



TENTATIVE A g e n d a
President and Board of Trustees
Tuesday, January 18, 2011
Village Hall
123 Madison Street

**Executive Session at 6:30 p.m., To Discuss Property Disposition and Acquisition,
Litigation, Personnel and Labor in Room 130**

Regular Meeting at 7:30 p.m., 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 (*).

Call to Order

Agenda Approval

Minutes Regular Village Board Minutes for January 3, 2011

Non-Agenda Public Comment – *Please refer to instructions above.*

A. Village Manager Reports

Regular Agenda Jan 18, 2011
1/14/2011, 4:28:04 PM

B. Citizen Commission Vacancies

This is an ongoing list of current vacancies for the Citizens Involvement Commissions. Residents are encouraged to apply through the Village Clerk’s Office.

C. Citizen Commission Appointments, Reappointments, Removal, Resignation and Chair Appointments

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.

Community Design Commission	Peter Oestreich, Re-appoint as Member
Fire and Police Commission	Sherlynn Reid, Re-appoint as Member
Farmers Market Commission	Melissa Wittenberg, Re-appoint as Chair
Housing Programs Advisory Committee	Patrick Diakite, Appoint as Member
Public Art Advisory Commission	Bridget Reinhard, Re-appoint as Member Bruce Samuels, Re-appoint as Member

Presentation Annual Presentation of the Prior Year’s Crime Statistics

Regular Agenda

D. Motion to Approve Parking Restriction Changes on the 700 Block of East as Recommended by the Transportation Commission and the 700 Blocks of Scoville and Clarence as Additionally Recommended by Staff and Direct Staff to Prepare the Necessary Ordinances

The Transportation Commission held a public hearing regarding a petition to establish daytime restrictions of “2 hour parking 8 a.m. to noon” in the 700 block of East due to the influx of Fenwick student parking. The Commission recommends approval of the petition. Staff additionally recommends the establishment of the same daytime parking restriction on the surrounding blocks of 700 Clarence and 700 Scoville along with the 700 block of East due to a concern that student parking will only shift from East to neighboring blocks if restrictions are not equally implemented.

E. Resolution Authorizing a Professional Services Contract with Terra Engineering for Design and Construction Engineering for the Greater Downtown Streetscape Improvements in an Amount Not to Exceed \$398,652

Requests for Proposals (RFP’s) were solicited for Design and Construction Engineering Services related to the Greater Downtown Streetscape Project previously approved by the Village Board. It is recommended that Terra Engineering of Chicago be awarded the contract for these services.

F. Resolution Authorizing a Professional Services Contract with Strand Associates for the Viaduct Enhancement Project in an Amount Not to Exceed \$129,744 Waiving the Village’s Bid Process

The Village has received a grant to improve both the Ridgeland and Marion Street viaducts. Strand Associates performed the engineering on the recently completed Oak Park Avenue viaduct project and is recommended to provide similar services to improve these two viaducts.

S. Motion to Receive the Report of the Citizen Involvement Commission (CIC) Regarding Revisions to the Enabling Language and Composition of the Advisory Boards and Commissions of the Village Board and Direct Staff to Prepare the Necessary Documents

The Village Board previously asked the CIC to review all of the Boards and Commissions for their current use and membership. The CIC completed their review and is providing a copy of the report to the Board for consideration.

Consent Agenda

G. Motion to Accept the 2011 Citizen Board and Commission Work Plans as Proposed with Amendments to the Budget Requests per Staff Recommendations

Annually the Citizen Commissions make recommendations to the Village Board for work that relates to their enabling language.

1. Building Codes Advisory Commission
2. Citizen Involvement Commission
3. Citizens Police Oversight Committee
4. Community Design Commission
5. Community Development Citizens Advisory Committee
6. Community Relations Commission
7. Environment and Energy Commission
8. Farmers' Market Commission
9. Forestry Commission
10. Board of Health
11. Historic Preservation Commission
12. Housing Programs Advisory Committee
13. Liquor Control Review Board
14. Plan Commission
15. Public Art Advisory Commission
16. Telecommunications Commission
17. Transportation Commission
18. Universal Access Commission
19. Zoning Board of Appeals

H. Motion to Approve a Resolution Adopting the Strategic Historic Preservation Plan as Recommended by the Historic Preservation Commission

Previously the Strategic Plan was presented to the Board last summer. The Board asked that prior to adopting the Strategic Plan that the Commission prioritize all of the recommendations. The HPC and the Committee decided not to prioritize the entire plan but only made a one-year priority plan which they added to their 2011 work plan request. Annually they will continue to review the Strategic Plan and decide on a one-year priority list.

