD
To cooperate with municipal or regional or other groups to further the local planning program for harmonious and integrated planning for the area	Other Commission Involvement in Development applications	Adopt new PC procedures that involve other commissions directly in project reviews.	On-Going	n/a
Commission Betterment	Commissioner Training	Required Training relative to the Open Meetings Act. As well as ongoing plan commission training where available	On-Going	\$300

2012 Work Plan for Plan Commission
Supporting Commercial District Vitality, Housing, Retail Strategy, Sustainability, Diversity

2011 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
To cooperate with municipal or regional or other groups to further the local planning program for harmonious and integrated planning for the area	Lake and Forest Planned Development Amendment	Development reviewed by Village Board	Development within the next three years	n/a
To cooperate with municipal or regional or other groups to further the local planning program for harmonious and integrated planning for the area	Forest Park National Bank Special Use	Development approved by Village Board	Development within the year	n/a
To prepare and recommend to the BOT, from time to time, specific improvements in pursuance of the Comprehensive Plan	Several Zoning Ordinance Text Amendments: fences, green roofs, overlay districts, accessory structures, etc.	Text Amendments approved by Village Board. Some still under review by the Plan Commission.	Revise Ordinance by end of 2011	Publication cost of
To cooperate with municipal or regional or other groups to further the local planning program for harmonious and integrated planning for the area	Zoning Ordinance Text Amendment for Beauty Supply Stores separation requirement	Text Amendment Reviewed by Village Board. Plan Commission did not support application.	n/a	n/a
To cooperate with municipal or regional or other groups to further the local planning program for harmonious and integrated planning for the area	Interfaith Housing Corporation - Planned Development	Development approved by Village Board	Development with the Year	n/a

2012 Work Plan for Public Art Advisory Commission
Supporting The Presentation of Public Art in Oak Park

2011 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Establishing Guidelines to Solicit for Public Art Funds	Develop a Percent (%) for Art Program	A fully developed Percent for Art's Program was completed and reviewed by the Board with instructions given to solicit additional input from the Business Community. Additional stakeholder presentations complete with recommendations included in final Ordinance recommendations awaiting review by the Board	Late 2011 early 2012	
The Placement of Public Art	Traveler Purchase	A purchase agreement has been executed for the purchase of this piece over a 3 year period.	Late 2011	4000 (CIP)
Public Arts Education	VOP Public Art Podcast	Work is nearly complete on a VOP Public Art Podcast that features a number of the Public Art pieces located throughout the Lake Street Corridor.	Late 2011	
Public Arts Education	Public Art Survey	A public survey to ascertain the public's knowledge of current public art offerings, and to build support for future efforts has been complete with recommendations for future Public Art marketing efforts submitted to the PAAC. All results are available for review.	Early 2011	

2012 Work Plan for Public Art Advisory Commission
Supporting The Presentation of Public Art in Oak Park

2012 Initiatives and Ongoing Projects

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Placement of Public Art	Mini Mural Project	Complete 10 mini-murals on the Union Pacific Viaduct	June 1 st Completion (complete in time for Day in our Village)	\$10,000 (CIP)
Placement of Public Art	Purchase	Explore and begin installation of the Oak Park History Mosaic created by the students at Longfellow	Jan - Dec 2012	\$2,000 Research \$30,000 Installation (CIP)
Placement of Public Art	Bench Program Exploration	Explore building upon the Harrison St. Artistic Bench Program for implementation in 2013	Jan - Dec	
Public Art Education	VOP Public Art Pod Cast	Release a VOP Public Art Pod Cast highlighting various public art pieces located in the Greater Downtown Oak Park	May 2012	\$1,500
Public Art Maintenance	Maintenance Survey & Plaque installation	Complete a maintenance survey of all Village owned public art. Install informational plaques on all public art pieces	Jan - Dec 2012	\$4,000
Development of Guidelines for the solicitation of funds for Public Art	Percent for Art Ordinance	Enact a Percent for Art Ordinance	JANUARY 2012	
Coordination of Public Art throughout the Community	Community Public Art Plan	Coordinate a series of meetings with other community arts groups to begin to develop a comprehensive public art plan for the community	JAN 2012 - DEC 2012	\$1,500

REQUESTED BUDGET: \$53,000

44,000 (CIP)

9,000 (Commission Budget Fund)

Draft 2012 Work Plan for Transportation Commission
Supporting Fiscal Responsibility and Sustainability

2012 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Recommendations	<p>Continue to review the following issues brought before the Commission and make recommendations to the Village Board:</p> <ul style="list-style-type: none"> • Parking • Traffic • Cul-de-sac and other street closing petitions • Transportation related items referred by the Board from other Commissions • Various school traffic plans 	<ul style="list-style-type: none"> • Improved utilization and efficiency of on-street and off-street parking resources • Improved level of safety for pedestrians, bicyclists, and motor vehicles as they move about in the public right-of-way. • Improved level of safety for school children walking to and from school 	These are recurring annual projects	<p>Parking = \$1,200/year for mailing notifications + Traffic = \$1,200/year for mailing notifications + Parking and Traffic agenda printing costs = \$1,000/year + Traffic = \$/6,000/year for consultant studies</p>
Recommendations	<p>Continued review of the entire Village and make recommendations for locations that should have a reduction in speed or locations that should designated as a Park Zone Street (including defining the criteria for a Park Zone and a School Zone) as directed at the June 7, 2010 Village Board meeting (this item continued from 2010 work plan)</p>	<p>Improved level of safety for pedestrians, bicyclists, and motor vehicles as they move about in the public right-of-way by means of controlling the speed of motor vehicles</p>	Complete by end of 2012	Included in \$6,000/year cost above
Recommendations	<p>Conduct an updated pedestrian crosswalk safety study</p>	<p>Develop methods and recommendations to improve the level of safety for pedestrians and bicyclists as they move about in the public right-of-way.</p>	1st quarter of 2012	Included in \$6,000/year cost above

Draft 2012 Work Plan for Transportation Commission
Supporting Fiscal Responsibility and Sustainability

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Recommendations	Review updating the design and placement of parking related signs in the Village contingent upon the sign updating project being funded in 2012	<ul style="list-style-type: none"> • Improved sign visibility • Improved sign meaning comprehension by motorists • Reduced conflicting parking restrictions • Explicit identification of the beginning and ending limits of parking zone restrictions • Development of a parking signage standards manual 	Complete by end of 2012 contingent upon project being funded in 2012	Village Board to approve budget amount for this item.
Recommendations	6 month review of the East Ave / Madison Street area wide parking study	<ul style="list-style-type: none"> • Ascertain the effectiveness of the implemented parking restriction changes • If necessary, make additional recommendations based upon results of the review 	Complete by 1st quarter of 2012	Sign changes and notifications = \$1,000/year
Recommendations	6 month review of Harrison Street between Austin Boulevard and Elmwood Avenue	<ul style="list-style-type: none"> • Improved utilization of shared on-street and off-street parking resources • Improved level of safety for pedestrians, bicyclists, and motor vehicles as they move travel on Harrison Street. 	Complete by 3 rd quarter of 2012	Sign changes and notifications = \$2,000/year
Recommendations	Review way finding signs for downtown parking garages	<ul style="list-style-type: none"> • Improved customer guide • Improved signage uniformity 	Complete by end 2012	Village Board to approve budget amount for this item
Recommendations	Create template for Transportation Commission reports and recommendations	<ul style="list-style-type: none"> • Standardizes staff correspondence 	1 st quarter of 2012	
Recommendations	Transportation Commission to serve as liaison to facilitate public forum regarding the Eisenhower Expressway (I-290) modernization project	<ul style="list-style-type: none"> • Provide forum for public comment 	1st quarter of 2012	

Draft 2012 Work Plan for Transportation Commission
Supporting Fiscal Responsibility and Sustainability

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
				<p>Total budget amount = \$12,400</p> <p><i>2012 funding assigned to the Transportation Commission is \$12,400.</i></p> <p><i>Staff from both Engineering & Parking need to track exact expenses on a separate worksheet of actual costs to budget in future years.</i></p>

Draft 2012 Work Plan for Transportation Commission
Supporting Fiscal Responsibility and Sustainability

2011 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Recommendations	Referral from the Plan Commission to provide an opinion regarding specific parking and traffic issues related to the proposed Interfaith Housing development project at the corner of Madison Street and Grove Avenue	Recommendations were submitted to the Plan Commission for consideration.	No Village Board action required.	
Recommendations	Review of draft streetscape geometrics plan for Greater Downtown Streetscape Project	Recommendations were submitted to the ad-hoc Committee appointed by the Village Board of Trustees to develop design concepts for the development.	No Village Board action required.	
Recommendations	Review of the petition to remove the No Parking 8AM-10AM Mon-Fri restrictions (south of the alley) and to increase the 2-hour 10AM-5PM to 4 hour 10AM-5PM parking restrictions on the 1200 block of Columbian Avenue	Recommendations to approve the two changes as requested in the petition were submitted to the Village Board for action.	The Village Board concurred with the recommendations at its May 16, 2011 meeting.	
Recommendations	Develop a policy for the use of speed tables on the streets of Oak Park.	A draft Speed Table Policy was submitted to the Village Board for adoption.	This item was tabled at the July 18, 2011 Village Board meeting.	
Recommendations	Review petition to upgrade from two-way to all-way stop signs at LeMoynes and Grove.	A recommendation to upgrade to all-way stop signs was submitted to the Village Board for action.	The Village Board concurred with the recommendation at its June 6, 2011 meeting.	
ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)

Draft 2012 Work Plan for Transportation Commission
Supporting Fiscal Responsibility and Sustainability

Recommendations	Review of signage for parking lots where single overnight permits are sold.	Provided recommendations to Staff regarding the signage.	No Village Board action required.	
Recommendations	Review petition to replace the existing no parking 8AM-10AM restriction with a resident permit parking 9AM-9PM restriction on Superior from Humphrey to the alley to the east.	A recommendation was made to deny the petition.	Village Board concurred with the recommendation at its September 6, 2011 meeting.	
Recommendations	Review petition to install an alley gate on the 500 block of South Grove behind Walgreens	This item was tabled until the Commission's November meeting.	This item was tabled until the Commission's November meeting.	
Recommendations	Discussion only - review petition process policy and staff memo format.	Will propose this be included in the 2012 work plan	No Village Board action required at this time	
Recommendations	Discussion of the desirability of developing a formalized neighborhood traffic management program from (July)	?????????????????	No Village Board action required at this time	
ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Recommendations	Review of petition for additional on-street overnight permit parking in the vicinity of Lexington Street and Oak Park Avenue	Petitioner decided to not pursue petition until additional information is collected.	No Village Board action required at this time	
Recommendations	The Village Board directed the Commission to review the establishment of Park Speed Zone Streets around Public Parks	Recommended to establish Park Speed Zone Streets around six parks and then review their effectiveness at reducing vehicle speeds adjacent to parks.	The Village Board concurred with the recommendation at its Feb. 22, 2011 meeting. Adoption of Resolution is	

P.

2012 Work Plan for Universal Access Commission
Supporting Diversity and User-Friendly Village Hall

2012 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Advise Village on access issues	Supportive Housing	Partner with Housing Commission to explore options for applying for public money for affordable, accessible dwelling units.	Ongoing 2012	\$0.
Bring persons with disability into mainstream	Education/outreach event	Facilitate Disability Awareness Campaign and outreach event(s).	Planning-spring, summer 2012. Event fall 2012.	\$280.00
Promote universal access throughout village	Publish booklet on access issues for persons with disabilities.	Resource for those with disabilities to obtain necessary services.	March 2012	\$250.00
Public education on access issues	Day In Our Village Farmer's Market	Information Booth Information Booth	June 2012 Summer 2012	\$50.00

TOTAL BUDGET REQUEST FOR 2012: \$580.00.

Commission	2012 BUDGET REQUESTS	Comments
Building Codes Advisory	\$ -	
Civic Information Systems		
Citizen Involvement	\$ 2,250.00	
Citizen Police Oversight	\$ -	
Community Design	\$ 500.00	
Community Development Block Grants	\$ 200.00	Special consideration approved to CDCAC to purchase food for Commission members.
Community Relations	\$ 1,725.00	Special consideration approved for food for Diversity Dinners
Environment & Energy	\$ 1,850.00	
Farmers Market	NA	Budget is placed in a different fund.
Historic Preservation	\$ 8,000.00	
Housing Programs Advisory	\$ -	
Liquor Control Review Board	\$ -	
Plan Commission	\$ 800.00	
Public Art	\$ 9,000.00	See CIP budget for additional funding allocated to Public Art (\$100,000). This money is not specifically for the Commission but can be used for performing art grants, art purchases/leases, installations, mini-murals, etc.
Transportation Commission	\$ 12,400.00	
Universal Access	\$ 580.00	
Zoning Board	\$ 5,000.00	Italics notes pending request/not final.
TOTAL	\$ 42,305.00	

T.

VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

Item Title: Resolution Authorizing the Purchase of New Monitors In the Amount of \$ 43,685.80 Waiving the Village's Bid Process

Resolution or Ordinance No. _____


Date of Board Action:

Staff Review:

Department Director Name:

Fire Chief, Tom Ebsen

Village Manager's Office:



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

In January of 2007, following Board approval, the Fire Department purchased and began using Zoll 12-lead cardiac monitor/defibrillators on our two front-line ambulances. These 12-lead monitor/defibrillators allow our paramedics to provide a better diagnostic cardiac assessment in the field, which facilitates faster and more appropriate care. The older (1996) Hewlett-Packard cardiac monitors which were on the ambulances were placed into reserve since we continued to use the H-P monitors on our other ALS vehicles. Using Foreign Fire tax funds, we added one more Zoll 12-lead monitor/defibrillator in January, 2010 so that all three of our ambulances had 12-lead capability. In February of 2010 the Board approved the purchase/lease of two additional Zoll monitors to bring our total of Zoll front-line monitors to 5 (out of 7 total).

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

In 2009 we learned from the Phillips Company (who bought out the H-P line) that they were no longer supporting the 1996 monitor/defibrillators that we currently have deployed on two of our vehicles. This means the parts and batteries in those monitors are no longer available if there is a failure of any part of the package. The 15 year-old H-P's are currently on our two least likely apparatus to deploy them (Quint & Squad), but their use is possible daily if we get busy and other rigs are on multiple calls, or if we have a mass casualty incident.

We have obtained quotes from Zoll Medical for two new 12-lead monitor/defibrillators. If this purchase is approved we will have two new monitors on our front-line ambulances. The rest of the monitors will be re-distributed according to age to the respective apparatus in a descending priority according to the rigs likelihood of deploying them. The non-supported, 15 year old H-P monitors would be phased out, and all of our first responding apparatus will have Zoll monitors. The oldest Zolls (2007) will be on our Quint and Squad.

We are requesting a waiver on the bid process since all of our other monitors are Zoll. Zoll is the preferred vendor for the Loyola EMS system to which we belong. It also is a significant training, maintenance, and deployment benefit to have all our monitors identical.

It is our recommendation to approve this purchase from Zoll Medical which would result in the equipping of all 7 of our ALS vehicles with the most up-to-date cardiac assessment and treatment technology.

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):

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

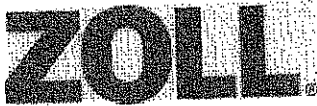
The quote from Zoll for two new monitor/defibrillators and for the accessories for both is \$43,686.80. The Fire Department budgeted \$41,000 in 3029-41300-910-570720 for the purchase of this equipment. The remaining \$2,686.80 will be funded through salvage in the other budgeted purchases in this account. In total, the account is appropriated at \$67,836, this purchase will leave \$24,150 for the other equipment.

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

Option 1. Replace the two remaining H-P monitors. They are 15 years old and parts are not made or supported by the manufacturer anymore. With replacement, the fire department will have reliable and identical cardiac monitors on all of their responding apparatus.

Option 2. Do not replace the H-P monitors. They are in-service currently but as soon as there is a defect they will not be able to be repaired and the department will be without a cardiac monitor on an in-service rig. There are no H-P spare parts or spare monitors.

Proposed Recommended Action: Approve the Resolution



TO: Oak Park Fire

100 North Euclid Avenue
Oak Park, IL 60301

Attn: Kevin McFadden

email: fadden@oak-park.us

Tel: 708-508-2920

ZOLL Medical Corporation

Worldwide Headquarters
269 Mill Rd
Chelmsford, Massachusetts 01824-4105
(978) 421-9655 Main
(800) 348-9011
(978) 421-0015 Customer Support
FEDERAL ID#: 04-2711626

QUOTATION 102628 V:1

DATE: November 29, 2011

TERMS: Net 30 Days

FOB: Shipping Point

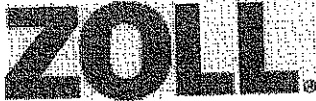
FREIGHT: Prepay and Add

ITEM	MODEL NUMBER	DESCRIPTION	QTY.	UNIT PRICE	DISC PRICE	TOTAL PRICE
5	8050-0030-01	SurePower™ Charging Station • 4 Charging bays • Multiple chemistry compatible • 200 watt capacity • Graphic driven user interface • RS-232 communication port • Standard one (1) year warranty	1	\$2,275.00	\$1,820.00	\$1,820.00 *
6	8019-0535-01	SurePower™ Rechargeable Lithium Ion Battery Pack • 5.8 Ah Capacity • High density lithium ion chemistry • RunTime™ Indicator • Automatic calibration ready • Stores history of use and maintenance	6	\$475.00	\$380.00	\$2,280.00 *
7	8000-1653	Cuff, All Purpose, Large Adult, 31 - 40cm	2	\$42.00	\$33.60	\$67.20 *
8	8000-1650	Cuff, All Purpose, Pediatric / Small Adult, 17 - 25cm	2	\$32.00	\$25.60	\$51.20 *
*Reflects Discount Pricing.						
TOTAL						\$54,326.80 43686.80

This quote is made subject to ZOLL's standard commercial terms and conditions (ZOLL T's + C's) which accompany this quote. Any purchase order (P.O.) issued in response to this quotation will be deemed to incorporate ZOLL T's + C's. Any modification of the ZOLL T's + C's must be set forth or referenced in the customer's P.O. No commercial terms or conditions shall apply to the sale of goods or services governed by this quote and the customer's P.O unless set forth in or referenced by either document.

1. DELIVERY WILL BE MADE 60-90 DAYS AFTER RECEIPT OF ACCEPTED PURCHASE ORDER.
2. PRICES WILL BE F.O.B. SHIPPING POINT.
3. PRICES QUOTED ARE FIRM FOR 60 DAYS.
4. APPLICABLE TAX & FREIGHT CHARGES ARE ADDITIONAL.
5. ALL PURCHASE ORDERS ARE SUBJECT TO CREDIT APPROVAL BEFORE ACCEPTANCE BY ZOLL.
6. FAX PURCHASE ORDER AND QUOTATION TO ZOLL CUSTOMER SUPPORT AT 978-421-0015 OR EMAIL TO ESALES@ZOLL.COM.
7. ALL DISCOUNTS OFF LIST PRICE ARE CONTINGENT UPON PAYMENT WITHIN AGREED UPON TERMS.
8. PLACE YOUR ACCESSORY ORDERS ONLINE BY VISITING www.zollwebstore.com.

Caroline Wojtkowski
EMS Territory Manager
800-242-9150, x9289



TO: Oak Park Fire

100 North Euclid Avenue
Oak Park, IL 60301

Attn: **Kevin McFadden**

email: fadden@oak-park.us
Tel: 708-508-2920

ZOLL Medical Corporation

Worldwide Headquarters
269 Mill Rd
Chelmsford, Massachusetts 01824-4105
(978) 421-9655 Main
(800) 348-9011
(978) 421-0015 Customer Support
FEDERAL ID#: 04-2711626

QUOTATION 102628 V:1

DATE: November 29, 2011

TERMS: Net 30 Days

FOB: Shipping Point

FREIGHT: Prepay and Add

ITEM	MODEL NUMBER	DESCRIPTION	QTY.	UNIT PRICE	DISC PRICE	TOTAL PRICE
1	50211730020124014	E Series ACLS Manual Defibrillator with See-Thru CPR®, Real CPR Help® Advisory capability, 12-lead with 1-step patient cable, SpO2 (comes with EtCO2 port), Integrated Bluetooth, NIBP with Adult-Plus cuff and hose and Noninvasive Pacing. Includes: AC Power, Printer, Protocol Assist Code Markers and GPS Clock Auto Sync, TriMode Display, 3-lead ECG patient cable, universal cable, ready for one (1) SurePower™ Rechargeable Lithium Ion Battery with built in AC Charger ordered separately, RS232 data transfer port, Expanded Carry Case and Rapid Cable Deployment System, AC power cord, 12" AC power extension cord, one package of recorder paper, two PCMCIA Card slots, Operator's Manual and standard one (1) year warranty for EMS use.	2	\$25,345.00	\$19,262.20	\$38,524.40 *
1a	8000-1007-02	1 Step Patient Cable for 12-lead ECG with limb leads and v leads (7 ft)	2	\$315.00	Included	Included
2	8000-0330	SpO2 Rainbow Reusable Patient Cable: Connects to LNCS Single Use and Reusable Sensors (4 ft)	2	\$295.00	\$236.00	\$472.00 *
3	8000-0294	SpO2 LNCS Adult Reusable Sensor (1 each)	2	\$295.00	\$236.00	\$472.00 *
4	8000-0367	E-Series Only CAPNO.5 Sidestream LoFlo Module	2	\$4,775.00	\$3,820.00	\$7,640.00 *

Page 1 Subtotal

~~\$47,168.40~~

39468.40

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8. PLACE YOUR ACCESSORY ORDERS ONLINE BY VISITING www.zollwebstore.com.