J. Resolution Authorizing the Execution of a Professional Services Agreement between the Village of Oak Park and SpearMC Management Consulting, Inc. for PeopleSoft Related Services not to Exceed \$15,000

This item is an annual request which gives authority to utilize “as needed” PeopleSoft consulting services from SpearMC in an amount not to exceed \$15,000.

L. Resolution Authorizing a Rehabilitation Loan and a Lead Hazard Reduction Grant: SFR-037

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 homeowner is requesting a deferred loan of \$24,999.00 and a lead hazard reduction grant of \$12,000.00 from the village.

M. Recommendation to Reduce the Current Posted Speed Limit from 30mph to 25mph on Division Street and Chicago Avenue from Harlem Avenue to Austin Avenue On Lake Street from Forest Avenue to Ridgeland Avenue and on Oak Park Avenue from Roosevelt Road to North Avenue

The Village Board referred to the Transportation Commission a work item to take a broader look at reducing the speed limit on Division Street to 25 mph between Austin Boulevard and Harlem Avenue and in similar areas. Transportation Commission reviewed the boards request and makes the following recommendations for the reduction of the posted 30mph speed limit to 25mph on Division Street and Chicago Avenue from Harlem Avenue to Austin Avenue. On Lake Street from Forest Avenue to Ridgeland Avenue and on Oak Park Avenue from Roosevelt Road to North Avenue.

N. Recommendation to Approve the Petition to Upgrade from Two Way to All Way Stop Signs at the Intersection of Division Street and Hayes Avenue

The Transportation Commission received a petition from residents to upgrade from two-way stop signs to all-way stop signs at the intersection of Division Street and Hayes Avenue. The Transportation Commission reviewed the recommended changes and concurs with petitioners request to change the intersection to all-way stop signs addressing resident’s safety concerns.

1. Approve the petition to upgrade from the existing two way, north-south stop signs to all-way stop signs at the intersection of Division Street and Hayes Avenue

O. Ordinance Amending License Categories D7 and D8 to Authorize the Sale of Alcoholic Beverages by the Oak Park Public Library in the Main Library for Special Events

The Oak Park Public Library is requesting this license for the sale of alcohol at certain events at the main library.

P. An Ordinance Amending Chapter 2, Article 12, Section 1 of the Village Code Entitled “Administration; Madison Street Coalition; Establishment and Composition”

Membership to the Madison Street Coalition is need of modification due to recent vacations from the coalition for various reasons. This amendment includes three new membership descriptions relative to a resident, a business, and a municipal staff person.

Q. Resolution Authorizing the Execution of a Professional Services Agreement to Provide Information Technology Services to West Suburban Consolidated Dispatch Center

This agreement allows the Village of Oak Park IT Personnel to support the IT functions for WSCDC for an annual contribution of \$50,000.

R. Resolution Authorizing the Execution of a Professional Services Agreement to Provide Information Technology Services to the Village of River Forest for FY 2011

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

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.

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**Citizen Boards and Commissions
Vacancies**

B

UPDATED: 1/7/2011

Committee Name	Total Members	Number of Vacancies	Expired but Serving*	Total # Needed
BUILDING CODES ADVISORY COMMISSION	7	0	0	0
CITIZEN INVOLVEMENT COMMISSION	13	6	0	6
COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE	9	1	0	1
COMMUNITY RELATIONS COMMISSION	13	6	0	6
CITIZEN POLICE OVERSIGHT COMMITTEE	7	1	0	1
COMMUNITY DESIGN COMMISSION	13	3	1	4
ENVIRONMENTAL & ENERGY ADVISORY COMMISSION	9	0	0	0
FARMERS MARKET COMMISSION	11	2	0	2
FIRE AND POLICE COMMISSION	3	1	0	1
FORESTRY COMMISSION	7	1	0	1
HEALTH, BOARD OF	7	0	0	0
HISTORIC PRESERVATION COMMISSION	11	0	0	0
HOUSING AUTHORITY	7	0	0	0
HOUSING PROGRAMS ADVISORY COMMITTEE	7	2	0	2
LIQUOR CONTROL REVIEW BOARD	5	0	0	0
MADISON STREET COALITION	13	1	0	1
PLAN COMMISSION	9	1	0	1
PUBLIC ART ADVISORY COMMISSION	11	1	0	1
TELECOMMUNICATIONS COMMISSION	5	3	0	3
TRANSPORTATION COMMISSION	7	0	0	0
UNIVERSAL ACCESS COMMISSION	7	0	0	0
ZONING BOARD OF APPEALS	7	2	0	2
TOTAL	188	31	1	32

Bolded CBACs need members

APPOINTMENTS

C

18 JANUARY 2011

Community Design Commission

Re-appoint as Member: Peter Oestreich
612 N. Taylor
708-445-8582

Term expires 1-7-14

Fire and Police Commission

Re-appoint as Member: Sherlynn Reid
323 N. Ridgeland
708-383-9420

Term expires 1-7-14

Farmers Market Commission

Re-appoint as Chair: Melissa Wittenberg
150 S. Oak Park, #305
708-386-0269

Term expires 2-4-14

Housing Programs Advisory Committee

Appoint as Member: Patrick Diakite
310 S. Lombard
708-738-8885

Term expires 1-18-14

Public Art Advisory Commission

Re-appoint as Member (student): Bridget Reinhard
1128 S. Cuyler
708-386-4022

Term expires 1-19-12

Re-appoint as Member: Bruce Samuels
613 S. Lombard Ave.
708-383-7711

Term expires 1-7-14

VILLAGE OF OAK PARK

D

CITIZEN ADVISORY BOARD AND COMMISSION RECOMMENDATION

AGENDA ITEM COMMENTARY


Item Title: Motion to Approve Parking Restriction Changes on the 700 Block of East Avenue as recommended by the Transportation Commission and the 700 Blocks of Scoville and Clarence as Additionally Recommended by Staff and Direct Staff to Prepare the Necessary Ordinances

Resolution or Ordinance No. _____

Date of Board Action January 18, 2011

Submitted by: Paul Aeschleman, Chairperson of the Transportation Commission

Staff Review:
Village Engineer




Jim Budrick

Interim Parking Manager



Cara Pavlicek

Village Manager's Office



Citizen Advisory Board or Commission Issue Processing (Dates of Related Commission Meetings):

Transportation Commission Meetings

November 22, 2010

Item Policy Commentary (Previous Board Review, History Key Points, Current Issue, Commission Recommendation):

A petition was submitted by residents representing 62% of the frontage properties on the 700 block of East requesting the establishment of daytime "2 hour 8 a.m. – 12 p.m. Monday – Friday" restrictions on their block.

The petition was discussed at the November 22, 2010 Transportation Commission meeting:

- Commissioners heard from residents on the 700 block of South East Avenue as well as from other residents in the area. Residents presented their concerns regarding daytime student parking and commuter parking in front of their homes and how the implementation of restrictions on one block would shift the problem to the parallel blocks.
- Fenwick High School, represented by Dr. Gerald Lordan, advised the school has no opposition to the requested restrictions.
- The Commissioners discussed staff's May 2010 parking occupancy survey as well as an August 20, 2010 memo from Fire Chief Tom Ebsen on the public safety aspect of having the street filled with parking cars when emergency vehicles pass on their way to and from Fire Station 3 located at 900 South East Avenue.

The Commissioners approved the residents' petition for establishment of daytime "2 hour 8 a.m. – 12 p.m. Monday – Friday" restrictions on their block of 700 South East Avenue. Attached are Exhibit A (a map of the area), Exhibit B (a map of Fenwick student parking) and Exhibit C (parking occupancy survey).

VILLAGE OF OAK PARK

CITIZEN ADVISORY BOARD AND COMMISSION RECOMMENDATION

AGENDA ITEM COMMENTARY

Transportation Commission Recommendations That Require Board Action:

On November 22, 2010, the Commission recommended by a vote of 4 ayes to 3 naves the establishment of daytime "2 hour 8 a.m. – 12 p.m. Monday – Friday" restrictions on the block of 700 South East Avenue.