Caroline Wojtkowski
EMS Territory Manager
800-242-9150, x9289

ZOLL QUOTATION GENERAL TERMS & CONDITIONS

1. ACCEPTANCE. This Quotation constitutes an offer by ZOLL Medical Corporation to sell to the Customer the equipment (including a license to use certain software) listed in this Quotation and described in the specifications either attached to or referred to in this Quotation (hereinafter referred to as Equipment). Any acceptance of such offer is expressly limited to the terms of this Quotation, including these General Terms and Conditions. Acceptance shall be so limited to this Quotation notwithstanding (i) any conflicting written or oral representations made by ZOLL Medical Corporation or any agent or employee of ZOLL Medical Corporation or (ii) receipt or acknowledgement by ZOLL Medical Corporation of any purchase order, specification, or other document issued by the Customer. Any such document shall be wholly inapplicable to any sale made pursuant to this Quotation, and shall not be binding in any way on ZOLL Medical Corporation.

Acceptance of this Quotation by the Customer shall create an agreement between ZOLL Medical Corporation and the Customer (hereinafter referred to as the "Contract") the terms and conditions of which are expressly limited to the provisions of this Quotation including these Terms and Conditions. No waiver change or modification of any of the provisions of this Quotation or the Contract shall be binding on ZOLL Medical Corporation unless such waiver, change or modification (i) is made in writing (ii) expressly states that it is a waiver, change or modification of this Quotation or the Contract and (iii) is signed by an authorized representative of ZOLL Medical Corporation.

2. DELIVERY AND RISK OF LOSS. Unless otherwise stated, all deliveries shall be F.O.B. ZOLL Medical Corporation's facility. Risk of loss or damage to the Equipment shall pass to the Customer upon delivery of the Equipment to the carrier.

3. TERMS OF PAYMENT. Unless otherwise stated in its Quotation payment by Customer is due thirty (30) days after the ship date appearing on ZOLL Medical Corporation invoice. Any amounts payable hereunder which remain unpaid after the date shall be subject to a late charge equal to 1.5% per month from the due date until such amount is paid.

4. CREDIT APPROVAL. All shipments and deliveries shall at all times be subject to the approval of credit by ZOLL Medical Corporation. ZOLL Medical Corporation may at any time decline to make any shipment or delivery except upon receipt of payment or security or upon terms regarding credit or security satisfactory to ZOLL Medical Corporation.

5. TAXES & FEES. The pricing quoted in its Quotation do not include sales use, excise, or other similar taxes or any duties or customs charges, or any order processing fees. The Customer shall pay in addition for the prices quoted the amount of any present or future sales, excise or other similar tax or customs duty or charge applicable to the sale or use of the Equipment sold hereunder (except any tax based on the net income of ZOLL Medical Corporation), and any order processing fees that ZOLL may apply from time to time. In lieu thereof the Customer may provide ZOLL Medical Corporation with a tax exemption certificate acceptable to the taxing authorities.

6. WARRANTY. (a) ZOLL Medical Corporation warrants to the Customer that from the earlier of the date of installation or thirty (30) days after the date of shipment from ZOLL Medical Corporation's facility, the Equipment (other than accessories and electrodes) will be free from defects in material and workmanship under normal use and service for the period noted on the reverse side. Accessories and electrodes shall be warranted for ninety (90) days from the date of shipment. During such period ZOLL Medical Corporation will at no charge to the Customer either repair or replace (at ZOLL Medical Corporation's sole option) any part of the Equipment found by ZOLL Medical Corporation to be defective in material or workmanship. If ZOLL Medical Corporation's inspection detects no defects in material or workmanship, ZOLL Medical Corporation's regular service charges shall apply. (b) ZOLL Medical Corporation shall not be responsible for any Equipment defect failure of the Equipment to perform any specified function, or any other nonconformance of the Equipment caused by or attributable to (i) any modification of the Equipment by the Customer, unless such modification is made with the prior written approval of ZOLL Medical Corporation; (ii) the use of the Equipment with any associated or complementary equipment accessory or software not specified by ZOLL Medical Corporation, or (iii) any misuse or abuse of the Equipment; (iv) exposure of the Equipment to conditions beyond the environmental, power or operating constraints specified by ZOLL Medical Corporation, or (v) installation or wiring of the Equipment other than in accordance with ZOLL Medical Corporation's instructions. (c) Warranty does not cover items subject to normal wear and burnout during use, including but not limited to lamps, fuses, batteries, cables and accessories. (d) The foregoing warranty does not apply to software included as part of the Equipment (including software embodied in read-only memory known as "firmware"). (e) The foregoing warranty constitutes the exclusive remedy of the Customer and the exclusive liability of ZOLL Medical Corporation for any breach of any warranty related to the Equipment supplied hereunder. **THE WARRANTY SET FORTH HEREIN IS EXCLUSIVE AND ZOLL MEDICAL CORPORATION EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES WHETHER WRITTEN, ORAL, IMPLIED, OR STATUTORY, INCLUDING BUT NOT LIMITED TO ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

7. SOFTWARE LICENSE. (a) All software (the "Software" which term shall include firmware) included as part of the Equipment is licensed to Customer pursuant to a nonexclusive limited license on the terms hereinafter set forth. (b) Customer may not copy, distribute, modify, translate or adapt the Software, and may not decompile or reverse engineer the Software, or seek in any manner to discover, disclose or use any proprietary algorithms, techniques or other confidential information contained therein. (c) All rights in the Software remain the property of ZOLL Medical Corporation, and Customer shall have no right or interest therein except as expressly provided herein. (d) Customer's right to use the Software may be terminated by ZOLL Medical Corporation in the event of any failure to comply with terms of this quotation. (e) Customer may transfer the license conferred hereby only in connection with a transfer of the Equipment and may not retain any copies of the Software following such transfer. (f) ZOLL Medical Corporation warrants that the read-only memory or other media on which the Software is recorded will be free from defects in materials and workmanship for the period and on terms set forth in section 6. (g) Customer understands that the Software is a complex and sophisticated software product and no assurance can be given that operation of the Software will be uninterrupted or error-free, or that the Software will meet Customer's requirements. Except as set forth in section 7(i), ZOLL MEDICAL CORPORATION MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE SOFTWARE AND IN PARTICULAR DISCLAIMS ANY IMPLIED WARRANTIES OR MERCHANTABILITY OR FITNESS OF A PARTICULAR PURPOSE WITH RESPECT THERETO. Customer's exclusive remedy for any breach of warranty or defect relating to the Software shall be the repair or replacement of any defective read-only memory or other media so that it correctly reproduces the Software. This license applies only to ZOLL Medical Corporation Software.

8. DELAYS IN DELIVERY. ZOLL Medical Corporation shall not be liable for any delay in the delivery of any part of the Equipment if such delay is due to any cause beyond the control of the ZOLL Medical Corporation including, but not limited to acts of God, fires, epidemics, floods, riots, wars, sabotage, labor disputes, governmental actions, inability to obtain materials, components, manufacturing facilities or transportation or any other cause beyond the control of ZOLL Medical Corporation. In addition ZOLL Medical Corporation shall not be liable for any delay in delivery caused by failure of the Customer to provide any necessary information in a timely manner. In the event of any such delay, the date of shipment or performance hereunder shall be extended to the period equal to the time lost by reason of such delay. In the event of such delay ZOLL Medical Corporation may allocate available Equipment among its Customers on any reasonable and equitable basis. The delivery dates set forth in this Quotation are approximate only and ZOLL Medical Corporation shall not be liable for or shall the Contract be breached by, any delivery by ZOLL Medical Corporation within a reasonable time after such dates.

9. LIMITATIONS OF LIABILITY. IN NO EVENT SHALL ZOLL MEDICAL CORPORATION BE LIABLE FOR INDIRECT SPECIAL OR CONSEQUENTIAL DAMAGES RESULTING FROM ZOLL MEDICAL CORPORATION'S PERFORMANCE OR FAILURE TO PERFORM PURSUANT TO THIS QUOTATION OR THE CONTRACT OR THE FURNISHING, PERFORMANCE, OR USE OF ANY EQUIPMENT OR SOFTWARE SOLD HERETO, WHETHER DUE TO A BREACH OF CONTRACT, BREACH OF WARRANTY, THE NEGLIGENCE OF ZOLL MEDICAL CORPORATION OR OTHERWISE.

10. PATENT INDEMNITY. ZOLL Medical Corporation shall at its own expense defend any suit that may be instituted against the Customer for alleged infringement of any United States patents or copyrights related to the parts of the Equipment or the Software manufactured by ZOLL Medical Corporation, provided that (i) such alleged infringement consists only in the use of such Equipment or the Software by itself and not as a part of or in combination with any other devices or parts, (ii) the Customer gives ZOLL Medical Corporation immediate notice in writing of any such suit and permits ZOLL Medical Corporation through counsel of its choice, to answer the charge of infringement and defend such suit, and (iii) the Customer gives ZOLL Medical Corporation all requested information, assistance and authority at ZOLL Medical Corporation's expense, to enable ZOLL Medical Corporation to defend such suit.

In the case of a final award of damages for infringement in any such suit, ZOLL Medical Corporation will pay such award, but it shall not be responsible for any settlement made without its written consent.

Section 10 states ZOLL Medical Corporation's total responsibility and liability's, and the Customer's sole remedy for any actual or alleged infringement of any patent by the Equipment or the Software or any part thereof provided hereunder. In no event shall ZOLL Medical Corporation be liable for any indirect, special, or consequential damages resulting from any such infringement.

11. CLAIMS FOR SHORTAGE. Each shipment of Equipment shall be promptly examined by the Customer upon receipt thereof. The Customer shall inform ZOLL Medical Corporation of any shortage in any shipment within ten (10) days of receipt of Equipment. If no such shortage is reported within ten (10) day period, the shipment shall be conclusively deemed to have been complete.

12. RETURNS AND CANCELLATION. (a) The Customer shall obtain authorization from ZOLL Medical Corporation prior to returning any of the Equipment. (b) The Customer receives authorization from ZOLL Medical Corporation to return a product for credit, the Customer shall be subject to a restocking charge of twenty percent (20%) of the original list purchase price, but not less than \$60.00 per product. (c) Any such change in delivery caused by the Customer that causes a delivery date greater than six (6) months from the Customer's original order date shall constitute a new order for the affected Equipment in determining the appropriate list price.

13. APPLICABLE LAW. This Quotation and the Contract shall be governed by the substantive laws of the Commonwealth of Massachusetts without regard to any choice of law provisions thereof.

14. COMPLIANCE WITH LAWS. (a) ZOLL Medical Corporation represents that all goods and services delivered pursuant to the Contract will be produced and supplied in compliance with all applicable state and federal laws and regulations, including the requirements of the Fair Labor Standards Act of 1938, as amended. (b) The Customer shall be responsible for compliance with any federal, state and local laws and regulations applicable to the installation or use of the Equipment furnished hereunder, and will obtain any permits required for such installation and use.

15. NON-WAIVER OF DEFAULT. In the event of any default by the Customer, ZOLL Medical Corporation may decline to make further shipments or render any further warranty or other services without in any way affecting its right under such order. If despite any default by Customer, ZOLL Medical Corporation elects to continue to make shipments its action shall not constitute a waiver of any default by the Customer or in any way affect ZOLL Medical Corporation's legal remedies regarding any such default. No claim or right arising out of a breach of the Agreement by the Customer can be discharged in whole or in part by waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by ZOLL Medical Corporation.

16. ASSIGNMENT. This Quotation, and the Contract, may not be assigned by the Customer without the prior written consent of ZOLL Medical Corporation, and any assignment without such consent shall be null and void.

17. TITLE TO PRODUCTS. Title to right of possession of the products sold hereunder shall remain with ZOLL Medical Corporation until ZOLL Medical Corporation delivers the Equipment to the carrier and agrees to do all acts necessary to perfect and maintain such right and title in ZOLL Medical Corporation. Failure of the Customer to pay the purchase price for any product when due shall give ZOLL Medical Corporation the right, without liability to repossess the Equipment, with or without notice, and to avail itself of any remedy provided by law.

18. EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION.
VETERAN'S EMPLOYMENT - If this order is subject to Executive Order 11710 and the rules, regulations, or orders of the Secretary of Labor issued thereunder the contract clause as set forth at 41 CFR 60-250.4 is hereby included as part of this order.

EMPLOYMENT OF HANDICAPPED - If this order is subject to Section 503 of the Rehabilitation Act of 1973, as amended and the rules, regulations or orders of the Secretary of Labor as issued thereunder, the contract clause at 41 CFR 60-741.7 is hereby included as part of this order.

EQUAL OPPORTUNITY EMPLOYMENT - If this order is subject to the provisions of Executive Order 11246, as amended, and the rules, regulations or orders of the Secretary of Labor issued thereunder, the contract clause set forth at 41 CFR 60-1.4 (a) and 60-1.4 (b) are hereby included as a part of this order and Seller agrees to comply with the reporting requirements set forth at 41 CFR 60-1.7 and the affirmative action compliance program requirements set forth as 41 CFR 60-1.4(b).

19. VALIDITY OF QUOTATION. This Quotation shall be valid and subject to acceptance by the Customer, in accordance with the terms of Section 1 hereof for the period set forth on the face hereof. After such period, the acceptance of this Quotation shall not be binding upon ZOLL Medical Corporation and shall not create a contract, unless such acceptance is acknowledged and accepted by ZOLL Medical Corporation by a writing signed by an authorized representative of ZOLL Medical Corporation.

20. GENERAL. Any Contract resulting from this Quotation shall be governed by and interpreted in accordance with the laws of the Commonwealth of Massachusetts. This constitutes the entire agreement between Buyer and Supplier with respect to the purchase and sale of the Products described in the face hereof, and only representations or statements contained herein shall be binding upon Supplier as a warranty or otherwise. Acceptance or acquiescence in the course of performance rendered pursuant hereto shall not be relevant to determine the meaning of this writing even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity for objection. No addition to or modification of any of the terms and conditions specified herein shall be binding upon Supplier unless made in writing and signed by a duly authorized representative of Supplier. The terms and conditions specified shall prevail notwithstanding any variance from the terms and conditions of any order or other form submitted by Buyer for the Products set forth on the face of this Agreement. To the extent that this writing may be treated as an acceptance of Buyer's prior offer, such acceptance is expressly made conditional on assent by Buyer to the terms hereof, and, without limitation, acceptance of the goods by Buyer to the terms hereof, and, without limitation, acceptance of the goods by Buyer shall constitute such assent. All cancellations and reschedules require a minimum of thirty (30) days notice.

ZOLL Medical Corporation

To: Tom Barwin
Village Manager

From: Craig M. Lesner
Chief Financial Officer

Date: January 13, 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 January 2nd through January 13th. This is the most current list available.

In total the bills add to \$999,837.70

REVIEWED BY: _____
Finance Department

REVIEWED BY: _____
Village Manager's Office

REVIEWED BY: _____
Chairperson, Finance Committee



Report ID: APY2001

PeopleSoft Accounts Payable
DETAILED CHECK REGISTER

Page No. 1

Run Date Jan/11/2012

Run Time 12:39:57 PM

Pay Cycle: OAKPK
Pay Cycle Sequence: 746
Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073695	Jan/13/2012	RE	Paid	VOP01 000008105 A C PAVEMENT STRIPING COMPANY 695 CHURCH RD ELGIN IL 60123	Not applicable		6,011.02 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094954	20060	Dec/30/2011	PAVEMENT MARKING WORK	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Street Lighting Improvements	DPW - Capital Projects	Capital Improvement Fund	Local Streets	6,011.02 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073696	Jan/13/2012	RE	Paid	VOP01 0000013091 ADP, INC. P.O. BOX 842854 BOSTON MA 02284-2854	Not applicable		5,388.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095026	756648, 759079	Dec/31/2011	AUTOPAY II PROCESSING FEES PPE 12/30/11,ETIME MONTHLY RENTAL	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	ADP Payroll Services	FINANCE - Financial Services	General Fund	Accounting Services	5,388.00 USD



Pay Cycle: OAKPK
Pay Cycle Sequence: 746
Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073697	Jan/13/2012	RE	Paid	VOP01 0000001012 AIR ONE EQUIPMENT INC. 360 PRODUCTION DRIVE SOUTH ELGIN IL 60177-2637	Not applicable		626.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095011	77681, 77682	Dec/21/2011	HAIK FIRE HUNTER, SCBA BRACKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	FIRE - Operations	General Fund	Base Program	586.55 USD
2	Operational Supplies	FIRE - Operations	General Fund	Base Program	39.95 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073698	Jan/13/2012	RE	Paid	VOP01 0000007909 AMERICAN MESSAGING P.O. BOX 5749 CAROL STREAM IL 60197-5749	Not applicable		75.16 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094974	U1109790MA	Jan/01/2012	JANUARY 2012 PAGING SERVICE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Telecommunication Charges	FINANCE - Purchasing	General Fund	Base Program	3.76 USD
2	Telecommunication Charges	DPW - Administration	General Fund	Base Program	71.40 USD



Report ID: APY2001

PeopleSoft Accounts Payable
DETAILED CHECK REGISTER

Page No. 3
 Run Date Jan/11/2012
 Run Time 12:39:57 PM

Pay Cycle: OAKPK
 Pay Cycle Sequence: 746
 Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073699	Jan/13/2012	RE	Paid	VOP01 0000012936 ANDY FRAIN SERVICES 761 SHORELINE DR. AURORA IL 60504	Not applicable		20,048.64 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094995	155947	Nov/30/2011	NOVEMBER 2011 CROSSING GUARD SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Crossing Guard Sharing Program	POLICE	General Fund	Crossing Guards	20,048.64 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073700	Jan/13/2012	RE	Paid	VOP01 0000008783 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	00094661	JANUARY 2012	Jan/01/2012	JANUARY 2012 MONTHLY SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Consultant Fees	HEALTH - Health Services	General Fund	Animal Control	8,333.33 USD



Pay Cycle: OAKPK
Pay Cycle Sequence: 746
Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073701	Jan/13/2012	RE	Paid	VOP01 0000010157 B2B COMPUTER PRODUCTS P.O. BOX 3296 GLEN ELLYN IL 60138	Not applicable		546.87 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094987	523569	Dec/07/2011	D-LINK AIR PREMIER WIRELESS ACCESS POINT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Computer Supplies	Information Technology	General Fund	Base Program	546.87 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073702	Jan/13/2012	RE	Paid	VOP01 0000010577 BAXTER & WOODMAN, INC. P.O. BOX 783 CRYSTAL LAKE IL 60012	Not applicable		9,262.98 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094955	0160432	Dec/22/2011	WATER MAIN CROSSING CONSTRUCTION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Project Engineering	DPW - Water	Water Fund	Water Distribution	9,242.44 USD
1	Project Engineering	DPW - Water	Water Fund	Water Distribution	20.54 USD



Pay Cycle: OAKPK
Pay Cycle Sequence: 746
Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073703	Jan/13/2012	RE	Paid	VOP01 0000003225 BRONZE MEMORIAL COMPANY 1842 N. ELSTON AVE. CHICAGO IL 60622	Not applicable		487.95 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094957	526670	Dec/16/2011	BRONZE PLAQUES-HPC DESIGNATION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Boards Commissions Support	CLERK - Boards and Commissions	General Fund	Historic Preservation Commiss	487.95 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073704	Jan/13/2012	RE	Paid	VOP01 0000002938 BUREAU OF IDENTIFICATION 260 N. CHICAGO STREET, ATTN:DIRECTOR JOLIET IL 60431	Not applicable		2,329.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095025	DECEMBER 2011	Dec/31/2011	COST CENTER:6049,ORI:ILL13180S.BACKGROUND CHECKS-CHAUFFEUR LIC	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Background Check	CLERK - Village Clerk	General Fund	Base Program	2,329.00 USD



Pay Cycle: OAKPK
Pay Cycle Sequence: 746
Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073705	Jan/13/2012	RE	Paid	VOP01 0000014111 BUSKING, CATHERINE & NIGHTINGALE, JIM C/O BUSKING ENGINEERING 2230 S. GROVE AVE. BERWYN IL 60402	Not applicable		99.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094977	0312000796-00	Jan/06/2012	REFUND CREDIT BALANCE ON FINALIZED WATER ACCOUNT.627 S EUCLID	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Utility Sales	DPW - Water	Water Fund	Base Program	99.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073706	Jan/13/2012	RE	Paid	VOP01 0000001940 CAT SCRATCH GRAPHIC DESIGN 812 S. LOMBARD AVE C/O JANICE SNYDE OAK PARK IL 60304	Not applicable		900.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094937	122311-07	Dec/23/2011	GRAPHIC DESIGN/ONLINE UPDATE OF JANUARY 2012 OP/FYI	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	Communication	General Fund	Base Program	900.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073707	Jan/13/2012	RE	Paid	VOP01 0000008029 CHICAGO COMMUNICATIONS, LLC ATTN: ACCOUNTS RECEIVABLE 200 SPANGLER AVE ELMHURST IL 60126	Not applicable		2,014.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094998	222605	Jan/01/2012	JANUARY 2012 C.C.S. MAINTENANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE - Communication	Enhanced E-911 Fund	Base Program	1,007.25 USD
1	General Contractuals	POLICE - Communication	Enhanced E-911 Fund	Base Program	1,007.25 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073708	Jan/13/2012	RE	Paid	VOP01 0000002103 CLYDE PRINTING COMPANY 3520 S. MORGAN STREET CHICAGO IL 60609-1543	Not applicable		3,374.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094938	70250	Dec/29/2011	PRINTING OF JANUARY 2012 OP/FYI NEWSLETTER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Printing	Communication	General Fund	Base Program	3,374.00 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
073709	Jan/13/2012	RE	Paid	VOP01 0000001715 COMCAST CABLE P.O. BOX 3002 SOUTHEASTERN PA 19398-3001	Not applicable		313.75 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094988	8771 20 119 0144513	Dec/28/2011	HI SPEED INTERNET 1/3/12-2/2/12. 123 MADISON	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Telecommunication Charges	Information Technology	General Fund	Base Program	126.90 USD
1	Cable Television	FIRE - Foreign Fire Insurance	Foreign Fire Insurance Fun	Base Program	186.85 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073710	Jan/13/2012	RE	Paid	VOP01 0000012346 COMCAST CABLE P.O. BOX 3001 SOUTHEASTERN PA 19398-3001	Not applicable		46.38 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095012	8771 20 119 0068357	Dec/27/2011	XFINITY TV 01/08/12-02/07/12@900 S. EAST	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Cable Television	FIRE - Foreign Fire Insurance	Foreign Fire Insurance Fun	Base Program	46.38 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073711	Jan/13/2012	RE	Paid	VOP01 000008094 COMMUNITY SUPPORT SERVICES 9021 OGDEN AVE C/O A. FINNEGAN BROOKFIELD IL 60513	Not applicable		1,126.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094964	PROJECT B11-03, DR	Oct/31/2011	IDIS#595,RESPITE SERVICES 10/1/11-10/31/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operating Subsidies	CD Grant Admin	Community Dev Block Gr	Community Support Services 11	1,126.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073712	Jan/13/2012	RE	Paid	VOP01 0000010182 CULLIGAN WATER P.O. BOX 364 UNION GROVE WI 53182-0364	Not applicable		49.41 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094795	598300	Dec/20/2011	BOTTLED WATER, CUPS & SERVICE FEE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Water Charges	Parking Services	Parking Fund	The Avenue Garage	15.48 USD
1	Water Charges	Parking Services	Parking Fund	Holley Ct Parking Garage	33.93 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073713	Jan/13/2012	RE	Paid	VOP01 0000014117 DATASOURCE, INC./GLOBAL PARTNERS, L 145 COVINGTON DR BLOOMINGDALE IL 60108	Not applicable		4,979.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094989	7485, 7505	Dec/07/2011	TONER CARTRIDGES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Computer Supplies	Information Technology	General Fund	Base Program	3,847.00 USD
1	Toner Cartridges	POLICE	General Fund	Base Program	1,132.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073714	Jan/13/2012	RE	Paid	VOP01 0000001104 DRESSEL'S ACE HARDWARE 1137 CHICAGO AVE OAK PARK IL 60302	Not applicable		49.93 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095014	220965	Dec/15/2011	FLOOR ENAMEL	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	FIRE - Operations	General Fund	Base Program	49.93 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073715	Jan/13/2012	RE	Paid	VOP01 000001117 FEDERAL EXPRESS P.O. BOX 94515 PALATINE IL 60094-4515	Not applicable		219.83 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094975	7-741-79894	Dec/28/2011	PARCEL PICK-UP 12/19/11-12/22/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Postage	VMO - Village Management	Sustainability Fund	Base Program	27.61 USD
3	Postage	FINANCE - Financial Services	General Fund	Base Program	25.70 USD
5	Postage	Adjudication	General Fund	Base Program	59.96 USD
6	Postage	Housing Services	General Fund	Base Program	24.23 USD
4	Postage	POLICE	General Fund	Base Program	24.99 USD
2	Postage	HR - Human Resources	General Fund	Base Program	57.34 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073716	Jan/13/2012	RE	Paid	VOP01 0000014112 GARFIELD WESLEY LLC 1000 LAKE ST, SUITE 200 OAK PARK IL 60301	Not applicable		3,840.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094951	10/1/11-12/31/11	Dec/31/2011	RENTAL REIMBURSEMENT MSA 1116-R,705-11 GARFIELD/901-27 WESLEY	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Rental Reimbursements	Housing Services	General Fund	Diversity Assurance	3,840.00 USD



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Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073717	Jan/13/2012	RE	Paid	VOP01 0000002374 GIAMMONA, JOE 1839 S. 4TH PLACE ST. CHARLES IL 60174	Not applicable		341.40 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094942	1/6/12	Jan/06/2012	CONTRACTUAL SERVICES 1/5/12 & 1/6/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Consultant Fees	Adjudication	General Fund	Base Program	341.40 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073718	Jan/13/2012	RE	Paid	VOP01 0000013972 GOVTEMPSUSA LLC P.O. BOX 2392 NEW YORK NY 10116-2392	Not applicable		2,280.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094979	1074166, 1074167	Dec/15/2011	TEMPORARY SERVICES 12/04, 12/11. KNUDSEN	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Consultant Fees	Building Property Standards	General Fund	Building Inspection Services	2,280.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073719	Jan/13/2012	RE	Paid	VOP01 000001893 HEPHZIBAH CHILDREN'S ASSOCIATION ATTN: MARY TORTORICI 1144 LAKE ST, FL 5 OAK PARK IL 60301-6706	Not applicable		56,940.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094965	PROJECT 11-05, DRA	Dec/15/2011	IDIS#581,SHAVITZ HEATING & AIR-FACILITY IMPROVEMENTS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Capital Improvement Program	CD Grant Admin	Community Dev Block Gr	Hephzibah Childern's (FI) 2011	56,940.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073720	Jan/13/2012	RE	Paid	VOP01 0000014116 IAEI - ILLINOIS CHAPTER ATTN: BUD STALKER 10418 LINUS LANE OAK LAWN IL 60453-4709	Not applicable		200.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094980	JANUARY 25,26,27, 2	Jan/01/2012	MEMBERSHIP RENEWAL & REGISTRATION FOR WINTER MEETING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Membership Dues	Building Property Standards	General Fund	Building Inspection Services	200.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073721	Jan/13/2012	RE	Paid	VOP01 0000001750 ICE MOUNTAIN SPRING WATER P.O. BOX 856680 LOUISVILLE KY 40285-0680	Not applicable		538.68 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095028	01L8106458766	Dec/31/2011	DECEMBER 2011 BOTTLED DRINKING WATER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Water Charges	DPW - Building Maintenance	General Fund	Village Hall	538.68 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073722	Jan/13/2012	RE	Paid	VOP01 0000002312 IL CHAPTER IAAI 909-B E. 31ST ST. C/O RUSS NUMMER LAGRANGE PARK IL 60526	Not applicable		300.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095015	JANUARY 27-28, 201	Dec/27/2011	SEMINAR REGISTRATION-MURPHY,ANTOS,CRIMMONS,BURGES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Conferences Training	FIRE - Prev. and Investigation	General Fund	Base Program	300.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073723	Jan/13/2012	RE	Paid	VOP01 000008999 ILLINOIS FIRE STORE 243 EAST MAIN ST. P.O. BOX 58 AMBOY IL 61310	Not applicable		245.89 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095016	24621	Dec/15/2011	STEEL TOE SHOES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	FIRE - Operations	General Fund	Base Program	245.89 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073724	Jan/13/2012	RE	Paid	VOP01 0000012127 IPIA 133 S. SEYMOUR MUNDELEIN IL 60060	Not applicable		60.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094981	2012 - DEE	Jan/03/2012	MEMBERSHIP RENEWAL	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Membership Dues	Building Property Standards	General Fund	Building Inspection Services	60.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073725	Jan/13/2012	RE	Paid	VOP01 0000012756 KNOWLES CONSTRUCTION INC. 900 COUNTY CREEK DR NEW LENOX IL 60451-2351	Not applicable		42,957.85 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094726	PROJECT 10-1, FINAL	Dec/19/2011	WATER & SEWER MAIN IMPROVEMENTS 9/15/11-12/19/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Capital Improvements	DPW - Sewer	Sewer Fund	Sewer Collection	22,957.85 USD
2	Street Furnishings	DPW - Capital Projects	Capital Improvement Fund	Local Streets	20,000.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073726	Jan/13/2012	RE	Paid	VOP01 0000006921 LAFLEUR, GARRETT	Not applicable		106.98 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095017	884961578668	Dec/26/2011	REIMBURSEMENT FOR COLD WEATHER GEAR	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	FIRE - Operations	General Fund	Base Program	106.98 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073727	Jan/13/2012	RE	Paid	VOP01 0000014115 LAKE POINT ROOFING INC. 9507 OGDEN AVE. BROOKFIELD IL 60513	Not applicable		75.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094982	BLD 2011-03059	Dec/20/2011	INV:BPS10684, REFUND FOR BUILDING PERMIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Building Permits	Building Property Standards	General Fund	Building Inspection Services	75.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073728	Jan/13/2012	RE	Paid	VOP01 0000010500 LEAD INSPECTORS USA INC. 281A UNIVERISTY LN.. ELK GROVE VILLAGE IL 60007	Not applicable		650.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094944	5726	Dec/13/2011	SFR-040, LEAD CLEARANCE INSPECTION 12/13/11,1041 N LOMBARD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Lead Consulting Services	Housing Services	General Fund	Base Program	325.00 USD
1	Housing Rehab Property Loan	Housing Services	Community Development L	Single Housing Rehab Loan 11	325.00 USD



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Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073729	Jan/13/2012	RE	Paid	VOP01 0000001209 LOGSDON OFFICE SUPPLY 1055 ARTHUR ELK GROVE VILLAGE IL 60007	Not applicable		1,124.44 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094976	389322, 3901401, 390	Dec/23/2011	OFFICE SUPPLIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	Office Supplies	FINANCE - Purchasing	General Fund	Central Services	-8.20 USD
1	Office Supplies	Plan Community Development	General Fund	Base Program	21.50 USD
1	Office Supplies	Building Property Standards	General Fund	Building Inspection Services	36.98 USD
1	Office Supplies	FIRE - Admin	General Fund	Base Program	207.36 USD
1	Office Supplies	FINANCE - Financial Services	General Fund	Base Program	20.88 USD
1	Office Supplies	LEGAL - Law	General Fund	Base Program	824.81 USD
1	Office Supplies	Plan Community Development	General Fund	Base Program	21.11 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073730	Jan/13/2012	RE	Paid	VOP01 0000007412 LUPEI, ROGER PH. D 1024 NORTH BLVD SUITE #37 OAK PARK IL 60301	Not applicable		2,400.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095009	12/30/2011	Dec/30/2011	DIAGNOSTIC INTERVIEWS 12/7/11,12/8/11 & 12/9/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Employee Physicals	HR - Human Resources	General Fund	Employment	2,400.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073731	Jan/13/2012	RE	Paid	VOP01 0000014113 MIDWAY BUILDING SERVICES 456 N. OAKLEY BLVD CHICAGO IL 60612	Not applicable		900.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094959	30740	Dec/31/2011	INSTALLATION OF STREET FURNITURE ON ROOSEVELT RD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Street Furnishings	DPW - Capital Projects	Capital Improvement Fund	Roosevelt Rd Improvements	900.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073732	Jan/13/2012	RE	Paid	VOP01 0000014114 MOORE CONSTRUCTION INC. 6501 W. OGDEN BERWYN IL 60402	Not applicable		75.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094984	BLD 2011-02943	Nov/29/2011	REFUND BUILDING PERMIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Building Permits	Building Property Standards	General Fund	Building Inspection Services	75.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073733	Jan/13/2012	RE	Paid	VOP01 000007414 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	00094939	103768	Dec/10/2011	E-NEWS LIST SERVE HOSTING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	Communication	General Fund	Base Program	40.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073734	Jan/13/2012	RE	Paid	VOP01 000001239 MWH AMERICAS, INC. DEPT 2728 LOS ANGELES CA 90084-2728	Not applicable		22,052.79 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094846	1435655	Dec/22/2011	SEWER STUDY UPDATE 9/1/11-12/16/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Roadway Maintenance	DPW - Sewer	Sewer Fund	Sewer Collection	11,142.00 USD
2	Capital Improvements	DPW - Capital Projects	Capital Improvement Fund	Local Streets	10,910.79 USD



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Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073735	Jan/13/2012	RE	Paid	VOP01 0000012945 MYS INC. 7801 W. DEERWOOD DR PALOS PARK IL 60464	Not applicable		103,880.13 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094936	PROJECT 10-10, FINA	Dec/14/2011	CENTRAL RESERVOIR IMPROVEMENTS 01/01/11-12/14/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	USD
1	Roadway Maintenance	DPW - Water	Water Fund	Water Distribution	38,467.88	USD
2	Capital Improvements	DPW - Water	Water Fund	Water Distribution	49,000.00	USD
3	Roadway Maintenance	DPW - Sewer	Sewer Fund	Sewer Collection	16,412.25	USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073736	Jan/13/2012	RE	Paid	VOP01 0000011998 NATIONWIDE RETIREMENT SOLUTIONS PO BOX 183154 COLUMBUS OH 43218	Not applicable		46,541.74 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094986	2011	Dec/31/2011	ACCT #UC130035Z & UC130036Z,2011 PEHP CONTRIBUTIONS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	USD
1	Comp Time Payout	POLICE	General Fund	Base Program	46,541.74	USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073737	Jan/13/2012	RE	Paid	VOP01 0000001466 O'BRIEN, PATRICK 25 E. SUPERIOR #3702 C/O LIN MGMT CHICAGO IL 60611	Not applicable		413.33 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094948	10/1/11-12/31/11	Dec/31/2011	RENTAL REIMBURSEMENT MSA 1115-R,421 S. ELMWOOD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Rental Reimbursements	Housing Services	General Fund	Diversity Assurance	413.33 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073738	Jan/13/2012	RE	Paid	VOP01 0000001977 O'HERRON, RAY CO. INC. 523 E. ROOSEVELT RD. LOMBARD IL 60148	Not applicable		26.95 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094739	0046507-IN	Dec/19/2011	SUSPENDERS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Detectives	26.95 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073739	Jan/13/2012	RE	Paid	VOP01 0000013886 OAK PARK INVESTORS, LLC C/O OAK PARK RESIDENCE CORPORATION 21 SOUTH BLVD. OAK PARK IL 60302	Not applicable		2,580.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094950	10/1/11-12/31/11	Dec/31/2011	RENTAL REIMBURSEMENT MSA 1111-R,336-50 S. AUSTIN/8-12 VAN BUREN	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Rental Reimbursements	Housing Services	General Fund	Diversity Assurance	2,580.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073740	Jan/13/2012	RE	Paid	VOP01 0000001276 OAK PARK RESIDENCE CORPORATION 21 SOUTH BLVD OAK PARK IL 60302	Not applicable		5,948.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094949	10/1/11-12/31/11	Dec/31/2011	RENTAL REIMBURSEMENT MSA 1102-R,16-24 N. AUSTIN	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Rental Reimbursements	Housing Services	General Fund	Diversity Assurance	5,948.00 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
073741	Jan/13/2012	RE	Paid	VOP01 0000006559 OAK PARK RIVER FOREST DAY NURSERY 1139 RANDOLPH C/O HARDING PARTNERS OAK PARK IL 60302	Not applicable		18,979.83 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094966	PROJECT B11-04, DR	Dec/21/2011	IDIS#596,PROJECT MANAGER SERVICES/CONSTRUCTION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operating Subsidies	CD Grant Admin	Community Dev Block Gr	Day Nursery - 2011	18,979.83 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073742	Jan/13/2012	RE	Paid	VOP01 0000001277 OAK PARK TOWNSHIP YOUTH SVCS. 105 S. OAK PARK OAK PARK IL 60302	Not applicable		13,445.20 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095005	1ST QUARTER 2012	Jan/01/2012	YOUTH INTERVENTIONIST SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Township Interventionist Prg	Special Activities	General Fund	Base Program	13,445.20 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073743	Jan/13/2012	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	00095006	7042	Jan/01/2012	JANUARY 2012 BASE RENT-SUBSTATION@1010 LAKE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Detectives	10.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073744	Jan/13/2012	RE	Paid	VOP01 0000013884 OLD TOWN FIBERGLASS, INC. 456 S. MONTGOMERY WAY ORANGE CA 92868	Not applicable		5,772.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094960	1990	Dec/05/2011	FINAL PAYMENT-ROOSEVELT RD PLANTERS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Street Furnishings	DPW - Capital Projects	Capital Improvement Fund	Roosevelt Rd Improvements	5,772.50 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073745	Jan/13/2012	RE	Paid	VOP01 0000001285 ORACLE AMERICA, INC. P.O. BOX 71028 CHICAGO IL 60694-1028	Not applicable		10,464.94 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094991	41265482	Oct/26/2011	ORACLE SOFTWARE UPDATE LICENSE & SUPPORT(TIDEMARK)	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Software License Updates	Information Technology	General Fund	Program Maintenance	5,127.44 USD
1	Software License Updates	Information Technology	General Fund	Program Maintenance	5,337.50 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073746	Jan/13/2012	RE	Paid	VOP01 0000001291 PARENTHESIS 405 S. EUCLID AVE C/O KATHY KERN OAK PARK IL 60302	Not applicable		4,100.89 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094968	PROJECT B11-11, DR	Dec/18/2011	IDIS#586, OCT & NOV 2011 PARENTEEN PROGRAM SALARIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operating Subsidies	CD Grant Admin	Community Dev Block Gr	Parenthesis - Parenteen 2011	2,386.07 USD
1	Operating Subsidies	CD Grant Admin	Community Dev Block Gr	Parenthesis - Parenting 2011	1,714.82 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
073747	Jan/13/2012	RE	Paid	VOP01 0000001297 PIONEER PRESS 8231 SOLUTIONS CENTER CHICAGO IL 60677-8002	Not applicable		1,500.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094961	100213071	Dec/08/2011	PLEASANT DISTRICT PAGE STICKER 10/27,11/10,11/24,12/08	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Business Services	General Fund	Base Program	1,500.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073748	Jan/13/2012	RE	Paid	VOP01 0000012347 PNC EQUIPMENT FINANCE P.O. BOX 931034 CLEVELAND OH 44193	Not applicable		1,328.17 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095021	3858781	Dec/29/2011	LEASE OF MANUAL DEFIBRILLATORS & ACCESSORES 1/24/12-2/23/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Computer Equipment	FINANCE - Financial Services	Equipment Replacement F	Computer Equipment - Police	1,328.17 USD



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Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073749	Jan/13/2012	RE	Paid	VOP01 0000004974 RICHARDSON, ANITA 5057 HARVARD TERRACE SKOKIE IL 60077	Not applicable		1,237.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094943	2012-01	Jan/05/2012	CONTRACTUAL SERVICES 1/3/12,1/4/12 & 1/5/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Consultant Fees	Adjudication	General Fund	Base Program	1,237.50 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073750	Jan/13/2012	RE	Paid	VOP01 0000011967 RICOH AMERICAS CORP 21146 NETWORK PLACE CHICAGO IL 60673-1211	Not applicable		230.16 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094972	20624166	Dec/28/2011	JANUARY 2012 COPIER LEASE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Equipment Rental	POLICE	General Fund	Base Program	230.16 USD