Staff agrees with this recommendation and additionally recommends extended this same daytime restriction to the adjacent blocks of 700 Scoville and 700 Clarence.

The Transportation Commission considered the option of implementing daytime "2 hour 8 a.m. – 12 p.m. Monday – Friday" restrictions on their block of 700 Clarence, East, Scoville, Gunderson and Elmwood, but the motion failed 5 nays to 2 ayes. No other motions were considered by the Commission.

Item Budget Commentary (Account #, Balance, Cost of Contract):

As recommended by the Transportation Commission, staff estimates the approximated cost associated with parking restrictions would be \$600 for signage changes. The FY 2011 budget provides \$42,000 for signage changes in the Parking Fund in account no. 5060-43770-560634.

Proposed Staff Action (if different):

Staff agrees with the recommendation of the Transportation Commission and additionally recommends extended this same daytime restriction to the adjacent blocks of 700 Scoville and 700 Clarence.

The May 2010 occupancy survey showed a high number of vehicles parking on all three blocks of 700 South East, Scoville and Clarence. Staff also notes that Fenwick students have purchase all 250 available student parking permits during this school year as well as last school year. Staff would addition proposed a review of the parking situation in the area before the end of the current school year to review the impact of the changes.

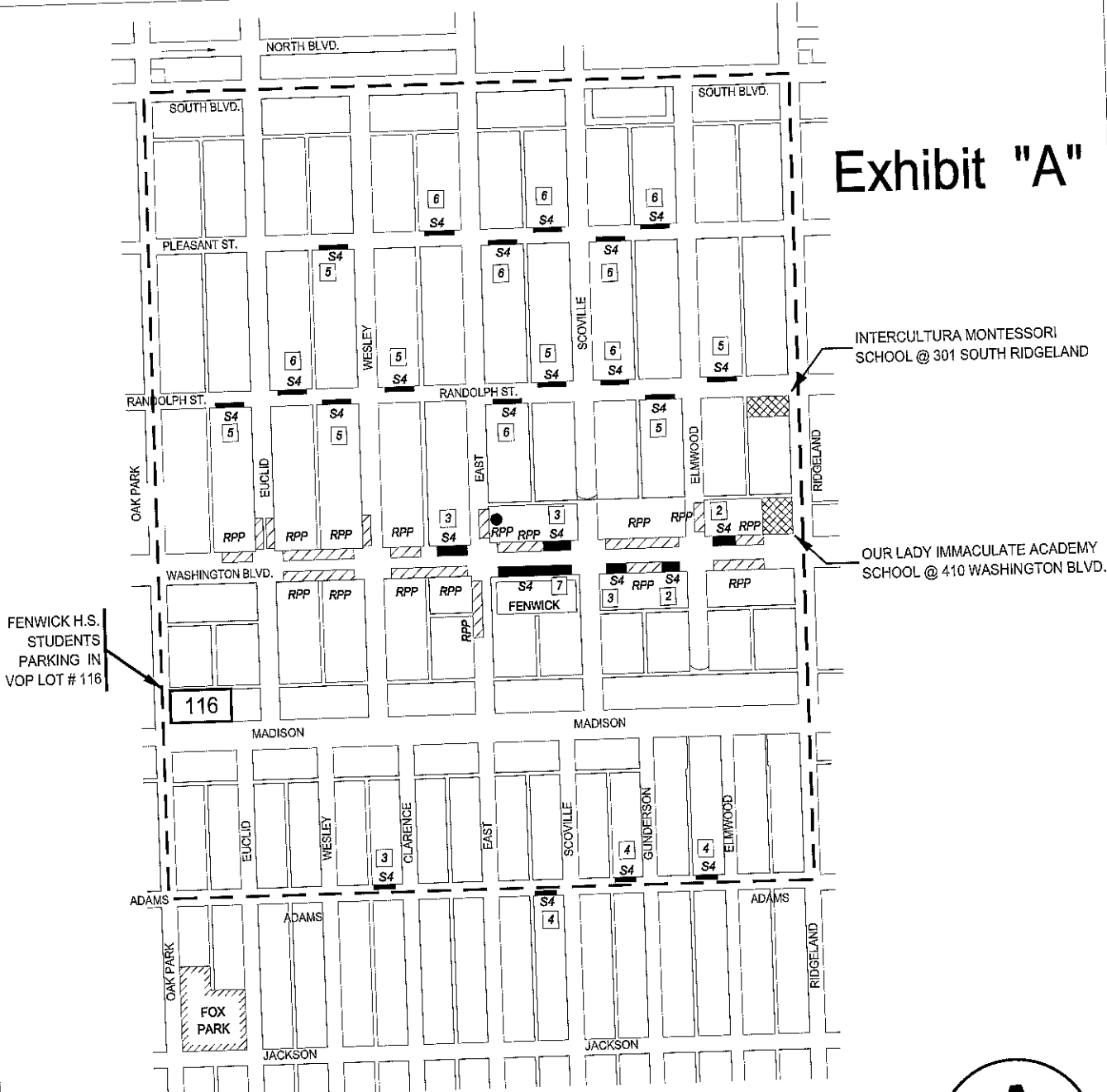
Proposed Action

Approve the motion to accept the recommendation of both the Commission and staff.

Exhibits Included in this Agenda Item Commentary Are:

- Exhibit A – map of the area
- Exhibit B – map of Fenwick student parking
- Exhibit C – parking occupancy survey

Exhibit "A"

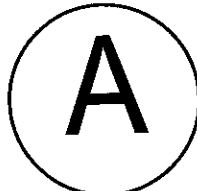


FENWICK H.S. STUDENTS PARKING IN VOP LOT # 116

INTERCULTURA MONTESSORI SCHOOL @ 301 SOUTH RIDGELAND

OUR LADY IMMACULATE ACADEMY SCHOOL @ 410 WASHINGTON BLVD.

116



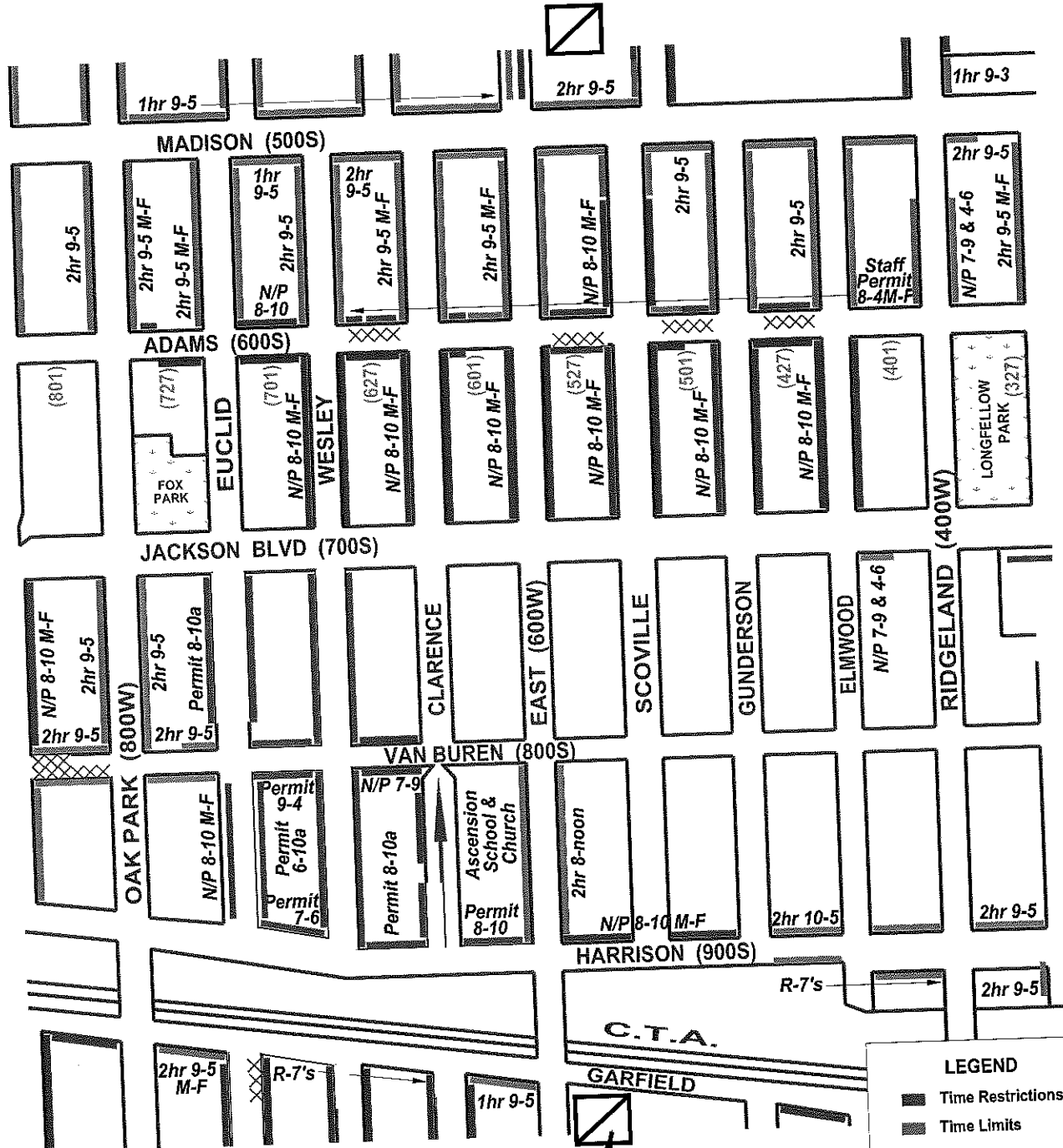
- = S4 = STUDENT PERMIT PARKING 8AM-4PM
- = RPP = RESIDENT ONLY PERMIT PARKING 8AM - 4PM MONDAY - FRIDAY
- = FRONT DOOR OF HOUSE
- 5 = NUMBER OF "S4" SPACES PER AREA
THIS NUMBER IS 90% OF THE TOTAL AVAILABLE "S4" SPACES
- = BORDER OF FENWICK HIGH SCHOOL AREA
INCLUDES BOTH SIDES OF ADAMS STREET AND BOTH SIDES OF SOUTH BOULVARD