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Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073751	Jan/13/2012	RE	Paid	VOP01 0000013434 RICOH AMERICAS CORP,LEASE ADMINISTR P.O. BOX 405874 ATLANTA GA 30384-5874	Not applicable		337.99 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094971	012040420	Dec/23/2011	JANUARY 2012 COLOR COPIER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Equipment Rental	FINANCE - Purchasing	General Fund	Central Services	337.99 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073752	Jan/13/2012	RE	Paid	VOP01 0000008988 RICOH AMERICAS CORPORATION P.O. BOX 4245 CAROL STREAM IL 60197-4245	Not applicable		225.74 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094969	414242900	Dec/31/2011	DECEMBER 2011 COPIER MAINTENANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Equipment Rental	POLICE	General Fund	Base Program	225.74 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073753	Jan/13/2012	RE	Paid	VOP01 0000012117 RICOH AMERICAS CORPORATION P.O. BOX 6434 CAROL STREAM IL 60197-6434	Not applicable		2,398.20 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094970	6745591006	Dec/26/2011	COPIER LEASE 12/22/11-01/22/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Equipment Rental	Building Property Standards	General Fund	Property Standards	413.70 USD
8	Equipment Rental	Development Services	General Fund	Base Program	82.69 USD
9	Equipment Rental	Housing Services	General Fund	Base Program	82.69 USD
7	Equipment Rental	Plan Community Development	General Fund	Base Program	82.69 USD
3	Equipment Rental	VMO - Village Management	General Fund	Base Program	330.75 USD
4	Equipment Rental	DPW - Administration	General Fund	Base Program	330.75 USD
6	Equipment Rental	CD Grant Admin	General Fund	Base Program	82.69 USD
5	Equipment Rental	POLICE	General Fund	Detectives	330.74 USD
1	Equipment Rental	FINANCE - Purchasing	General Fund	Central Services	330.75 USD
2	Equipment Rental	FINANCE - Purchasing	General Fund	Central Services	330.75 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073754	Jan/13/2012	RE	Paid	VOP01 0000014118 RIOS, CARRIE 252 HOME AVE. OAK PARK IL 60302	Not applicable		25.04 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095008	0107000006-03	Jan/10/2012	REFUND CR BAL FINAL WATER BILL@115 CLINTON,UNIT A	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Utility Sales	DPW - Water	Water Fund	Base Program	25.04 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073755	Jan/13/2012	RE	Paid	VOP01 0000001324 SANDRY FIRE SUPPLY LLC 618 6TH ST. DEWITT IA 52742-1604	Not applicable		8.61 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095022	36768	Dec/21/2011	TNT MALE BLEEDER COUPLER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	FIRE - Operations	General Fund	Base Program	8.61 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073756	Jan/13/2012	RE	Paid	VOP01 0000001341 SIDWELL CO. 72168 EAGLE WAY CHICAGO IL 60678-7251	Not applicable		499.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094962	87064	Dec/22/2011	SIDWELL ATLAS & BINDER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	DPW - Capital Projects	Capital Improvement Fund	Traffic Parking Engineering	499.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073757	Jan/13/2012	RE	Paid	VOP01 0000007374 SOS TECHNOLOGIES 5080 N. ELSTON AVE CHICAGO IL 60630-2427	Not applicable		268.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095023	47639	Dec/19/2011	HEARTSTART AED TRAINER 2	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Medical Supplies	FIRE - EMS	General Fund	Base Program	268.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073758	Jan/13/2012	RE	Paid	VOP01 0000014110 SOUND VISION 1450 DAVIS RD ELGIN IL 60123	Not applicable		9,502.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094940	3296	Dec/19/2011	VOP-TV EQUIPMENT INSTALLATION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	General Contractuals	Communication	General Fund	Media Development	1,232.50 USD
1	Computer Equipment	Communication	Equipment Replacement F	Computer Equipment - Capital	8,270.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073759	Jan/13/2012	RE	Paid	VOP01 0000002937 SUBURBAN BUILDING OFFICIALS CONFERE P.O. BOX 502 HINSDALE IL 60522	Not applicable		75.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094985	2012 - WITT	Jan/01/2012	MEMBERSHIP RENEWAL	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Membership Dues	Building Property Standards	General Fund	Building Inspection Services	75.00 USD



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Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073760	Jan/13/2012	RE	Paid	VOP01 0000013053 SUN TIMES MEDIA 8247 SOLUTIONS CENTER CHICAGO IL 60677-8002	Not applicable		1,500.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094963	0000049758	Oct/31/2011	PLEASANT DISTRICT PREPRINT 10/27	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Business Services	General Fund	Base Program	1,500.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073761	Jan/13/2012	RE	Paid	VOP01 0000013885 SWELL, INC. 408 N. AUSTIN BLVD, SUITE B OAK PARK IL 60302	Not applicable		370.67 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094947	10/1/11-12/31/11	Dec/31/2011	RENTAL REIMBURSEMENT MSA 1121-R,417-19 SOUTH BLVD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Rental Reimbursements	Housing Services	General Fund	Diversity Assurance	370.67 USD



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Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073762	Jan/13/2012	RE	Paid	VOP01 0000001373 TERRA ENGINEERING LTD 225 W. OHIO ST. STE. #400 CHICAGO IL 60654-7851	Not applicable		188,352.22 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094848	7355	Dec/21/2011	ROOSEVELT RD ENGINEERING PHASE III. 7/16/11-11/30/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Project Engineering	DPW - Capital Projects	Capital Improvement Fund	Roosevelt Rd Improvements	188,352.22 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073763	Jan/13/2012	RE	Paid	VOP01 0000001380 THIRD MILLENNIUM 4200 CANTERA DR. STE. #105 WARRENVILLE IL 60555	Not applicable		1,796.30 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094973	14220	Dec/30/2011	DECEMBER 2011 WATER BILL& REMINDER NOTICE RENDERING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	FINANCE - Financial Services	Sewer Fund	Utilities	1,796.30 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073764	Jan/13/2012	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	00095007	8386	Jan/04/2012	JANUARY 2012 POLICE SOCIAL SERVICE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Detectives	10,052.33 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073765	Jan/13/2012	RE	Paid	VOP01 0000012752 US BANK, C/O FRANK SAPORITO 1026 OGDEN AVE LISLE IL 60532	Not applicable		80.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094946	12/30/11	Dec/30/2011	PREPARATION OF RELEASE DEED:206-214 N AUSTIN,124-30 WASHINGTON	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Membership Dues	Housing Services	General Fund	Base Program	80.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073766	Jan/13/2012	RE	Paid	VOP01 0000001418 WEST SUBURBAN P.A.D.S. C/O LYNDA SCHUELER, P.O. BOX 797 OAK PARK IL 60303	Not applicable		1,109.24 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094993	PROJECT B11-25, DR	Nov/04/2011	IDIS #605 OCTOBER 2011 SHELTER STAFF	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operating Subsidies	CD Grant Admin	Community Dev Block Gr	West Suburban PADS (ES) 11	1,109.24 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073767	Jan/13/2012	RE	Paid	VOP01 0000008840 ZOLL MEDICAL CORPORATION GPO P.O. BOX 27028 NEW YORK NY 10087-7028	Not applicable		1,048.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095024	1854945,1855281,185	Dec/20/2011	STAT PADZ,PEDI PADZ ELECTRODES,SENSORS & CABLES,CABLE ASSY,EC	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Medical Supplies	FIRE - EMS	General Fund	Base Program	1,048.00 USD

Total Requirements for Bank Account	FB_OP VOP 154508888927	635,517.46	USD
Total Requirements for Currency	USD	635,517.46	USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073604	Jan/03/2012	RE	Paid	VOP01 0000013230 BIRING, FRED C/O PUBLIC WORKS 123 MADISON ST OAK PARK IL 60302	Not applicable		108.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094891	12/31/11	Dec/31/2011	TUITION REIMBURSEMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Tuition Reimbursement	HR - Human Resources	General Fund	Base Program	108.00 USD
				Total Requirements for Bank Account	FB_OP VOP 154508888927 108.00 USD



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Total Requirements for Currency USD 108.00 USD

Pay Cycle: QUICK2
Pay Cycle Sequence: 316
Pay Cycle Run Date: Jan/06/2012

Bank Account: FB_OP VOP 15450888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073694	Jan/06/2012	RE	Paid	VOP01 0000013317 SINGER, DAN 1415 S. ROSELLE RD PALATINE IL 60067	Not applicable		1,011.11 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094941	2010 TAXES	Dec/31/2011	REBATE OF SSA #1 PAYMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Rebate Program	FINANCE - Financial Services	SSA#1- Downtown Oak Pa	Base Program	1,011.11 USD
Total Requirements for Bank Account					FB_OP VOP 15450888927 1,011.11 USD



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Total Requirements for Currency USD 1,011.11 USD

Pay Cycle: OAKPK
Pay Cycle Sequence: 745
Pay Cycle Run Date: Jan/05/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073605	Jan/06/2012	RE	Paid	VOP01 0000003530 AIRGAS NORTH CENTRAL P.O. BOX 802588 CHICAGO IL 60680-2588	Not applicable		104.24 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094672	105083723	Dec/14/2011	OXYGEN USP SIZE 200 CGA CYLINDERS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Medical Supplies	FIRE - EMS	General Fund	Base Program	104.24 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073606	Jan/06/2012	RE	Paid	VOP01 0000014087 ALHEIM, MARY 8741 45TH ST LYONS IL 60534	Not applicable		10.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094858	240336	Dec/09/2011	REFUND PARKING GARAGE SHORT CHANGE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Garage Fees	Parking Services	Parking Fund	The Avenue Garage	10.00 USD



Pay Cycle: OAKPK
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Pay Cycle Run Date: Jan/05/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073607	Jan/06/2012	RE	Paid	VOP01 0000001022 ANDERSON ELEVATOR CO 2801 S. 19TH AVE BROADVIEW IL 60155	Not applicable		364.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094791	119031	Dec/13/2011	ANNUAL TESTING REQUIRED BY STATE-PARKING GARAGES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
3	General Contractuals	Parking Services	Parking Fund	Lake St & Forest Garage	54.68 USD
2	General Contractuals	Parking Services	Parking Fund	The Avenue Garage	94.77 USD
4	General Contractuals	Parking Services	Parking Fund	Holley Ct Parking Garage	167.67 USD
1	General Contractuals	Parking Services	Parking Fund	OPRF Garage	47.38 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073608	Jan/06/2012	RE	Paid	VOP01 0000013854 AT & T P.O. BOX 5080 CAROL STREAM IL 60197-5080	Not applicable		4,051.07 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094907	847734609512	Dec/07/2011	E911 TRUNKS 11/08/11-12/07/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Telecommunication Charges	FINANCE - Purchasing	General Fund	Base Program	3,935.76 USD
1	Telecommunication Charges	FINANCE - Purchasing	General Fund	Base Program	115.31 USD



Pay Cycle: OAKPK
Pay Cycle Sequence: 745
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Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073609	Jan/06/2012	RE	Paid	VOP01 0000011136 BERG, DIANA 631 FERDINAND AVE, APT 2 FOREST PARK IL 60431	Not applicable		15.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094859	240114	Dec/09/2011	REFUND PARKING GARAGE SHORT CHANGE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Garage Fees	Parking Services	Parking Fund	The Avenue Garage	15.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073610	Jan/06/2012	RE	Paid	VOP01 0000014088 BEYER, ALISA 6123 N. 77TH PL SCOTTSDALE AZ 85250	Not applicable		49.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094860	580096, 10109	Dec/29/2011	REFUND PARKING PERMIT & TRANSPONDER DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Parking Permits	Parking Services	Parking Fund	Parking Permit Office	29.00 USD
2	Parking Keycard Deposits	Balance Sheet	Parking Fund	Balance Sheet	20.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073611	Jan/06/2012	RE	Paid	VOP01 0000014089 BROEMAN-BROWN, MARY ANNE 7575 LAKE ST, APT 2A RIVER FOREST IL 60305	Not applicable		30.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094861	1J060863	Dec/23/2011	REFUND PARKING CITATION OVERPAYMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Parking Fines	POLICE - Field Services	General Fund	Parking Enforcement Officers	30.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073612	Jan/06/2012	RE	Paid	VOP01 0000014090 BROWN, LISA M. 714 N. AUSTIN OAK PARK IL 60302	Not applicable		50.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094862	P10132806	Dec/22/2011	REFUND PARKING CITATION OVERPAYMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Parking Fines	POLICE - Field Services	General Fund	Parking Enforcement Officers	50.00 USD



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073613	Jan/06/2012	RE	Paid	VOP01 0000014091 BRYSON, HILARY 1726 ELLIOTT ST. PARK RIDGE IL 60068	Not applicable		36.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094863	586840	Dec/28/2011	REFUND PARKING PERMIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Onstreet Parking Permits	Parking Services	Parking Fund	Parking Permit Office	36.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073614	Jan/06/2012	RE	Paid	VOP01 0000014092 BURNS, AMELIA 5055 W. MAYPOLE AVE. CHICAGO IL 60644	Not applicable		20.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094864	P10141621	Dec/23/2011	REFUND PARKING CITATION OVERPAYMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Parking Fines	POLICE - Field Services	General Fund	Parking Enforcement Officers	20.00 USD



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073615	Jan/06/2012	RE	Paid	VOP01 0000014093 BUSKIRK, RUDI 428 S. EUCLID AVE, #1W OAK PARK IL 60302	Not applicable		20.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094865	1704	Dec/28/2011	REFUND TRANSPONDER DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Parking Keycard Deposits	Balance Sheet	Parking Fund	Balance Sheet	20.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073616	Jan/06/2012	RE	Paid	VOP01 0000010206 CALL ONE P.O. BOX 88454 CHICAGO IL 60680-1454	Not applicable		5,638.05 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094909	12/15/11	Dec/15/2011	MONTHLY PHONE CHARGES 12/15/11-1/14/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Telecommunication Charges	FINANCE - Purchasing	General Fund	Base Program	5,638.05 USD



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073617	Jan/06/2012	RE	Paid	VOP01 0000013848 CASSIDY, KEVIN C/O ADJUDICATION 123 MADISON ST. OAK PARK IL 60302	Not applicable		210.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094903	12/29/11	Dec/29/2011	CONTRACTUAL SERVICES 12/21,12/22,12/23,12/27,12/28,12/29/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Consultant Fees	Adjudication	General Fund	Base Program	210.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073618	Jan/06/2012	RE	Paid	VOP01 0000001060 CERNIGLIA CO 3421 LAKE ST MELROSE PARK IL 60160	Not applicable		37,255.59 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094430	PROJECT 11-1, PAYME	Dec/16/2011	WATER & SEWER IMPROVEMENTS 11/10/11-12/16/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Roadway Maintenance	DPW - Water	Water Fund	Water Distribution	37,255.59 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073619	Jan/06/2012	RE	Paid	VOP01 0000014094 CHYNA, JULIE 1174 S. RIDGELAND AVE. OAK PARK IL 60304	Not applicable		11.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094866	239767, 239774	Dec/08/2011	REFUND PARKING GARAGES SHORT CHANGE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Garage Fees	Parking Services	Parking Fund	The Avenue Garage	11.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073620	Jan/06/2012	RE	Paid	VOP01 0000014095 CIECHANOWSKI, DALE & BRIDGET 632 CONEFLOWER DR. ROMEORVILLE IL 60446	Not applicable		30.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094867	11031361	Dec/22/2011	REFUND PARKING CITATION OVERPAYMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Parking Fines	POLICE - Field Services	General Fund	Parking Enforcement Officers	30.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073621	Jan/06/2012	RE	Paid	VOP01 0000001678 CLASSIC GRAPHICS INDUSTRIES 519 WRIGHTWOOD ELMHURST IL 60126	Not applicable		1,746.75 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094507	68865	Dec/16/2011	40 CASES COPY PAPER - STOCK SUPPLY	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Paper Supply	FINANCE - Purchasing	General Fund	Central Services	1,746.75 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073622	Jan/06/2012	RE	Paid	VOP01 0000007255 COLE, ROBERT C/O VMO 123 MADISON ST OAK PARK IL 60302	Not applicable		344.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094928	SEPTEMBER - NOVEMB	Dec/31/2011	TRANSIT REIMBURSEMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	S125 Medical	Balance Sheet	General Fund	Balance Sheet	258.00 USD
1	Flexible Spending Transportati	Balance Sheet	General Fund	Balance Sheet	86.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073623	Jan/06/2012	RE	Paid	VOP01 0000014096 COLEMAN, DAHJANAY 7 AUGUSTA ST #2 OAK PARK IL 60302	Not applicable		50.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094868	584618	Dec/15/2011	REFUND PARKING PERMIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Onstreet Parking Permits	Parking Services	Parking Fund	Parking Permit Office	50.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073624	Jan/06/2012	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	00094897	JANUARY 2012	Jan/01/2012	HOUSING ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Detectives	400.00 USD



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073625	Jan/06/2012	RE	Paid	VOP01 0000012346 COMCAST CABLE P.O. BOX 3001 SOUTHEASTERN PA 19398-3001	Not applicable		146.20 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094910	8771 20 119 0234231	Dec/16/2011	CABLE & INTERNET 12/22/11-1/21/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Telecommunication Charges	Information Technology	General Fund	Base Program	73.10 USD
1	Telecommunication Charges	Information Technology	General Fund	Base Program	73.10 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073626	Jan/06/2012	RE	Paid	VOP01 0000001564 COMPETITIVE FOOT 102 N. MARION STREET OAK PARK IL 60301	Not applicable		162.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094663	1445	Dec/15/2011	3 PAIR OF SHOES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	FIRE - Operations	General Fund	Base Program	162.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073627	Jan/06/2012	RE	Paid	VOP01 0000010182 CULLIGAN WATER P.O. BOX 364 UNION GROVE WI 53182-0364	Not applicable		11.90 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094348	597772	Dec/10/2011	WATER DISPENSER RENTAL	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Water Charges	Parking Services	Parking Fund	Holley Ct Parking Garage	5.95 USD
1	Water Charges	Parking Services	Parking Fund	The Avenue Garage	5.95 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073628	Jan/06/2012	RE	Paid	VOP01 0000001095 DELL MARKETING LP (USA) P.O. BOX 802816 C./O DELL USA L.P. CHICAGO IL 60680-2816	Not applicable		18,859.52 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094916	XFM1582F3	Dec/08/2011	SUPPORT ON DELL POWERSHAULT,SERVICE TAG	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Hardware Maintenance	Information Technology	General Fund	Program Maintenance	1,400.52 USD
1	Office Supplies	Building Property Standards	General Fund	Building Inspection Services	213.43 USD
1	Office Supplies	FIRE - Admin	General Fund	Base Program	183.98 USD
1	Office Supplies	Parking Services	Parking Fund	Base Program	213.43 USD
1	WAN Equipment	FINANCE - Financial Services	Equipment Replacement F	Computer Equipment - IT Dept	16,848.16 USD



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073629	Jan/06/2012	RE	Paid	VOP01 0000001654 DIRECT PLOT INC. 830 NORTH BLVD . SUITE #1E OAK PARK IL 60301	Not applicable		253.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094432	17987	Dec/12/2011	ATLAS REPRODUCTION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Printing	DPW - Capital Projects	Capital Improvement Fund	Base Program	253.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073630	Jan/06/2012	RE	Paid	VOP01 0000004828 DODGSON, VALERY	Not applicable		20.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094932	12/28/11	Dec/28/2011	TRANSIT REIMBURSEMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Flexible Spending Transportati	Balance Sheet	General Fund	Balance Sheet	20.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073631	Jan/06/2012	RE	Paid	VOP01 0000014097 DOWELL, BETH 533 WESLEY AVE. OAK PARK IL 60304	Not applicable		19.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094869	240121	Dec/09/2011	REFUND PARKING GARAGE SHORT CHANGE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Garage Fees	Parking Services	Parking Fund	The Avenue Garage	19.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073632	Jan/06/2012	RE	Paid	VOP01 0000012916 ELGIN SWEEPING SERVICES, INC. 1015 W. PERSHING CHICAGO IL 60609	Not applicable		14,976.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094705	2720A	Dec/12/2011	NOVEMBER & DECEMBER 2011 STREETSWEEPING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	DPW - Street Services	General Fund	Pavement Management	14,976.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073633	Jan/06/2012	RE	Paid	VOP01 0000003361 G.A. PAVING CONSTRUCTION CO., INC. 344 TRINITY LANE OAK BROOK IL 60523	Not applicable		10,485.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094707	4	Dec/14/2011	PATCH PAVING - VARIOUS LOCATIONS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Water	Water Fund	Water Distribution	10,485.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073634	Jan/06/2012	RE	Paid	VOP01 0000003245 GALLAGHER, ARTHUR J. RISK MGMT. SER TWO PIERCE PLACE 22ND FLR. ITASCA IL 60143-3141	Not applicable		210,039.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094923	589870,589878,58988	Jan/01/2012	589890. EXCESS PUBLIC LIABILITY INSUR,PROPERTY & CRIME INSUR,BROKER.	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Insurance Premiums	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	210,039.00 USD



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073635	Jan/06/2012	RE	Paid	VOP01 0000002374 GIAMMONA, JOE 1839 S. 4TH PLACE ST. CHARLES IL 60174	Not applicable		330.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094901	12/30/11	Dec/30/2011	CONTRACTUAL SERVICES 12/29/11 & 12/30/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Consultant Fees	Adjudication	General Fund	Base Program	330.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073636	Jan/06/2012	RE	Paid	VOP01 0000014098 GIANNETTO, PAUL 1019 DELL RD NORTHBROOK IL 60062	Not applicable		1.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094870	240213	Dec/09/2011	REFUND PARKING GARAGE SHORT CHANGE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Garage Fees	Parking Services	Parking Fund	The Avenue Garage	1.50 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073637	Jan/06/2012	RE	Paid	VOP01 0000014099 GILIO, ELIZABETH 1616 S. 58TH AVE. CICERO IL 60804	Not applicable		19.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094871	240118	Dec/09/2011	REFUND PARKING GARAGE SHORT CHANGE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Garage Fees	Parking Services	Parking Fund	The Avenue Garage	19.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073638	Jan/06/2012	RE	Paid	VOP01 0000014100 GORDON, BEVERLY 1507 W. 109TH PL CHICAGO IL 60643	Not applicable		3.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094872	240135	Dec/09/2011	REFUND PARKING GARAGE SHORT CHANGE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Garage Fees	Parking Services	Parking Fund	The Avenue Garage	3.25 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073639	Jan/06/2012	RE	Paid	VOP01 000001152 GRAINGER DEPT . 801549411 PALATINE IL 60038-0001	Not applicable		1,167.39 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094718	9707748100	Dec/13/2011	DIGITAL GUAGE, ADAPTER, MISC. SUPPLIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	DPW - Water	Water Fund	Water Supply	241.71 USD
1	Operational Supplies	DPW - Administration	General Fund	Safety Program	228.40 USD
1	Operational Supplies	DPW - Street Services	General Fund	Pavement Management	697.28 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073640	Jan/06/2012	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	00094354	31808	Dec/15/2011	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



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073641	Jan/06/2012	RE	Paid	VOP01 0000013655 HALL, RICHARD 411 S. HARVEY AVE, #2E OAK PARK IL 60302	Not applicable		125.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094873	589991	Dec/28/2011	REFUND PARKING PERMIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Parking Permits	Parking Services	Parking Fund	Parking Permit Office	125.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073642	Jan/06/2012	RE	Paid	VOP01 0000013066 HAPP CONTROLS, INC./SUZO-HAPP GROUP BOX 88696 MILWAUKEE WI 53288-0696	Not applicable		56.31 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094799	2083215	Dec/13/2011	PROTECTIVE SKIN	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Vehicle Equipment Parts	Parking Services	Parking Fund	Holley Ct Parking Garage	56.31 USD



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073643	Jan/06/2012	RE	Paid	VOP01 0000001544 HARRIS BANK CORPORATE CLIENTS PAYME P.O. BOX 71878 CHICAGO IL 60694-1878	Not applicable		2,092.28 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094926	2011-12	Dec/15/2011	CORPORATE CREDIT CARD CHARGES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
14	Conferences Training	HEALTH - Health Services	General Fund	Environmental Health	100.00 USD
18	Boards Commissions Support	CLERK - Boards and Commissions	General Fund	Community Design/Planning Comm	24.43 USD
7	Property Repair	DPW - Water	Water Fund	Water Supply	78.08 USD
9	Clothing	DPW - Water	Water Fund	Base Program	53.99 USD
10	Computer Equipment	POLICE	Equipment Replacement F	Computer Equipment - Police	28.04 USD
1	Conferences Training	VMO - Village Management	General Fund	Base Program	50.00 USD
2	Special Events	VMO - Village Management	General Fund	Base Program	68.46 USD
3	Membership Dues	VMO - Village Management	General Fund	Base Program	350.00 USD
5	Books & Subscriptions	VMO - Village Management	General Fund	Base Program	2.99 USD
8	Volunteer Recog Recruitment	DPW - Administration	General Fund	Base Program	50.00 USD
12	Computer Supplies	Information Technology	General Fund	Base Program	488.94 USD
15	Office Supplies	HEALTH - Health Services	General Fund	Base Program	8.48 USD
17	Office Supplies	CD Grant Admin	General Fund	Base Program	358.00 USD
16	Food - Wellness Snacks	HEALTH - Health Services	General Fund	Base Program	100.00 USD
13	Office Supplies	Information Technology	General Fund	Base Program	73.19 USD
11	Office Supplies	Information Technology	General Fund	Base Program	140.73 USD
6	Membership Dues	Business Services	General Fund	Base Program	102.00 USD
4	Books & Subscriptions	VMO - Village Management	General Fund	Base Program	14.95 USD



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073644	Jan/06/2012	RE	Paid	VOP01 0000010856 HARTMAN, NANCY 247 WASHINGTON, #3B OAK PARK IL 60302	Not applicable		195.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094874	589030	Dec/28/2011	REFUND PARKING PERMIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Garage Fees	Parking Services	Parking Fund	The Avenue Garage	195.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073645	Jan/06/2012	RE	Paid	VOP01 0000002912 HEWLETT PACKARD CORPORATION 13207 COLLECTION CENTER DR. CHICAGO IL 60693	Not applicable		855.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094917	66888649	Dec/02/2011	HP VAX SOFTWARE SUPPORT 12/1/11-12/31/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Software License Updates	Information Technology	General Fund	Program Maintenance	855.00 USD



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073646	Jan/06/2012	RE	Paid	VOP01 0000008999 ILLINOIS FIRE STORE 243 EAST MAIN ST. P.O. BOX 58 AMBOY IL 61310	Not applicable		30.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094721	13386	Dec/15/2011	CONFIRMING REGISTRATION:CRIMMINS,1/6/12 TRAINING PROGRAM	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Conferences Training	FIRE - Prev. and Investigation	General Fund	Base Program	30.00 USD



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073647	Jan/06/2012	RE	Paid	VOP01 0000002059 J.G. UNIFORMS 5949 W. IRVING PARK RD. CHICAGO IL 60634	Not applicable		8,029.12 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094639	26281	Dec/15/2011	VEST COVER & JACKET ALTERATIONS, GOLD METAL BARS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	Clothing	POLICE	General Fund	Base Program	14.00 USD
1	Clothing	POLICE	General Fund	Base Program	53.25 USD
1	Clothing	POLICE	General Fund	Base Program	33.40 USD
1	Clothing	POLICE	General Fund	Base Program	33.40 USD
2	Clothing	POLICE	General Fund	Base Program	33.40 USD
2	Clothing	POLICE	General Fund	Base Program	33.40 USD
1	Clothing	POLICE	General Fund	Crossing Guards	84.99 USD
1	Clothing	POLICE	General Fund	Crossing Guards	55.00 USD
1	Clothing	POLICE	General Fund	Crossing Guards	116.10 USD
1	Clothing	POLICE	General Fund	Crossing Guards	91.50 USD
1	Clothing	POLICE	General Fund	Crossing Guards	263.65 USD
1	Clothing	POLICE	General Fund	Crossing Guards	55.00 USD
1	Clothing	POLICE	General Fund	Crossing Guards	135.00 USD
1	Clothing	POLICE	General Fund	Crossing Guards	250.20 USD
1	Clothing	POLICE	General Fund	Crossing Guards	49.35 USD
1	Clothing	POLICE	General Fund	Crossing Guards	140.00 USD
1	Clothing	POLICE	General Fund	Crossing Guards	122.00 USD
1	Clothing	POLICE	General Fund	Detectives	53.85 USD
1	Clothing	POLICE	General Fund	Crossing Guards	30.50 USD
1	Clothing	POLICE	General Fund	Crossing Guards	55.00 USD
2	Clothing	POLICE	General Fund	Crossing Guards	33.40 USD
1	Clothing	POLICE	General Fund	Crossing Guards	233.40 USD
1	Clothing	POLICE	General Fund	Crossing Guards	100.00 USD



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1	Clothing	POLICE	General Fund	Crossing Guards	41.00	USD
1	Clothing	POLICE	General Fund	Crossing Guards	423.25	USD
1	Clothing	POLICE	General Fund	Crossing Guards	90.00	USD
1	Clothing	POLICE	General Fund	Crossing Guards	108.50	USD
1	Clothing	POLICE	General Fund	Detectives	90.00	USD
1	Clothing	POLICE	General Fund	Crossing Guards	69.35	USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073648	Jan/06/2012	RE	Overflow	VOP01 0000002059 J.G. UNIFORMS ----VOID VOID VOID VOID VOID---- ----VOID Overflow Check VOID---- ----VOID VOID VOID VOID VOID ---	Not applicable		0.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094787	26261	Dec/14/2011	POLO SHIRTS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	
1	Clothing	POLICE	General Fund	Crossing Guards	128.40	USD
1	Clothing	POLICE	General Fund	Crossing Guards	141.24	USD
1	Clothing	POLICE	General Fund	Crossing Guards	103.50	USD
1	Clothing	POLICE	General Fund	Crossing Guards	35.95	USD
1	Clothing	POLICE	General Fund	Crossing Guards	125.40	USD
1	Clothing	POLICE	General Fund	Crossing Guards	148.85	USD
1	Clothing	POLICE	General Fund	Crossing Guards	82.50	USD
1	Clothing	POLICE	General Fund	Detectives	71.90	USD
1	Clothing	POLICE	General Fund	Crossing Guards	253.75	USD
1	Clothing	POLICE	General Fund	Base Program	94.70	USD
1	Clothing	POLICE	General Fund	Base Program	351.66	USD
2	Clothing	POLICE	General Fund	Base Program	33.40	USD
1	Clothing	POLICE	General Fund	Crossing Guards	155.75	USD
1	Clothing	POLICE	General Fund	Crossing Guards	140.00	USD
1	Clothing	POLICE	General Fund	Crossing Guards	268.35	USD
1	Clothing	POLICE	General Fund	Crossing Guards	5.00	USD
1	Clothing	POLICE	General Fund	Crossing Guards	119.40	USD
1	Clothing	POLICE	General Fund	Crossing Guards	119.40	USD
1	Clothing	POLICE	General Fund	Crossing Guards	89.50	USD
1	Clothing	POLICE	General Fund	Detectives	64.19	USD
1	Clothing	POLICE	General Fund	Crossing Guards	195.00	USD
1	Clothing	POLICE	General Fund	Crossing Guards	135.34	USD
1	Clothing	POLICE	General Fund	Crossing Guards	120.00	USD



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1	Clothing	POLICE	General Fund	Crossing Guards	29.30	USD
1	Clothing	POLICE	General Fund	Detectives	119.40	USD
1	Clothing	POLICE	General Fund	Detectives	119.40	USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073649	Jan/06/2012	RE	Overflow	VOP01 0000002059 J.G. UNIFORMS ----VOID VOID VOID VOID VOID---- ----VOID Overflow Check VOID---- ----VOID VOID VOID VOID VOID ---	Not applicable		0.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094824	26288	Dec/15/2011	STINGER BATTERY	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Crossing Guards	20.00 USD
1	Clothing	POLICE	General Fund	Crossing Guards	119.40 USD
1	Clothing	POLICE	General Fund	Crossing Guards	119.40 USD
1	Clothing	POLICE	General Fund	Crossing Guards	119.40 USD
1	Clothing	POLICE	General Fund	Crossing Guards	100.00 USD
1	Clothing	POLICE	General Fund	Crossing Guards	43.25 USD
1	Clothing	POLICE	General Fund	Crossing Guards	193.00 USD
1	Clothing	POLICE	General Fund	Crossing Guards	89.50 USD
1	Clothing	POLICE	General Fund	Crossing Guards	124.40 USD
1	Clothing	POLICE	General Fund	Crossing Guards	119.40 USD
1	Clothing	POLICE	General Fund	Crossing Guards	272.80 USD
1	Clothing	POLICE	General Fund	Crossing Guards	55.95 USD
1	Clothing	POLICE	General Fund	Crossing Guards	71.90 USD
1	Clothing	POLICE	General Fund	Crossing Guards	291.75 USD
1	Clothing	POLICE	General Fund	Crossing Guards	112.40 USD
2	Clothing	POLICE	General Fund	Base Program	33.40 USD



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073650	Jan/06/2012	RE	Paid	VOP01 0000014101 LAL, JYOTSANA & WINKLER, ROLAND 243 S. EAST AVE, #12 OAK PARK IL 60302	Not applicable		20.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094875	2219	Dec/22/2011	REFUND KEYCARD DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Parking Keycard Deposits	Balance Sheet	Parking Fund	Balance Sheet	20.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073651	Jan/06/2012	RE	Paid	VOP01 0000013061 LINDLEY, AMANDA 320 WISCONSIN AVE. OAK PARK IL 60302	Not applicable		45.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094876	586279	Dec/19/2011	REFUND PARKING PERMIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Parking Permits	Parking Services	Parking Fund	Parking Permit Office	45.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073652	Jan/06/2012	RE	Paid	VOP01 0000001209 LOGSDON OFFICE SUPPLY 1055 ARTHUR ELK GROVE VILLAGE IL 60007	Not applicable		327.07 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094505	389070I, 389323	Dec/14/2011	OFFICE SUPPLIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Office Supplies	FINANCE - Purchasing	General Fund	Central Services	48.81 USD
1	Office Supplies	FINANCE - Financial Services	General Fund	Base Program	28.79 USD
1	Office Supplies	Building Property Standards	General Fund	Building Inspection Services	196.33 USD
1	Office Supplies	HR - Human Resources	General Fund	Base Program	53.14 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073653	Jan/06/2012	RE	Paid	VOP01 0000005591 LOYOLA UNIVERSITY MEDICAL CENTER P.O. BOX 95994 CHICAGO IL 60694-5994	Not applicable		94.28 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094887	12/22/11	Dec/22/2011	OHS GUARANTOR NUMBER:6000166-1222	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Consultant Fees	HR - Human Resources	General Fund	Employment	94.28 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073654	Jan/06/2012	RE	Paid	VOP01 0000014102 MANN, HARRISON 1041 SUSAN COLLINS LANE, #404 OAK PARK IL 60302	Not applicable		4.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094877	240275	Dec/09/2011	REFUND PARKING GARAGE SHORT CHANGE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Garage Fees	Parking Services	Parking Fund	The Avenue Garage	4.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073655	Jan/06/2012	RE	Paid	VOP01 0000014103 MCDONALD, KATHERINE 675 LAKE ST OAK PARK IL 60301	Not applicable		20.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094878	1954	Dec/23/2011	REFUND TRANSPONDER DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Parking Keycard Deposits	Balance Sheet	Parking Fund	Balance Sheet	20.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073656	Jan/06/2012	RE	Paid	VOP01 0000009958 MES - ILLINOIS DEPOSITORY ACCT 75 REMITTANCE DR. STE. #3135 CHICAGO IL 60675	Not applicable		122.11 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094734	00281441_SNV, 0028	Dec/16/2011	TWILL PANTS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	FIRE - Operations	General Fund	Base Program	122.11 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073657	Jan/06/2012	RE	Paid	VOP01 0000014104 MORRIS, KIM 4811 N. BELL CHICAGO IL 60625	Not applicable		6.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094879	239781	Dec/08/2011	REFUND PARKING GARAGE SHORT CHANGE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Garage Fees	Parking Services	Parking Fund	The Avenue Garage	6.00 USD



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Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073658	Jan/06/2012	RE	Paid	VOP01 000008823 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	00094896	JANUARY 2012	Jan/01/2012	HOUSING ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Detectives	400.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073659	Jan/06/2012	RE	Paid	VOP01 0000011879 NAVMAN WIRELESS NA LP DEPT CH 19371 PALATINE IL 60055-9371	Not applicable		120.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094738	90095091	Dec/15/2011	AIRTIME SERVICE 12/15/11-1/14/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	DPW - Sewer	Sewer Fund	Sewer Collection	120.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073660	Jan/06/2012	RE	Paid	VOP01 0000007535 O'CONNOR, MICHAEL	Not applicable		434.88 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094933	PPE 12/31/11	Jan/05/2012	CORRECTION TO PAYROLL DEDUCTION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Wage Assignments	Balance Sheet	General Fund	Balance Sheet	434.88 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073661	Jan/06/2012	RE	Paid	VOP01 0000001977 O'HERRON, RAY CO. INC. 523 E. ROOSEVELT RD. LOMBARD IL 60148	Not applicable		361.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094741	0046363-IN	Dec/15/2011	KEY DEFENDER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Base Program	33.95 USD
1	Clothing	POLICE	General Fund	Crossing Guards	207.70 USD
1	Clothing	POLICE	General Fund	Crossing Guards	119.85 USD



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073662	Jan/06/2012	RE	Paid	VOP01 0000002172 PERSPECTIVES, LTD. 20 N. CLARK SUITE #2650 CHICAGO IL 60602	Not applicable		2,551.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094929	72594	Jan/01/2012	EAP QUARTERLY ASSISTANCE SERVICE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Consultant Fees	HR - Human Resources	General Fund	Employment	2,551.50 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073663	Jan/06/2012	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	00094902	010312	Jan/03/2012	CONTRACTUAL SERVICES 1/3/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Consultant Fees	Adjudication	General Fund	Base Program	170.70 USD



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073664	Jan/06/2012	RE	Paid	VOP01 0000002373 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	00094895	JANUARY 2012	Jan/01/2012	HOUSING ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Detectives	400.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073665	Jan/06/2012	RE	Paid	VOP01 0000003038 PRINTING STORE INC. 621 MADISON ST. OAK PARK IL 60302	Not applicable		392.30 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094508	68502, 68516	Dec/13/2011	MOTEL TAX & LIQUOR TAX RETURNS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Printing	FINANCE - Financial Services	General Fund	Base Program	392.30 USD



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073666	Jan/06/2012	RE	Paid	VOP01 0000014105 RANGEL, PETE I-GO CAR SHARING 2125 W. NORTH AVE. CHICAGO IL 60647	Not applicable		40.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094880	2103, 1056	Dec/21/2011	REFUND TRANSPONDER DEPOSITS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Parking Keycard Deposits	Balance Sheet	Parking Fund	Balance Sheet	40.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073667	Jan/06/2012	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	00094894	JANUARY 2012	Jan/01/2012	HOUSING ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Detectives	300.00 USD



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073668	Jan/06/2012	RE	Paid	VOP01 0000013041 RED WING SHOE STORE 309 N. WEBER RD BOLINGBROOK IL 60440	Not applicable		150.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094744	240000007111	Dec/14/2011	SAFETY SHOES - ROZHON	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	DPW - Sewer	Sewer Fund	Base Program	150.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073669	Jan/06/2012	RE	Paid	VOP01 0000012780 REDMOND, DARLENE 2801 S. KING DR. #1104 CHICAGO IL 60616	Not applicable		2,156.88 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094925	12/30/11	Dec/30/2011	CONTRACTUAL SERVICES 12/12/11,12/20/11,12/29/11 & 12/30/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Consultant Fees	Adjudication	General Fund	Base Program	2,156.88 USD



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073670	Jan/06/2012	RE	Paid	VOP01 0000001315 RESERVE ACCOUNT P.O. BOX 223648 PITTSBURGH PA 15250-2648	Not applicable		4,747.73 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094886	DECEMBER 2011	Dec/31/2011	ACCT# 38402533 POSTAGE EXPENSE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	
1	Postage	Board of Trustees	General Fund	Base Program	4.64	USD
17	Postage	DPW - Forestry	General Fund	Base Program	0.44	USD
16	Postage	DPW - Engineering	General Fund	Base Program	28.29	USD
15	Postage	HEALTH - Health Services	General Fund	Base Program	96.25	USD
14	Postage	FIRE - Admin	General Fund	Base Program	76.10	USD
13	Postage	POLICE	General Fund	Base Program	86.03	USD
12	Postage	FINANCE - Financial Services	General Fund	Base Program	50.60	USD
11	Postage	Building Property Standards	General Fund	Base Program	147.06	USD
10	Postage	Housing Services	General Fund	Base Program	170.08	USD
9	Postage	Development Services	General Fund	Base Program	0.64	USD
23	Postage	Adjudication	General Fund	Base Program	2,642.80	USD
22	Boards Commissions Support	VMO - Village Management	General Fund	Base Program	6.20	USD
21	Postage	Special Activities	General Fund	Base Program	30.00	USD
4	Postage	LEGAL - Law	General Fund	Base Program	3.88	USD
5	Postage	HR - Human Resources	General Fund	Base Program	35.88	USD
6	Postage	CLERK - Village Clerk	General Fund	Base Program	367.48	USD
8	Postage	CD Grant Admin	General Fund	Base Program	8.24	USD
7	Postage	Plan Community Development	General Fund	Base Program	25.88	USD
2	Postage	VMO - Village Management	General Fund	Base Program	8.80	USD
20	Postage	Parking Services	Parking Fund	Base Program	575.32	USD
3	Postage	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	6.12	USD
18	Postage	FINANCE - Financial Services	Sewer Fund	Base Program	175.76	USD
19	Postage	DPW - Sewer	Sewer Fund	Base Program	1.76	USD