VOP Engineering

Scale: 1" = Ft.
 By: MJK Date: 11/17/10
 Filename: Parking Around Fenwick HS 18 as amended.dwg
U:\Parking_Traffic\Permit Parking\Fenwick High School Area\Parking Around Fenwick HS 18 as amended.dwg

STUDENT AND RESIDENT PERMIT PARKING AROUND FENWICK H.S. AS AMENDED TO SHOW 'S4' STUDENT PERMIT PARKING ZONES AND VOP LOT # 116 AS OF JULY 2010

Fenwick H.S.



LEGEND

- Time Restrictions
- Time Limits
- Resident Daytime Permit Parking
- Non-Resident Daytime Permit Parking
- Non-Resident Daytime Permit Parking

East Avenue is 30 feet wide



Engineering
Division

Scale: 1" = Ft.
By: MJK Date: 11/17/10

EXISTING DAY TIME PARKING RESTRICTIONS
IN THE AREA BOUNDED BY
MADISON - RIDGELAND - HARRISON - OAK PARK

Parking Occupancy Survey - Counts are for Occupied Spaces

8:30 a.m. - 9:00 a.m.	Thursday May 13, 2010	Friday May 14, 2010	Monday May 17, 2010	Wednesday May 19, 2010
Clarence (Jackson to Van Buren)				
east side	7	9	13	10
west side	9	9	10	15
East (Jackson to Van Buren)				
east side	18	15	16	23
west side	24	22	23	21
Scoville (Jackson to Van Buren)				
east side	10	15	12	18
west side	10	15	18	17
Scoville (Van Buren to Harrison)				
east side	5	6	9	8
west side	6	9	8	9
Gunderson (Jackson to Van Buren)				
east side	3	5	2	3
west side	5	3	3	5
Gunderson (Van Buren to Harrison)				
east side	2	2	7	3
west side	2	3	1	2
Elmwood (Jackson to Van Buren)				
east side	7	3	2	8
west side	3	3	3	3
Elmwood (Van Buren to Harrison)				
east side	7	5	3	5
west side	1	8	4	5

**Draft Minutes of Meeting
Transportation Commission
Monday, November 22 - 7:00 PM
Council Chambers - Village Hall**

Call to Order and Roll Call Chair Aeschleman called the meeting to order at 7:03PM.

Present: Chair Paul Aeschleman, John Dagnon, Beth Marek, Jack Chalabian II, John Abbott, Charles Frangos, Laszlo Medgyesy

Excused: None

Absent: None

Staff Present: Delia Tamas, Jim Budrick, Cara Pavlicek, John Kloak

Non-Agenda Public Comment:

Christine Portnoff, resident at Jackson and Scoville spoke about high level of noise from cars driving down Jackson. Radios are blaring and vibrations coming from cars is highly annoying. She wishes something could be done to improve the conditions.

Francisco Cotto, resident from 300 North Grove spoke about the problems the new 2 hour parking restrictions are creating for himself and neighbors. He would like to see the Commission reconsider the changes made.

Approval Of Tonight's Meeting

Commissioner Abbott motioned to approve tonight's agenda as presented. Commissioner Marek seconded the motion. The motion was approved by a 7 to 0 voice vote.

Approval Of Draft Minutes From Previous Meetings

Commissioner Dagnon motioned to approve the October 25, 2010 Transportation Commission meeting minutes as submitted and Commissioner Frangos seconded the motion. The motion was approved by a 7 to 0 voice vote.

Agenda Item 5 – Review of Petition for Parking Restrictions on the 700 Block of South East Avenue as Well as on Select Adjacent 700 Blocks.

Parking Services Assistant Manager Delia Tamas reviewed the staff memorandum and gave background information on the petition and the data and information collected by staff.

Chair Aeschleman commented on the Madison and East Area Wide Study recently completed and the six month review planned for mid 2011. He had questioned the

recommendation made by the Commission to have a Village process whereby changes to restrictions on individual blocks could be handled administratively.

Jim Budrick indicated that the intent was to move in that direction, however, given the outreaching effects of the petition presented, it was in the Village's best interest to widen the discussion to several blocks.

Chair Aeschleman opened the floor to comments from the neighbors.

Christine Portnoff, a resident of the 700 block of Scoville indicated that they submitted a petition 2 years ago asking for similar relief and it was denied. They still have a number of Fenwick students parking on the street everyday and if East Avenue is restricted the students will move to Scoville.

Chris Donovan, a resident of the 700 block of Elmwood stated the problem is the same as 2 years ago. The residents are burdened with students parking in the neighborhood. The problem should be given back to Fenwick to help find solutions.

Tammy Coty, a resident of 700 East Avenue indicated that they have been trying to get restrictions for the past 11 years. They don't understand the reluctance to deal with the issue. Not only are students parking on the street, they see parents of students also parking and walking to the El.

Charlain McAnary, also from 700 East stated that cars are parked solid down the street and Fire trucks have a difficult time getting through.

Suzanne Pawliz, a resident of 700 Clarence says she has complained about parking for years. Not only can't residents park on the street, but also they have to clean up after the student who litter their block.

Karen Brandt of the 700 block of East stated that the young people simply do not respect the residents of the block and are taking advantage.

Jerry Lordan of Fenwick indicated that in 1998 the residents of the 600 Block of East asked for similar relief from student parking. Fenwick did not oppose the restrictions and similarly they do not oppose the restrictions being sought at this time. He did a quick one day survey and found a number of cars parking on both 700 East and Scoville. He also noted almost an equal number of empty spaces in the lot Fenwick leased from the Village at Oak Park and Madison. If more permits were made available a number of the cars would likely move. Finally he mentioned the new State Law for young drivers prevents students from car pooling.

Michael Mellman, a resident of 700 Scoville indicated he would like to see some action taken on this issue.

Chair Aeschleman closed the floor to public comment and called for discussion amongst the Commissioners.

Commissioner Dagnon asked the audience questions about the litter and inconvenience. The response was that guests, service companies and having the ability to park close to their own homes should be fundamental.

Commissioner Abbott wanted more information on the public safety aspect of having the street filled with parked cars. Assistant Parking Manager Tamas mentioned that the Fire Chief had responded to this back in August. She handed out copies of the memo previously submitted.