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25	Postage	Fire Pension	Fire Pension Fund	Base Program	2.20	USD
24	Postage	FINANCE - Financial Services	General Fund	Accounting Services	196.84	USD
26	Postage	HEALTH - Health Services	General Fund	Animal Control	0.44	USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073671	Jan/06/2012	RE	Paid	VOP01 0000008988 RICOH AMERICAS CORPORATION P.O. BOX 4245 CAROL STREAM IL 60197-4245	Not applicable		509.70 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094918	509733073	Nov/04/2011	TONER CARTRIDGES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Office Supplies	Adjudication	General Fund	Base Program	509.70 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073672	Jan/06/2012	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	00094893	JANUARY 2012	Jan/01/2012	HOUSING ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Detectives	400.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073673	Jan/06/2012	RE	Paid	VOP01 0000001321 RUSSO POWER EQUIPMENT 9525 W. IRVING PARK RD SCHILLER PARK IL 60176	Not applicable		119.55 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094745	1182732	Dec/15/2011	HOSE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Building Materials	DPW - Building Maintenance	General Fund	Public Works Center	119.55 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073674	Jan/06/2012	RE	Paid	VOP01 0000001324 SANDRY FIRE SUPPLY LLC 618 6TH ST. DEWITT IA 52742-1604	Not applicable		11,949.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094689	36652	Dec/16/2011	TRADITIONAL FIRE HELMETS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Equipment	FIRE - Foreign Fire Insurance	Foreign Fire Insurance Fun	Base Program	11,949.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073675	Jan/06/2012	RE	Paid	VOP01 000006932 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	00094892	JANUARY 2012	Jan/01/2012	HOUSING ALLOWANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Detectives	400.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073676	Jan/06/2012	RE	Paid	VOP01 000001184 SEAT, KEITH C/O PARKING 123 MADISON ST OAK PARK IL 60302	Not applicable		165.80 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094927	DECEMBER 2011	Dec/31/2011	TRANSIT REIMBURSEMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Flexible Spending Transportati	Balance Sheet	General Fund	Balance Sheet	165.80 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073677	Jan/06/2012	RE	Paid	VOP01 0000001338 SELECT STAFFING TEMPS DEPT 4682 CAROL STREAM IL 60122-4682	Not applicable		140.80 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094885	54036	Dec/16/2011	TEMPORARY SERVICES 12/18/11, HAYNES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Temporary Services	HR - Human Resources	General Fund	Employment	70.40 USD
2	Temporary Services	HEALTH - Health Services	General Fund	Base Program	70.40 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073678	Jan/06/2012	RE	Paid	VOP01 0000001662 SOLID SYSTEMS CAD SERVICES 4801 MILWEE SUITE #3 HOUSTON TX 77092-6668	Not applicable		335.80 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094919	59455	Dec/05/2011	DECEMBER 2011 VAX HARDWARE MONTHLY MAINTENANCE SUPPORT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Hardware Maintenance	Information Technology	General Fund	Program Maintenance	335.80 USD



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073679	Jan/06/2012	RE	Paid	VOP01 000009212 SOLLITT, GEORGE. CONSTRUCTION COMPAN 790 NORTH CENTRAL AVE. WOOD DALE IL 60191	Not applicable		901.05 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094920	0997000351-00	Jan/03/2012	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	901.05 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073680	Jan/06/2012	RE	Paid	VOP01 0000014106 SOTO, MARICELA 474 N. LAKE SHORE DR. CHICAGO IL 60611	Not applicable		10.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094881	240290	Dec/09/2011	REFUND PARKING GARAGE SHORT CHANGE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Garage Fees	Parking Services	Parking Fund	The Avenue Garage	10.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073681	Jan/06/2012	RE	Paid	VOP01 000001357 SPRINT P.O. BOX 4181 CAROL STREAM IL 60197-4181	Not applicable		123.73 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094425	731242512-118	Dec/12/2011	CELLULAR SERVICE 11/09/11-12/08/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Telecommunication Charges	FINANCE - Purchasing	General Fund	Base Program	123.73 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073682	Jan/06/2012	RE	Paid	VOP01 0000014107 SPRUTH, NATALIE 1020 S. EUCLID OAK PARK IL 60304	Not applicable		19.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094882	240259	Dec/09/2011	REFUND PARKING GARAGE SHORT CHANGE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Garage Fees	Parking Services	Parking Fund	The Avenue Garage	19.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073683	Jan/06/2012	RE	Paid	VOP01 0000002174 STERLING CODIFIERS, INC. 3906 SCHREIBER WAY COEUR D' ALENE ID 83815	Not applicable		500.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094922	4240	Jan/01/2012	2012 HOSTING FEE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Consultant Fees	CLERK - Village Clerk	General Fund	Base Program	500.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073684	Jan/06/2012	RE	Paid	VOP01 0000002809 TREASURER, STATE OF ILLINOIS (IDOT) 2300 S. DIRKSEN PKWY. ROOM 322 HANLE SPRINGFIELD IL 62764	Not applicable		13,113.88 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094445	104991	Dec/13/2011	VILLAGE SHARE OF BUS SHELTER PROJECT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Microsurfacing	DPW - Capital Projects	Capital Improvement Fund	Local Streets	13,113.88 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073685	Jan/06/2012	RE	Paid	VOP01 0000001661 VERIFICATIONS P.O. BOX 1150 MI 60 MINNEAPOLIS MN 55486-1150	Not applicable		86.90 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094889	638919	Dec/14/2011	APPLICATNT VERIFICATIONS,STATEWIDE CRIMINAL FEES,ACADEMIC FE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Background Check	HR - Human Resources	General Fund	Employment	86.90 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073686	Jan/06/2012	RE	Paid	VOP01 0000001589 VERIZON WIRELESS P.O. BOX 25505 LEHIGH VALLEY PA 18002-5505	Not applicable		513.72 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094921	2674836813	Dec/19/2011	MONTHLY AIRCARD CHARGES 11/20/11-12/19/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	Telecommunication Charges	POLICE - Admin	General Fund	Base Program	218.76 USD
3	Telecommunication Charges	Information Technology	General Fund	Base Program	76.02 USD
1	Telecommunication Charges	DPW - Water	Water Fund	Water Supply	218.94 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073687	Jan/06/2012	RE	Paid	VOP01 0000001600 VILLAGE OF OAK PARK PETTY CASH C/O CASHIER 123 MADISON OAK PARK IL 60302	Not applicable		55.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094898	12/30/11, PARKING	Dec/30/2011	PETTY CASH REIMBURSEMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Petty Cash	Balance Sheet	Parking Fund	Balance Sheet	55.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073688	Jan/06/2012	RE	Paid	VOP01 0000001600 VILLAGE OF OAK PARK PETTY CASH C/O CASHIER 123 MADISON OAK PARK IL 60302	Not applicable		620.91 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094899	12/30/11, CASHIERS	Dec/30/2011	PETTY CASH REIMBURSEMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Petty Cash	Balance Sheet	General Fund	Balance Sheet	620.91 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073689	Jan/06/2012	RE	Paid	VOP01 000009486 VOSS TRANSCRIPTIONS 194 WEXFORD RD VALPARAISO IN 46385	Not applicable		756.25 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094900	22862	Dec/29/2011	TRANSCRIPTION - RE:MARKESHA CHATMAN - P10142433	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	USD
1	Temporary Services	Adjudication	General Fund	Base Program	13.75	USD
1	Temporary Services	Adjudication	General Fund	Base Program	30.25	USD
1	Temporary Services	Adjudication	General Fund	Base Program	712.25	USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073690	Jan/06/2012	RE	Paid	VOP01 0000014108 WAGNER, WILLIAM & LOIS 6532 SADDLE RIDGE LANE LONG GROVE IL 60047	Not applicable		50.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094883	1A081778	Dec/28/2011	REFUND PARKING CITATION OVERPAYMENT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	USD
1	Parking Fines	POLICE - Field Services	General Fund	Parking Enforcement Officers	50.00	USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073691	Jan/06/2012	RE	Paid	VOP01 0000014047 WALKER, GLORIA 421 S. LOMBARD AVE. OAK PARK IL 60302	Not applicable		424.53 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094904	DECEMBER 01, 2011	Dec/01/2011	INCIDENT AT PLEASANT/MAPLE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Liability Claims	LEGAL - Risk Management	Self Insured Retention Fun	Base Program	424.53 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073692	Jan/06/2012	RE	Paid	VOP01 0000001412 WEDNESDAY JOURNAL, INC 141 S. OAK PARK AVE. OAK PARK IL 60302	Not applicable		982.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094890	12/28/11	Dec/28/2011	ACCT#111398-00003. BLDG & FINANCIAL MGMT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Advertising	HR - Health Insurance	Health Insurance Fund	Benefits Administration	132.00 USD
1	Legal Advertisements	FINANCE - Financial Services	General Fund	Base Program	850.00 USD



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073693	Jan/06/2012	RE	Paid	VOP01 0000014109 WILKS, GARDI 137 N. OAK PARK AVE. OAK PARK IL 60301	Not applicable		20.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094884	138	Dec/22/2011	REFUND TRANSPONDER DEPOSIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Parking Keycard Deposits	Balance Sheet	Parking Fund	Balance Sheet	20.00 USD
				Total Requirements for Bank Account	FB_OP VOP 154508888927 364,212.24 USD



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Total Requirements for Currency USD 364,212.24 USD

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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073695	Jan/13/2012	RE	Paid	VOP01 000008105 A C PAVEMENT STRIPING COMPANY 695 CHURCH RD ELGIN IL 60123	Not applicable		6,011.02 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094954	20060	Dec/30/2011	PAVEMENT MARKING WORK	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Street Lighting Improvements	DPW - Capital Projects	Capital Improvement Fund	Local Streets	6,011.02 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073696	Jan/13/2012	RE	Paid	VOP01 0000013091 ADP, INC. P.O. BOX 842854 BOSTON MA 02284-2854	Not applicable		5,388.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095026	756648, 759079	Dec/31/2011	AUTOPAY II PROCESSING FEES PPE 12/30/11,ETIME MONTHLY RENTAL	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	ADP Payroll Services	FINANCE - Financial Services	General Fund	Accounting Services	5,388.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073697	Jan/13/2012	RE	Paid	VOP01 0000001012 AIR ONE EQUIPMENT INC. 360 PRODUCTION DRIVE SOUTH ELGIN IL 60177-2637	Not applicable		626.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095011	77681, 77682	Dec/21/2011	HAIK FIRE HUNTER, SCBA BRACKET	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	FIRE - Operations	General Fund	Base Program	586.55 USD
2	Operational Supplies	FIRE - Operations	General Fund	Base Program	39.95 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073698	Jan/13/2012	RE	Paid	VOP01 0000007909 AMERICAN MESSAGING P.O. BOX 5749 CAROL STREAM IL 60197-5749	Not applicable		75.16 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094974	U1109790MA	Jan/01/2012	JANUARY 2012 PAGING SERVICE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Telecommunication Charges	FINANCE - Purchasing	General Fund	Base Program	3.76 USD
2	Telecommunication Charges	DPW - Administration	General Fund	Base Program	71.40 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073699	Jan/13/2012	RE	Paid	VOP01 0000012936 ANDY FRAIN SERVICES 761 SHORELINE DR. AURORA IL 60504	Not applicable		20,048.64 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094995	155947	Nov/30/2011	NOVEMBER 2011 CROSSING GUARD SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Crossing Guard Sharing Program	POLICE	General Fund	Crossing Guards	20,048.64 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073700	Jan/13/2012	RE	Paid	VOP01 0000008783 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	00094661	JANUARY 2012	Jan/01/2012	JANUARY 2012 MONTHLY SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Consultant Fees	HEALTH - Health Services	General Fund	Animal Control	8,333.33 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073701	Jan/13/2012	RE	Paid	VOP01 0000010157 B2B COMPUTER PRODUCTS P.O. BOX 3296 GLEN ELLYN IL 60138	Not applicable		546.87 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094987	523569	Dec/07/2011	D-LINK AIR PREMIER WIRELESS ACCESS POINT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Computer Supplies	Information Technology	General Fund	Base Program	546.87 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073702	Jan/13/2012	RE	Paid	VOP01 0000010577 BAXTER & WOODMAN, INC. P.O. BOX 783 CRYSTAL LAKE IL 60012	Not applicable		9,262.98 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094955	0160432	Dec/22/2011	WATER MAIN CROSSING CONSTRUCTION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Project Engineering	DPW - Water	Water Fund	Water Distribution	9,242.44 USD
1	Project Engineering	DPW - Water	Water Fund	Water Distribution	20.54 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073703	Jan/13/2012	RE	Paid	VOP01 0000003225 BRONZE MEMORIAL COMPANY 1842 N. ELSTON AVE. CHICAGO IL 60622	Not applicable		487.95 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094957	526670	Dec/16/2011	BRONZE PLAQUES-HPC DESIGNATION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Boards Commissions Support	CLERK - Boards and Commissions	General Fund	Historic Preservation Commiss	487.95 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073704	Jan/13/2012	RE	Paid	VOP01 0000002938 BUREAU OF IDENTIFICATION 260 N. CHICAGO STREET, ATTN:DIRECTOR JOLIET IL 60431	Not applicable		2,329.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095025	DECEMBER 2011	Dec/31/2011	COST CENTER:6049,ORI:ILL13180S.BACKGROUND CHECKS-CHAUFFEUR LIC	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Background Check	CLERK - Village Clerk	General Fund	Base Program	2,329.00 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073705	Jan/13/2012	RE	Paid	VOP01 0000014111 BUSKING, CATHERINE & NIGHTINGALE, JIM C/O BUSKING ENGINEERING 2230 S. GROVE AVE. BERWYN IL 60402	Not applicable		99.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094977	0312000796-00	Jan/06/2012	REFUND CREDIT BALANCE ON FINALIZED WATER ACCOUNT.627 S EUCLID	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Utility Sales	DPW - Water	Water Fund	Base Program	99.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073706	Jan/13/2012	RE	Paid	VOP01 0000001940 CAT SCRATCH GRAPHIC DESIGN 812 S. LOMBARD AVE C/O JANICE SNYDE OAK PARK IL 60304	Not applicable		900.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094937	122311-07	Dec/23/2011	GRAPHIC DESIGN/ONLINE UPDATE OF JANUARY 2012 OP/FYI	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	Communication	General Fund	Base Program	900.00 USD



Pay Cycle: OAKPK
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Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073707	Jan/13/2012	RE	Paid	VOP01 0000008029 CHICAGO COMMUNICATIONS, LLC ATTN: ACCOUNTS RECEIVABLE 200 SPANGLER AVE ELMHURST IL 60126	Not applicable		2,014.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094998	222605	Jan/01/2012	JANUARY 2012 C.C.S. MAINTENANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE - Communication	Enhanced E-911 Fund	Base Program	1,007.25 USD
1	General Contractuals	POLICE - Communication	Enhanced E-911 Fund	Base Program	1,007.25 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073708	Jan/13/2012	RE	Paid	VOP01 0000002103 CLYDE PRINTING COMPANY 3520 S. MORGAN STREET CHICAGO IL 60609-1543	Not applicable		3,374.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094938	70250	Dec/29/2011	PRINTING OF JANUARY 2012 OP/FYI NEWSLETTER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Printing	Communication	General Fund	Base Program	3,374.00 USD



Pay Cycle: OAKPK
Pay Cycle Sequence: 746
Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073709	Jan/13/2012	RE	Paid	VOP01 0000001715 COMCAST CABLE P.O. BOX 3002 SOUTHEASTERN PA 19398-3001	Not applicable		313.75 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094988	8771 20 119 0144513	Dec/28/2011	HI SPEED INTERNET 1/3/12-2/2/12. 123 MADISON	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Telecommunication Charges	Information Technology	General Fund	Base Program	126.90 USD
1	Cable Television	FIRE - Foreign Fire Insurance	Foreign Fire Insurance Fun	Base Program	186.85 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073710	Jan/13/2012	RE	Paid	VOP01 0000012346 COMCAST CABLE P.O. BOX 3001 SOUTHEASTERN PA 19398-3001	Not applicable		46.38 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095012	8771 20 119 0068357	Dec/27/2011	XFINITY TV 01/08/12-02/07/12@900 S. EAST	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Cable Television	FIRE - Foreign Fire Insurance	Foreign Fire Insurance Fun	Base Program	46.38 USD



Pay Cycle: OAKPK
Pay Cycle Sequence: 746
Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073711	Jan/13/2012	RE	Paid	VOP01 0000008094 COMMUNITY SUPPORT SERVICES 9021 OGDEN AVE C/O A. FINNEGAN BROOKFIELD IL 60513	Not applicable		1,126.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094964	PROJECT B11-03, DR	Oct/31/2011	IDIS#595,RESPITE SERVICES 10/1/11-10/31/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operating Subsidies	CD Grant Admin	Community Dev Block Gr	Community Support Services 11	1,126.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073712	Jan/13/2012	RE	Paid	VOP01 0000010182 CULLIGAN WATER P.O. BOX 364 UNION GROVE WI 53182-0364	Not applicable		49.41 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094795	598300	Dec/20/2011	BOTTLED WATER, CUPS & SERVICE FEE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Water Charges	Parking Services	Parking Fund	The Avenue Garage	15.48 USD
1	Water Charges	Parking Services	Parking Fund	Holley Ct Parking Garage	33.93 USD



Pay Cycle: OAKPK
Pay Cycle Sequence: 746
Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073713	Jan/13/2012	RE	Paid	VOP01 0000014117 DATASOURCE, INC./GLOBAL PARTNERS, L 145 COVINGTON DR BLOOMINGDALE IL 60108	Not applicable		4,979.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094989	7485, 7505	Dec/07/2011	TONER CARTRIDGES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Computer Supplies	Information Technology	General Fund	Base Program	3,847.00 USD
1	Toner Cartridges	POLICE	General Fund	Base Program	1,132.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073714	Jan/13/2012	RE	Paid	VOP01 0000001104 DRESSEL'S ACE HARDWARE 1137 CHICAGO AVE OAK PARK IL 60302	Not applicable		49.93 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095014	220965	Dec/15/2011	FLOOR ENAMEL	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	FIRE - Operations	General Fund	Base Program	49.93 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
073715	Jan/13/2012	RE	Paid	VOP01 000001117 FEDERAL EXPRESS P.O. BOX 94515 PALATINE IL 60094-4515	Not applicable		219.83 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094975	7-741-79894	Dec/28/2011	PARCEL PICK-UP 12/19/11-12/22/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	Postage	HR - Human Resources	General Fund	Base Program	57.34 USD
3	Postage	FINANCE - Financial Services	General Fund	Base Program	25.70 USD
4	Postage	POLICE	General Fund	Base Program	24.99 USD
5	Postage	Adjudication	General Fund	Base Program	59.96 USD
6	Postage	Housing Services	General Fund	Base Program	24.23 USD
1	Postage	VMO - Village Management	Sustainability Fund	Base Program	27.61 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073716	Jan/13/2012	RE	Paid	VOP01 0000014112 GARFIELD WESLEY LLC 1000 LAKE ST, SUITE 200 OAK PARK IL 60301	Not applicable		3,840.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094951	10/1/11-12/31/11	Dec/31/2011	RENTAL REIMBURSEMENT MSA 1116-R,705-11 GARFIELD/901-27 WESLEY	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Rental Reimbursements	Housing Services	General Fund	Diversity Assurance	3,840.00 USD



Pay Cycle: OAKPK
Pay Cycle Sequence: 746
Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073717	Jan/13/2012	RE	Paid	VOP01 0000002374 GIAMMONA, JOE 1839 S. 4TH PLACE ST. CHARLES IL 60174	Not applicable		341.40 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094942	1/6/12	Jan/06/2012	CONTRACTUAL SERVICES 1/5/12 & 1/6/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Consultant Fees	Adjudication	General Fund	Base Program	341.40 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073718	Jan/13/2012	RE	Paid	VOP01 0000013972 GOVTEMPSUSA LLC P.O. BOX 2392 NEW YORK NY 10116-2392	Not applicable		2,280.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094979	1074166, 1074167	Dec/15/2011	TEMPORARY SERVICES 12/04, 12/11. KNUDSEN	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Consultant Fees	Building Property Standards	General Fund	Building Inspection Services	2,280.00 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
073719	Jan/13/2012	RE	Paid	VOP01 000001893 HEPHZIBAH CHILDREN'S ASSOCIATION ATTN: MARY TORTORICI 1144 LAKE ST, FL 5 OAK PARK IL 60301-6706	Not applicable		56,940.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094965	PROJECT 11-05, DRA	Dec/15/2011	IDIS#581,SHAVITZ HEATING & AIR-FACILITY IMPROVEMENTS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Capital Improvement Program	CD Grant Admin	Community Dev Block Gr	Hephzibah Childern's (FI) 2011	56,940.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073720	Jan/13/2012	RE	Paid	VOP01 0000014116 IAEI - ILLINOIS CHAPTER ATTN: BUD STALKER 10418 LINUS LANE OAK LAWN IL 60453-4709	Not applicable		200.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094980	JANUARY 25,26,27, 2	Jan/01/2012	MEMBERSHIP RENEWAL & REGISTRATION FOR WINTER MEETING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Membership Dues	Building Property Standards	General Fund	Building Inspection Services	200.00 USD



Pay Cycle: OAKPK
Pay Cycle Sequence: 746
Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073721	Jan/13/2012	RE	Paid	VOP01 0000001750 ICE MOUNTAIN SPRING WATER P.O. BOX 856680 LOUISVILLE KY 40285-0680	Not applicable		538.68 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095028	01L8106458766	Dec/31/2011	DECEMBER 2011 BOTTLED DRINKING WATER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Water Charges	DPW - Building Maintenance	General Fund	Village Hall	538.68 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073722	Jan/13/2012	RE	Paid	VOP01 0000002312 IL CHAPTER IAAI 909-B E. 31ST ST. C/O RUSS NUMMER LAGRANGE PARK IL 60526	Not applicable		300.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095015	JANUARY 27-28, 201	Dec/27/2011	SEMINAR REGISTRATION-MURPHY,ANTOS,CRIMMONS,BURGES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Conferences Training	FIRE - Prev. and Investigation	General Fund	Base Program	300.00 USD



Pay Cycle: OAKPK
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Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073723	Jan/13/2012	RE	Paid	VOP01 000008999 ILLINOIS FIRE STORE 243 EAST MAIN ST. P.O. BOX 58 AMBOY IL 61310	Not applicable		245.89 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095016	24621	Dec/15/2011	STEEL TOE SHOES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	FIRE - Operations	General Fund	Base Program	245.89 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073724	Jan/13/2012	RE	Paid	VOP01 0000012127 IPIA 133 S. SEYMOUR MUNDELEIN IL 60060	Not applicable		60.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094981	2012 - DEE	Jan/03/2012	MEMBERSHIP RENEWAL	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Membership Dues	Building Property Standards	General Fund	Building Inspection Services	60.00 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
073725	Jan/13/2012	RE	Paid	VOP01 0000012756 KNOWLES CONSTRUCTION INC. 900 COUNTY CREEK DR NEW LENOX IL 60451-2351	Not applicable		42,957.85 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094726	PROJECT 10-1, FINAL	Dec/19/2011	WATER & SEWER MAIN IMPROVEMENTS 9/15/11-12/19/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	Street Furnishings	DPW - Capital Projects	Capital Improvement Fund	Local Streets	20,000.00 USD
1	Capital Improvements	DPW - Sewer	Sewer Fund	Sewer Collection	22,957.85 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073726	Jan/13/2012	RE	Paid	VOP01 0000006921 LAFLEUR, GARRETT	Not applicable		106.98 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095017	884961578668	Dec/26/2011	REIMBURSEMENT FOR COLD WEATHER GEAR	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	FIRE - Operations	General Fund	Base Program	106.98 USD



Pay Cycle: OAKPK
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Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073727	Jan/13/2012	RE	Paid	VOP01 0000014115 LAKE POINT ROOFING INC. 9507 OGDEN AVE. BROOKFIELD IL 60513	Not applicable		75.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094982	BLD 2011-03059	Dec/20/2011	INV:BPS10684, REFUND FOR BUILDING PERMIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Building Permits	Building Property Standards	General Fund	Building Inspection Services	75.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073728	Jan/13/2012	RE	Paid	VOP01 0000010500 LEAD INSPECTORS USA INC. 281A UNIVERISTY LN.. ELK GROVE VILLAGE IL 60007	Not applicable		650.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094944	5726	Dec/13/2011	SFR-040, LEAD CLEARANCE INSPECTION 12/13/11,1041 N LOMBARD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Lead Consulting Services	Housing Services	General Fund	Base Program	325.00 USD
1	Housing Rehab Property Loan	Housing Services	Community Development L	Single Housing Rehab Loan 11	325.00 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
073729	Jan/13/2012	RE	Paid	VOP01 0000001209 LOGSDON OFFICE SUPPLY 1055 ARTHUR ELK GROVE VILLAGE IL 60007	Not applicable		1,124.44 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094976	389322, 3901401, 390	Dec/23/2011	OFFICE SUPPLIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	Office Supplies	FINANCE - Purchasing	General Fund	Central Services	-8.20 USD
1	Office Supplies	Plan Community Development	General Fund	Base Program	21.50 USD
1	Office Supplies	LEGAL - Law	General Fund	Base Program	824.81 USD
1	Office Supplies	Plan Community Development	General Fund	Base Program	21.11 USD
1	Office Supplies	FINANCE - Financial Services	General Fund	Base Program	20.88 USD
1	Office Supplies	Building Property Standards	General Fund	Building Inspection Services	36.98 USD
1	Office Supplies	FIRE - Admin	General Fund	Base Program	207.36 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073730	Jan/13/2012	RE	Paid	VOP01 0000007412 LUPEI, ROGER PH. D 1024 NORTH BLVD SUITE #37 OAK PARK IL 60301	Not applicable		2,400.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095009	12/30/2011	Dec/30/2011	DIAGNOSTIC INTERVIEWS 12/7/11,12/8/11 & 12/9/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Employee Physicals	HR - Human Resources	General Fund	Employment	2,400.00 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
073731	Jan/13/2012	RE	Paid	VOP01 0000014113 MIDWAY BUILDING SERVICES 456 N. OAKLEY BLVD CHICAGO IL 60612	Not applicable		900.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094959	30740	Dec/31/2011	INSTALLATION OF STREET FURNITURE ON ROOSEVELT RD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Street Furnishings	DPW - Capital Projects	Capital Improvement Fund	Roosevelt Rd Improvements	900.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073732	Jan/13/2012	RE	Paid	VOP01 0000014114 MOORE CONSTRUCTION INC. 6501 W. OGDEN BERWYN IL 60402	Not applicable		75.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094984	BLD 2011-02943	Nov/29/2011	REFUND BUILDING PERMIT	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Building Permits	Building Property Standards	General Fund	Building Inspection Services	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
073733	Jan/13/2012	RE	Paid	VOP01 000007414 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	00094939	103768	Dec/10/2011	E-NEWS LIST SERVE HOSTING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	Communication	General Fund	Base Program	40.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073734	Jan/13/2012	RE	Paid	VOP01 000001239 MWH AMERICAS, INC. DEPT 2728 LOS ANGELES CA 90084-2728	Not applicable		22,052.79 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094846	1435655	Dec/22/2011	SEWER STUDY UPDATE 9/1/11-12/16/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	Capital Improvements	DPW - Capital Projects	Capital Improvement Fund	Local Streets	10,910.79 USD
1	Roadway Maintenance	DPW - Sewer	Sewer Fund	Sewer Collection	11,142.00 USD



Pay Cycle: OAKPK
Pay Cycle Sequence: 746
Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073735	Jan/13/2012	RE	Paid	VOP01 0000012945 MYS INC. 7801 W. DEERWOOD DR PALOS PARK IL 60464	Not applicable		103,880.13 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094936	PROJECT 10-10, FINA	Dec/14/2011	CENTRAL RESERVOIR IMPROVEMENTS 01/01/11-12/14/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	USD
3	Roadway Maintenance	DPW - Sewer	Sewer Fund	Sewer Collection	16,412.25	USD
1	Roadway Maintenance	DPW - Water	Water Fund	Water Distribution	38,467.88	USD
2	Capital Improvements	DPW - Water	Water Fund	Water Distribution	49,000.00	USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073736	Jan/13/2012	RE	Paid	VOP01 0000011998 NATIONWIDE RETIREMENT SOLUTIONS PO BOX 183154 COLUMBUS OH 43218	Not applicable		46,541.74 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094986	2011	Dec/31/2011	ACCT #UC130035Z & UC130036Z,2011 PEHP CONTRIBUTIONS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount	USD
1	Comp Time Payout	POLICE	General Fund	Base Program	46,541.74	USD



Pay Cycle: OAKPK
Pay Cycle Sequence: 746
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Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073737	Jan/13/2012	RE	Paid	VOP01 0000001466 O'BRIEN, PATRICK 25 E. SUPERIOR #3702 C/O LIN MGMT CHICAGO IL 60611	Not applicable		413.33 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094948	10/1/11-12/31/11	Dec/31/2011	RENTAL REIMBURSEMENT MSA 1115-R,421 S. ELMWOOD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Rental Reimbursements	Housing Services	General Fund	Diversity Assurance	413.33 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073738	Jan/13/2012	RE	Paid	VOP01 0000001977 O'HERRON, RAY CO. INC. 523 E. ROOSEVELT RD. LOMBARD IL 60148	Not applicable		26.95 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094739	0046507-IN	Dec/19/2011	SUSPENDERS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Clothing	POLICE	General Fund	Detectives	26.95 USD



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Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073739	Jan/13/2012	RE	Paid	VOP01 0000013886 OAK PARK INVESTORS, LLC C/O OAK PARK RESIDENCE CORPORATION 21 SOUTH BLVD. OAK PARK IL 60302	Not applicable		2,580.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094950	10/1/11-12/31/11	Dec/31/2011	RENTAL REIMBURSEMENT MSA 1111-R,336-50 S. AUSTIN/8-12 VAN BUREN	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Rental Reimbursements	Housing Services	General Fund	Diversity Assurance	2,580.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073740	Jan/13/2012	RE	Paid	VOP01 0000001276 OAK PARK RESIDENCE CORPORATION 21 SOUTH BLVD OAK PARK IL 60302	Not applicable		5,948.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094949	10/1/11-12/31/11	Dec/31/2011	RENTAL REIMBURSEMENT MSA 1102-R,16-24 N. AUSTIN	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Rental Reimbursements	Housing Services	General Fund	Diversity Assurance	5,948.00 USD



Pay Cycle: OAKPK
Pay Cycle Sequence: 746
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Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073741	Jan/13/2012	RE	Paid	VOP01 0000006559 OAK PARK RIVER FOREST DAY NURSERY 1139 RANDOLPH C/O HARDING PARTNERS OAK PARK IL 60302	Not applicable		18,979.83 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094966	PROJECT B11-04, DR	Dec/21/2011	IDIS#596,PROJECT MANAGER SERVICES/CONSTRUCTION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operating Subsidies	CD Grant Admin	Community Dev Block Gr	Day Nursery - 2011	18,979.83 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073742	Jan/13/2012	RE	Paid	VOP01 0000001277 OAK PARK TOWNSHIP YOUTH SVCS. 105 S. OAK PARK OAK PARK IL 60302	Not applicable		13,445.20 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095005	1ST QUARTER 2012	Jan/01/2012	YOUTH INTERVENTIONIST SERVICES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Township Interventionist Prg	Special Activities	General Fund	Base Program	13,445.20 USD



Pay Cycle: OAKPK
Pay Cycle Sequence: 746
Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073743	Jan/13/2012	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	00095006	7042	Jan/01/2012	JANUARY 2012 BASE RENT-SUBSTATION@1010 LAKE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Detectives	10.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073744	Jan/13/2012	RE	Paid	VOP01 0000013884 OLD TOWN FIBERGLASS, INC. 456 S. MONTGOMERY WAY ORANGE CA 92868	Not applicable		5,772.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094960	1990	Dec/05/2011	FINAL PAYMENT-ROOSEVELT RD PLANTERS	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Street Furnishings	DPW - Capital Projects	Capital Improvement Fund	Roosevelt Rd Improvements	5,772.50 USD



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Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073745	Jan/13/2012	RE	Paid	VOP01 0000001285 ORACLE AMERICA, INC. P.O. BOX 71028 CHICAGO IL 60694-1028	Not applicable		10,464.94 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094991	41265482	Oct/26/2011	ORACLE SOFTWARE UPDATE LICENSE & SUPPORT(TIDEMARK)	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Software License Updates	Information Technology	General Fund	Program Maintenance	5,127.44 USD
1	Software License Updates	Information Technology	General Fund	Program Maintenance	5,337.50 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073746	Jan/13/2012	RE	Paid	VOP01 0000001291 PARENTHESIS 405 S. EUCLID AVE C/O KATHY KERN OAK PARK IL 60302	Not applicable		4,100.89 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094967	PROJECT B11-10, DR	Dec/18/2011	IDIS#585, OCT & NOV 2011 PARENTING ON OUR OWN SALARIES	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operating Subsidies	CD Grant Admin	Community Dev Block Gr	Parenthesis - Parenting 2011	1,714.82 USD
1	Operating Subsidies	CD Grant Admin	Community Dev Block Gr	Parenthesis - Parenteen 2011	2,386.07 USD



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073747	Jan/13/2012	RE	Paid	VOP01 0000001297 PIONEER PRESS 8231 SOLUTIONS CENTER CHICAGO IL 60677-8002	Not applicable		1,500.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094961	100213071	Dec/08/2011	PLEASANT DISTRICT PAGE STICKER 10/27,11/10,11/24,12/08	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Business Services	General Fund	Base Program	1,500.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073748	Jan/13/2012	RE	Paid	VOP01 0000012347 PNC EQUIPMENT FINANCE P.O. BOX 931034 CLEVELAND OH 44193	Not applicable		1,328.17 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095021	3858781	Dec/29/2011	LEASE OF MANUAL DEFIBRILLATORS & ACCESSORES 1/24/12-2/23/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Computer Equipment	FINANCE - Financial Services	Equipment Replacement F	Computer Equipment - Police	1,328.17 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073749	Jan/13/2012	RE	Paid	VOP01 0000004974 RICHARDSON, ANITA 5057 HARVARD TERRACE SKOKIE IL 60077	Not applicable		1,237.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094943	2012-01	Jan/05/2012	CONTRACTUAL SERVICES 1/3/12,1/4/12 & 1/5/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Consultant Fees	Adjudication	General Fund	Base Program	1,237.50 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073750	Jan/13/2012	RE	Paid	VOP01 0000011967 RICOH AMERICAS CORP 21146 NETWORK PLACE CHICAGO IL 60673-1211	Not applicable		230.16 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094972	20624166	Dec/28/2011	JANUARY 2012 COPIER LEASE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Equipment Rental	POLICE	General Fund	Base Program	230.16 USD



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Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073751	Jan/13/2012	RE	Paid	VOP01 0000013434 RICOH AMERICAS CORP,LEASE ADMINISTR P.O. BOX 405874 ATLANTA GA 30384-5874	Not applicable		337.99 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094971	012040420	Dec/23/2011	JANUARY 2012 COLOR COPIER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Equipment Rental	FINANCE - Purchasing	General Fund	Central Services	337.99 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073752	Jan/13/2012	RE	Paid	VOP01 0000008988 RICOH AMERICAS CORPORATION P.O. BOX 4245 CAROL STREAM IL 60197-4245	Not applicable		225.74 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094969	414242900	Dec/31/2011	DECEMBER 2011 COPIER MAINTENANCE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Equipment Rental	POLICE	General Fund	Base Program	225.74 USD



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Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073753	Jan/13/2012	RE	Paid	VOP01 0000012117 RICOH AMERICAS CORPORATION P.O. BOX 6434 CAROL STREAM IL 60197-6434	Not applicable		2,398.20 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094970	6745591006	Dec/26/2011	COPIER LEASE 12/22/11-01/22/12	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Equipment Rental	Building Property Standards	General Fund	Property Standards	413.70 USD
3	Equipment Rental	VMO - Village Management	General Fund	Base Program	330.75 USD
4	Equipment Rental	DPW - Administration	General Fund	Base Program	330.75 USD
6	Equipment Rental	CD Grant Admin	General Fund	Base Program	82.69 USD
7	Equipment Rental	Plan Community Development	General Fund	Base Program	82.69 USD
8	Equipment Rental	Development Services	General Fund	Base Program	82.69 USD
9	Equipment Rental	Housing Services	General Fund	Base Program	82.69 USD
5	Equipment Rental	POLICE	General Fund	Detectives	330.74 USD
1	Equipment Rental	FINANCE - Purchasing	General Fund	Central Services	330.75 USD
2	Equipment Rental	FINANCE - Purchasing	General Fund	Central Services	330.75 USD



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Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073754	Jan/13/2012	RE	Paid	VOP01 0000014118 RIOS, CARRIE 252 HOME AVE. OAK PARK IL 60302	Not applicable		25.04 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095008	0107000006-03	Jan/10/2012	REFUND CR BAL FINAL WATER BILL@115 CLINTON,UNIT A	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Utility Sales	DPW - Water	Water Fund	Base Program	25.04 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073755	Jan/13/2012	RE	Paid	VOP01 0000001324 SANDRY FIRE SUPPLY LLC 618 6TH ST. DEWITT IA 52742-1604	Not applicable		8.61 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095022	36768	Dec/21/2011	TNT MALE BLEEDER COUPLER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	FIRE - Operations	General Fund	Base Program	8.61 USD



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Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073756	Jan/13/2012	RE	Paid	VOP01 0000001341 SIDWELL CO. 72168 EAGLE WAY CHICAGO IL 60678-7251	Not applicable		499.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094962	87064	Dec/22/2011	SIDWELL ATLAS & BINDER	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operational Supplies	DPW - Capital Projects	Capital Improvement Fund	Traffic Parking Engineering	499.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073757	Jan/13/2012	RE	Paid	VOP01 0000007374 SOS TECHNOLOGIES 5080 N. ELSTON AVE CHICAGO IL 60630-2427	Not applicable		268.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095023	47639	Dec/19/2011	HEARTSTART AED TRAINER 2	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Medical Supplies	FIRE - EMS	General Fund	Base Program	268.00 USD



Pay Cycle: OAKPK
Pay Cycle Sequence: 746
Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073758	Jan/13/2012	RE	Paid	VOP01 0000014110 SOUND VISION 1450 DAVIS RD ELGIN IL 60123	Not applicable		9,502.50 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094940	3296	Dec/19/2011	VOP-TV EQUIPMENT INSTALLATION	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
2	General Contractuals	Communication	General Fund	Media Development	1,232.50 USD
1	Computer Equipment	Communication	Equipment Replacement F	Computer Equipment - Capital	8,270.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073759	Jan/13/2012	RE	Paid	VOP01 0000002937 SUBURBAN BUILDING OFFICIALS CONFERE P.O. BOX 502 HINSDALE IL 60522	Not applicable		75.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094985	2012 - WITT	Jan/01/2012	MEMBERSHIP RENEWAL	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Membership Dues	Building Property Standards	General Fund	Building Inspection Services	75.00 USD



Pay Cycle: OAKPK
Pay Cycle Sequence: 746
Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073760	Jan/13/2012	RE	Paid	VOP01 0000013053 SUN TIMES MEDIA 8247 SOLUTIONS CENTER CHICAGO IL 60677-8002	Not applicable		1,500.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094963	0000049758	Oct/31/2011	PLEASANT DISTRICT PREPRINT 10/27	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	External Support	Business Services	General Fund	Base Program	1,500.00 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073761	Jan/13/2012	RE	Paid	VOP01 0000013885 SWELL, INC. 408 N. AUSTIN BLVD, SUITE B OAK PARK IL 60302	Not applicable		370.67 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094947	10/1/11-12/31/11	Dec/31/2011	RENTAL REIMBURSEMENT MSA 1121-R,417-19 SOUTH BLVD	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Rental Reimbursements	Housing Services	General Fund	Diversity Assurance	370.67 USD



Pay Cycle: OAKPK
Pay Cycle Sequence: 746
Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073762	Jan/13/2012	RE	Paid	VOP01 0000001373 TERRA ENGINEERING LTD 225 W. OHIO ST. STE. #400 CHICAGO IL 60654-7851	Not applicable		188,352.22 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094848	7355	Dec/21/2011	ROOSEVELT RD ENGINEERING PHASE III. 7/16/11-11/30/11	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Project Engineering	DPW - Capital Projects	Capital Improvement Fund	Roosevelt Rd Improvements	188,352.22 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073763	Jan/13/2012	RE	Paid	VOP01 0000001380 THIRD MILLENNIUM 4200 CANTERA DR. STE. #105 WARRENVILLE IL 60555	Not applicable		1,796.30 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094973	14220	Dec/30/2011	DECEMBER 2011 WATER BILL& REMINDER NOTICE RENDERING	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	FINANCE - Financial Services	Sewer Fund	Utilities	1,796.30 USD



Pay Cycle: OAKPK
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Pay Cycle Run Date: Jan/11/2012

Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073764	Jan/13/2012	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	00095007	8386	Jan/04/2012	JANUARY 2012 POLICE SOCIAL SERVICE	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	General Contractuals	POLICE	General Fund	Detectives	10,052.33 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073765	Jan/13/2012	RE	Paid	VOP01 0000012752 US BANK, C/O FRANK SAPORITO 1026 OGDEN AVE LISLE IL 60532	Not applicable		80.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094946	12/30/11	Dec/30/2011	PREPARATION OF RELEASE DEED:206-214 N AUSTIN,124-30 WASHINGTON	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Membership Dues	Housing Services	General Fund	Base Program	80.00 USD



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Bank Account: FB_OP VOP 154508888927

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073766	Jan/13/2012	RE	Paid	VOP01 0000001418 WEST SUBURBAN P.A.D.S. C/O LYNDA SCHUELER, P.O. BOX 797 OAK PARK IL 60303	Not applicable		1,109.24 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00094993	PROJECT B11-25, DR	Nov/04/2011	IDIS #605 OCTOBER 2011 SHELTER STAFF	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Operating Subsidies	CD Grant Admin	Community Dev Block Gr	West Suburban PADS (ES) 11	1,109.24 USD

Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt
073767	Jan/13/2012	RE	Paid	VOP01 0000008840 ZOLL MEDICAL CORPORATION GPO P.O. BOX 27028 NEW YORK NY 10087-7028	Not applicable		1,048.00 USD

Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Comments	Discount Taken
VOP01	00095024	1854945,1855281,185	Dec/20/2011	STAT PADZ,PEDI PADZ ELECTRODES,SENSORS & CABLES,CABLE ASSY,EC	0.00 USD

Dist Ln #	Account	Department	Fund	Program	Net Amount
1	Medical Supplies	FIRE - EMS	General Fund	Base Program	1,048.00 USD

Total Requirements for Bank Account	FB_OP VOP 154508888927	635,517.46	USD
Total Requirements for Currency	USD	635,517.46	USD

P.

VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

Item Title: Resolution Authorizing an Agreement for Legal Services with Raymond L. Heise	
Resolution or Ordinance No. _____	
Date of Board Action:	
Staff Review:	
Village Manager's Office:	
Item History (Previous Board Review, Related Action, History):	
In July of 2011 the Village Board executed an agreement with Ray Heise for contractual legal services per the attached scope of work. In addition, the contractual services were in part for support to the Village as the Reinventing Government Committee and the Village Manager review options for filling the position of Village Attorney as well as review the structure and resources of the Law Department.	
The Reinventing Government Committee and the Village Manager are still in process of this review and the contact with Ray Heise has exhausted the number of hours in the contract however some of the projects listed in the scope of work remain.	
Item Policy Commentary (Key Points, Current Issue, Bid Process, Recommendation):	
This contract allows the Village Manager and the Acting Village Attorney to assign work as needed to Ray Heise for work needed by the Law Department during this transition phase. The contract provides for a list of potential projects and assignments, many of which Ray Heise has been involved with in the past.	
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):	
Item Budget Commentary: (Account #; Balance; Cost of contract)	
The contract is for \$135/hour.	
Item Action Options/Alternatives (List the alternative actions; list the positive and negative implications of each; if no alternatives, explain why):	
Proposed Recommended Action: Approve the Resolution	

P.

AGREEMENT FOR LEGAL SERVICES

This Amended Agreement for Legal Services is entered into this _____ day of _____, 2012 between the Village of Oak Park (the "Village") and Heise Law P.C. ("Heise Law") based upon the following terms and provisions:

1. Heise Law will provide legal services to the Village on a contract basis from July 1, 2011 until June 30, 2012 at the rate of \$135 an hour
2. This agreement will not be renewed without a written agreement approved in advance by the Board of Trustees.
3. Heise Law will provide legal services on only those projects listed in Attachment A, or as otherwise assigned by the Village Manager.
4. Heise Law will provide the legal services identified in this agreement using its own resources with regard to office space and equipment, including computer, email, telephone and office supplies. However, Heise Law will have access to the Village's legal research system via passwords, files and law books as deemed necessary under the protocols of the Acting Village Attorney.
5. Heise Law will provide all final work product to the Acting Village Attorney and the Village Manager.
6. Heise Law agrees, in addition, to attend those staff meetings and Village Board meetings, including executive sessions, as are requested by the Village Manager or Acting Village Attorney.
7. Heise Law will provide invoices for legal services to the Village on a monthly basis which detail the hours worked and the services performed. Services shall be billed in tenths of an hour increments. All bills shall contain a detailed description of the work performed, the date upon which the work is performed, and the time billed for such work. The Village will pay all uncontested portions of those invoices within 30 days of approval.
8. The Village will not reimburse Heise Law for any office supply or equipment costs or provide routine office equipment or support services to Heise Law, provided however, that the Village agrees to provide incidental word processing, typing and required copying services with regard to the assignments.

9. Either party may terminate this agreement by providing a 30 day written notice to the other.

10. Heise Law will provide all original Village documents and all attorney work product to the Acting Village Attorney.

11. Heise Law shall obtain attorney's malpractice insurance, provided that the amount and limit of coverage will be approved by the Village Manager and Acting Village Attorney.

VILLAGE OF OAK PARK

HEISE LAW P.C.

Thomas W. Barwin
Village Manager

Raymond L. Heise

ATTACHMENT A

- a. Lake and Forest Redevelopment/Planned Development approval, findings of fact and drafting of ordinance approval (if needed).
- b. Lake & Forest Redevelopment Agreement implementation guidance.
- c. Advise the Board on Redevelopment Projects, including the proposed Morningside and Clark Street development proposals. Prepare any necessary documents.
- d. Advise the Board and staff with regard to any proposed handgun ordinance changes. Prepare any recommended ordinance.
- e. Completion of Percent for Art ordinance.
- f. Perform such legal services as may be directed by the Village Manager.

VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

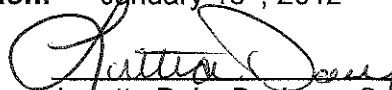
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Item Title: Resolution Authorizing the Execution of a Contract For Services Between The Village of Oak Park and the Oak Park Area Arts Council For 2012

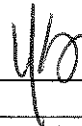
Resolution or Ordinance No. _____

Date of Board Action: January 18th, 2012

Staff Liaison:


Loretta Daly, Business Services Manager

Village Manager's Office



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

The 2012 contract between the Village of Oak Park and the Oak Park Area Arts Council continues the existing relationship with three main changes to the agreement. The Scope of Services has been revised to reflect the current programs administered by the Arts Council, and continues the Arts Council's administration of the "Mini Mural" program, begun in 2010 on the UP railroad embankment. 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.

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 Policy Commentary (Key Points, Recommendation, Background): The Oak Park Area Arts Council provides arts coordination and funding to local Oak Park Arts organizations. The 2012 Arts Council budget shows a \$15,312 increase over 2011.

Item Budget Commentary: The 2012 budget includes \$119,750 from the General Fund, representing a \$15,312 increase over 2011.

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 2011.**

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 2012. 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 18th day of **January, 2012** pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this **18th day of January, 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 2012**

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, 2012, and shall terminate December 31, 2012 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 1, 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. 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 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 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.

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 2A attached hereto and made a part hereof. Such reports shall be addressed to 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. 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:

Thomas W. Barwin
Village Manager

Teresa Powell
Village Clerk

OAK PARK AREA ARTS COUNCIL

WITNESS

Camille Wilson-White

REVIEWED AND APPROVED
AS TO FORM

JAN 11 2012

LAW DEPARTMENT

EXHIBIT 2
OAK PARK AREA ARTS COUNCIL
2012 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 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 Council 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.

~~The mini-mural program will be conducted in two phases. The first phase of four installations will be completed by April 22, 2011, weather permitting. The second phase of four mural installations will be completed by June 2nd, 2011.~~

~~The Village will fund the art by paying the artists directly, upon receipt of an invoice from the selected artists. The Village will provide the Arts Council with an administrative fee of \$1,000 for each phase, for a total of \$2,000 in 2011. The Arts Council will send an invoice to the Village, directed to the attention of the Village Manager for their administrative fee.~~

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. ~~Artrageous~~ OPAAC will administer the ~~Artrageous event~~, a Village wide celebration of the Arts in multiple venues throughout the Village.
- g. Off the Wall OPAAC will run the "Off the Wall" program, a summer art employment program where area youth work with professional artists to install murals in the Village.

5. Overall Goals for 2012:

- 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 Youth Summer Arts Program
- d. Work with the Village on studying the feasibility of a performing arts center

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.

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 2A

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 (and number of awardees)
- D. Level of Private Support for Arts Organizations and Sponsored activities - Funds raised from Private and Outside Sources (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.

Revised February 11, 1999

Addendum to Agreement

The Contractor agrees to comply with the terms and conditions set forth hereinbelow. Any violation of the terms or conditions set forth hereinbelow by the Contractor 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."

1. Conflicts of Interest and Standards of Conduct. The Contractor shall adhere to the provisions relating to Ethics and Conflicts of Interest, set forth hereinbelow, or such equivalent policy of the Contractor as has been reviewed and approved by the Village in accordance with ~~Paragraph~~ Section 65 of the Agreement, entitled "Adherence to Village Policies."

Conflicts of Interest and Standards of Conduct

1. Members of the Board of Directors shall serve without salary, but the Board of Directors may authorize the payment by the Corporation 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 Corporation. No Director or employee shall, in the performance of his or her duties on behalf of the Corporation, grant or make available to any person or entity, including other directors or employees of the Corporation, any consideration, treatment or service beyond that which is available to every other similarly situated person or entity served by the Corporation.
3. 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 interests of the Corporation or which may tend to impair his/her independence of judgment or action in the performance of his/her official duties.

4. No Director or employee shall have any financial or personal interest, directly or indirectly, in any contract, work or business of with the Corporation, except that a Director may provide materials, merchandise, property, services or labor under the following circumstances:
 - A. 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
 - B. 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 ~~or~~ 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
 - 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 Corporation 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 Corporation's policies concerning competitive bidding and outreach to women and minority business enterprises. ¹

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 person interest, direct or indirect, which

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

may reasonably tend to impair the Director's independence of judgment or action in the best interests of the Corporation, ~~that the~~ Director shall:

- A. Before or during consideration of the proposed action, disclose any such interest to the Board of Directors, and
- B. Abstain from voting on the proposed action.

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.²

- 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 for personal convenience or profit.

2. Procurement Policy. The Contractor agrees to adhere to the provisions set forth hereinbelow 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

²NOTE: 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. (~~i.e., size of estate bonuses, preview policies, etc.~~)

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 do 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 newspapers 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 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.

The Contractor shall prepare a spreadsheet for each separate contract over ten thousand dollars (\$10,000.00) for goods or 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 therefor.

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.

3. Diversity Statement. Twenty years ago 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.

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 Corporation as is reviewed and approved by the Village in accordance with Section 5 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.

Said 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.

4. Drug Free Work Place. The Contractor agrees to adhere to the following policy related to a drug free work place 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 Contractor shall identify itself and the individual or position which fulfills the "human resources director" function for the Contractor in the following posted notice.~~
The content of said the notice set forth hereinbelow also sets forth the policy of the Village with regard to the Village as a drug free work place. The Contractor shall post the following notice or its 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 WORK PLACE

PURSUANT TO 24 C.R.F. 540.303

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 work place. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance as defined in Illinois law at 720.I.L.C.S. 570/201 et.seq. and United States law at 21 C.F.R. 108-11 through 1308-15 is prohibited at the work place 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 work place, must notify the (Human Resources Director) within (5) days of the conviction. Failure to so notify the (Human Resources Director) is grounds for dismissal from employment.

~~Said notice shall be posted in a conspicuous location on the Contractor's premises where it will be visible to all employees of the Contractor.~~

5. **Sexual Harassment Policy.** The Contractor agrees to adhere to the sexual harassment policy set forth hereinbelow or to 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."

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 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 substantially 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 (Human Resources Director). 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).

Retaliating or discriminating against an employee for complaining about sexual harassment is prohibited. Any employee found by the Village 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.

6. 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 ~~Paragraph~~ Section 5 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.

7. Compliance with Americans with Disabilities Act (ADA). The Contractor hereby certifies that it is in compliance with the Americans with Disabilities Act (ADA) and has submitted to the Village a checklist or comparable self-evaluation together with a brief plan for maintaining compliance with ADA.

8. 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.

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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 best 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 century.

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 affidavits 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.

D. 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.

ATTACHMENTS

The Village requested of the Partners the following information. If provided, it is attached.

2011 PERFORMANCE MEASURES

COPY OF THE 2012 BUDGET FOR THEIR
ORGANIZATION

OTHER INFORMATION SUPPLIED BY
THE PARTNER

OAK PARK AREA



P.O. Box 950

Oak Park, Illinois 60303

Phone: 708.358.5690

Fax: 708.383.6692

Email: info@oakparkareaartscouncil.org

www.OakParkAreaArtsCouncil.org

September 14, 2011

Tom Barwin
Village Manager
Village of Oak Park
123 Madison Street
Oak Park, IL 60302

Dear Tom,

The Oak Park Area Arts Council (OPAAC) is respectfully requesting consideration of an increase in the Village's 2012 appropriation for this agency. The requested increase amount is \$35,500.

In 2009, 2008 and 2007 we sustained cutbacks that eliminated nearly \$86,000 in our VOP budget. While we are not looking to restore all of that funding, we seek the ability to better support two of our major programs that were impacted. Following is an outline of the past VOP funding history for those two programs, as well as the current funding and the 2012 request:

Off the Wall, summer teen arts employment program – We are planning to install a major mural in south Oak Park next summer at the intersection of Harrison & Ridgeland. This additional funding will allow us to hire 12 (only 6 apprentices were hired in 2011) teen apprentices to work in the program for six weeks. We will also be able to hire two master artists and purchase the needed supplies and equipment. This program allows 16-19 year old teen artists the chance to work a summer job, earning wages and create magnificent public art. The program keeps the apprentices engaged, occupied, off the streets and out of trouble.

Off the Wall VOP Funding

2007	2008	2009	2010	2011	2012
\$28,000	\$27,000	\$12,150	\$12,150	\$12,150	\$24,150

ArtsFunds, regranting program – The ArtsFunds program helped 24 arts organizations with operating or special project support this year. Many organizations that the OPAAC serves do not have a professional staff, the manpower or resources to research grants or actually write the grants to larger agencies or foundations. We are able to assist them with much needed funding through this regranting program. Those organizations who do have the resources can receive invaluable experience by applying first to their local arts council. Once they have successfully completed an ArtsFunds grant they are fully prepared to apply elsewhere for funding. All of these organizations who are funded are required to credit the Illinois Arts Council along with the OPAAC and the Village of Oak Park for support. All grants are thoroughly reviewed by a panel of OPAAC Board members and community volunteers and are judged on the following criteria: artistic merit, administrative ability, community outreach, economic impact and financial strength.

ArtsFunds VOP Funding

2007	2008	2009	2010	2011	2012
\$37,000	\$34,200	\$24,900	\$20,000	\$20,000	\$30,000

We are seeking assistance with three other items:

1. *The OPAAC website* \$2,500 – The site has not received any updates since it was first installed almost eleven years ago. Updates are necessary to make the site user friendly, offer better fundraising options and simplify the process of renewing memberships online to name a few things that are needed.
2. *Artrageous! Oak Park* \$5,000 – OPAAC would like to continue and grow this village-wide arts celebration into an event akin to the Evanston Ethnic Art Fest or Lakeshore Art Festival. Those events attract thousands of guests to that city who stay overnight and contribute to the local economy.
3. *Arts Round Table* \$3,500 - Assistance to develop a program that will offer area nonprofit arts organizations the ability to achieve their goals and objectives through collaborations, shared services and training. The OPAAC will coordinate and manage the roundtable.
4. *Staff Compensation* \$2,500 – Assistance with compensation and benefits for staff. A proposed 3% salary increase would afford staff a small increase. Staff has not received any kind of merit or performance increase in five years.

Off the Wall = increase of	\$12,000
ArtsFunds = increase of	\$10,000
Website	\$2,500
<i>Artrageous! Oak Park</i>	\$5,000
Arts Round Table	\$3,500
<u>Staff Compensation</u>	<u>\$2,500</u>
Total	\$35,500

The OPAAC is also including a request for more support for the VOP's Community Mini Mural project. Next spring will be the third year of the program and the OPAAC looks forward to continuing to coordinate and manage the project for the Village. The proposed budget request for 2012 is \$12,000. This would allow 10 artists (8 artists were commissioned in 2011) to be selected and install 10 murals along the railroad embankment. OPAAC would receive an

administrative fee of \$2,000. This figure is not included with the request that is noted on page 1 as I am not certain in whose budget the program will be placed for 2012.

Thank you so very much for all of your past and ongoing support!

All the best,

A handwritten signature in cursive script that reads "Camille".

Camille Wilson White,
Executive Director
708.358.5692
camillew2@oakparkareaartscouncil.org

cc: Trustee Ray Johnson

Oak Park Area Arts Council

Budget

2012

Proposed

Income

Government Grants/Support	
VOP - Operating Support	79,750
VOP - Arts Funds	25,000
VOP - Off the Wall Grant	15,000
VOP - Mini mural project income	10,000
IAC - Operating Grant	5,750
IAC - Arts Funds	8,870
Total Government Grants/Support	144,370
Contributed Revenues	
Membership Dues	15,000
Scholarship Fund Revenues	2,000
General Donation Revenues	1,000
Total Contributed Revenues	18,000
Artful Object Revenues	
Total Artful Object Revenues	15,000
Change in Restricted Grants	10,000
Total Other Revenues	10,000
Total Income	187,370

Expense

Staff Compensation Expenses	
Salaries	95,400
Payroll Taxes	7,500
Total Staff Compensation Expenses	102,900
Annual Program Expenses	
Total Arts Funds	33,000
Total Scholarship Fund Expenses	4,300
Total Off the Wall Expenses	24,000
Total Annual Program Expenses	61,300
Grant Driven Program Expenses	
VOP Mini mural project expenses	8,000
Total Grant Driven Program Expenses	8,000
Event Expenses	
ArtRageous	5,000
Total Event Expenses	5,000
Other Program Expenses	
Advertising & Marketing Expense	600
Arts Roundtable	1,000
Events & Promotions Expenses	600
Annual Meeting Expenses	1,000
Total Other Program Expenses	3,200
Office Expenses	
Credit card processing fee	1,350
Storage	680
Internet Expense	3,700

G

**Oak Park Area Arts Council
2011 Performance Measures**

A. Number of Participants in Arts Council supported Programs

- **Students in sponsored or funded programs**
1,500
- **Participants in Arts Council-sponsored activities (including Artful Object)**
Attendance was approximately 300 guests for the fundraiser.
- **Participants in Arts Council-funded programs (those programs supported by ArtsFunds)**
1,000
- **Level of Participation by Artists and Arts organizations in Council sponsored Programs (including the Arts Breakfasts and various workshops)**
100%

B. Number of e-ART subscribers, news stories, and distinct website hits

There are presently 800 e-ART subscribers. Aside from e-ART, notices are sent out via various social media to keep the community informed about arts related news on a national, state and local level. Last year, there were 46,165 unique visits and 107,561 page views.

C. Amount of Funds granted to local art organizations (and number of awardees)

OPAAC is proud to report that \$31,870 was awarded to 24 local arts organizations:

Bella Voce
Chicago a cappella
Chicago West Community Music Center
Children's Museum (Wonder Works)
Circle Theatre
Dominican University Performing Arts Center
Ernest Hemingway Foundation
Expressions Graphics
Heritage Chorale
Michael Teolis Singers
Momenta
Oak Park Art League
Oak Park Concert Chorale
Oak Park Education Foundation – Art Start
Oak Park Festival Theatre
PING! (Providing Instruments to the Next Generation)
Pleasant Home Foundation
Pro Musica Youth Chorus
Senior Citizens' Center of Oak Park & River Forest
Sense of Urgency
Steckman Studio of Music

Symphony of Oak Park & River Forest
Unity Temple Concert Series
Winifred Haun & Dancers

Through an ongoing partnership with Community Bank of Oak Park & River Forest, three organizations were recognized for excellence and demonstrating significant growth/improvement over the prior year. Each organization received a \$1,000 award from Community Bank.

- 1) Circle Theatre – Organizational Excellence
- 2) Expressions Graphics – Excellence in Community Outreach
- 3) Unity Temple Concert Series – Excellence in Artistic Programming

D. Level of Private Support for Arts Organizations and Sponsored activities – Funds raised from Private and Outside Sources (including Memberships)

\$187,910.16

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)

The OPAAC manages three “gallery spaces” in the area. The artwork of 16 area artists was showcased throughout the year. The OPAAC installed a “gallery” in the Oak Park Regional Housing Center last year. Shows are either solo or group shows. Receptions are held in the month of February in partnership with the West Town Links for Black History Month. In the spring, a reception is held for the Oak Park Education Foundation, Art Start program. Art Start (also funded by OPAAC) is an arts enrichment program in Oak Park public schools. Annually an exhibit from the program is displayed in the Village Hall gallery. Early afternoon reception is held for the young artists, parents, friends and teachers.

The OPAAC now manages the VOP Community Mural Project. This year 10 artists were selected by a jury made up of Public Art Advisory Commissioners and residents of the Village. Each artist receives a \$1,000 honorarium to cover the cost of supplies and a stipend for their work. Last year, a story appeared in the Red Eye triggering a huge response from artists throughout the Chicagoland area. Fuze Beverages approached OPAAC about conducting a tasting while the artists were out working. OPAAC referred them to the VOP Health Department who granted permission. Fuze also distributed beverages at the OPAAC Annual Meeting and the VOP Day in Our Village.

OPAAC’s *Off the Wall* program installed the bricolage murals on the back of the Barrie Park sled hill last July 2011. Six apprentices were hired by OPAAC to complete work on the murals.

F. Number of Activities sponsored with or for other organizations (e.g. business groups)

On April 29, 2011 OPAAC, in collaboration with Pro Musica Children’s Chorus and the Oak Park Art League, a seminar was held on not-for-profit shared resources. Over 28 non-profits attended. The Advocacy Director from the Arts Alliance Illinois was invited to speak on the “State of the Arts in Illinois.” OPAAC Executive Director spoke on “State of the Arts in Oak Park.” Break out discussion groups generated a list of topics that the group is interested in pursuing:

- creation of an online Arts Blog for easy communication between organizations

- an online shared resources list
- centralized email list
- online arts directory
- shared grant writer
- shared accounting/bookkeeping
- centralized ticket sales
- shared marketing/public relations resources
- shared resources for Board and volunteer recruitment and training
- online volunteer network
- online music database
- shared Arts Center to house a number of arts organizations

The group would like OPAAC to take the lead to get the Arts Roundtable off the ground.

OPAAC also collaborated with the Chicago School of Piano Technology to host a workshop, "Exploring the Path to Business Ownership in the Arts." This was held on a Saturday at the Oak Park Public Library. This organization is based in Chicago, but would like to work to familiarize the community with their work. They tune and restore pianos, and would like to work with OPAAC to get the word out to high school students who are not interested in college that this is a lucrative career choice.

Recently, the Oak Park Art League approached OPAAC to work with them on a lecture series, "Art and the Brain." It will be held this winter or early spring at Oak Park Public Library.

G. Number of Artists referred to Studio or Residential Spaces

On an ongoing basis, OPAAC lists any live/work space on e-ART. We always refer people calling to relocate or open a business to landlords, realtors, VOP, and Oak Park Development Corp., etc. Last year, there were approximately 13 calls for referrals.