Commissioner Chalabian questioned what happens on non-school days. The response from the audience was there is summer school parking as well as weekend parking from Ascension Church.

Commissioner Chalabian indicated that the Commission should focus on the safety aspect. He feels the restrictions that exist north of Jackson should also exist south of Jackson.

Chair Aeschleman pointed out that the Commission has basically 4 options to consider which were outlined by staff.

Commissioner Marek stated that cars will simply move block to block as restrictions are put in place.

Commissioner Abbott questioned the reasons behind the 2 hour parking in the 800 block of East. The response was it was due to parking by Ascension for funerals and other church functions.

Chair Aeschleman suggested that an alternating sides restriction similar to 500 North Fair Oaks, where OPRF high school parking is a problem, should also be used here.

Commissioner Medgyesy indicated he had concerns about parking being available in other areas should restrictions be added.

Assistant Parking Manager Tamas indicated space was available along South Boulevard north of Fenwick.

Chair Aeschleman indicated that additional permit parking along Adams is an option if additional spaces are needed.

Chair Aeschleman also stated that the Commission could table this issue until the 6 month review of the Madison / East area wide parking study is taken up next year.

Commissioner Abbott made a motion to approve option "C" made by staff which consists of adding 2 Hour Parking from 8 am to 12 noon on 700 blocks of Clarence, East, Scoville, Gunderson and Elmwood. The motion was seconded by Commissioner Frangos.

AYES: Abbott and Frangos

NAYES: Dagnon, Marek, Medgyesy, and Aeschleman

ABSTENTIONS: Chalabian

The motion failed 5 to 2.

Commissioner Medgyesy then motioned to approve option :B" made by staff which consisted of adding 2 Hour Parking 8 am to 12 noon only on the 700 block of South East. The motion was seconded by Commissioner Dagnon.

AYES: Medgyesy, Dagnon, Abbott and Frangos

NAYES: Chalabian, Marek and Aeschleman

The motion passed 4 to 3.

Agenda Item 6 – Petition to Upgrade the Division and Hayes Intersection to All-Way Stop Sign Traffic Controls.

Transportation Engineer John Kloak reviewed the staff memorandum and gave background information on the petition and the data and information collected by staff. He presented the Crash data, speed and volume and condition diagram drawn for the intersection. Mr. Kloak then proceeded to read the additional testimony received after the agenda was prepared.

Chair Aeschleman asked about the roadway type and standards used for traffic controls at this type of intersection.

Jim Budrick responded that Division Street is considered an Arterial Roadway and is also a Federal Aide Urban Highway whereby the Village receives federal funds for improvements made to the road. The Manual of Uniform Traffic Control Devices is what is used to determine the Warrants for additional traffic control devices. Based on the data collected this intersection does not meet the warrants for an all-way stop control.

Commissioner Chalabian asked about the existing crosswalk markings. Mr. Kloak indicated that a marked crosswalk exists on the east leg of the intersection in line with Anderson Park which is on the southeast corner of the intersection. Both advance and pedestrian crossing signage is in place at the intersection.

Commissioner Abbott asked about the new State Law concerning crosswalks and the treatment of violations. Officer _____ from the Oak Park Police Department responded that citations are issued for infractions of the new law and they are treated in court similar to other moving violations.

Chair Aeschleman opened the floor to comments from the neighbors.

Don Anderson of the 900 block of North Taylor testified that the problem is with crossing to the park. There is a low number of people making the crossing. He is concerned that the stop sign will have affects on surrounding residents in the way of increased congestion and pollution. There will be unintended consequences for neighboring blocks like his.

Anna Bramfeld of the 900 block of Hayes stated she is in favor of the new stop signs. In her 13 years as an area resident she has witnessed a number of near misses. Her house has been hit by vehicles twice. She feels that drivers drift off the street in this area. The stretch of Division between Austin and Ridgeland is too long without a stop.

Dave Dallay of 900 Hayes block lives near the intersection. He agrees that the stretch of Division between Austin and Ridgeland is too long. He pointed out that the Village was quick to respond the concerns near another park on Division. He has only heard three counter proposals to the request for stop signs. He feels that roughly 80-90% of the area is in favor of the added stop signs.

Rocio Munoz also from 900 Hayes pointed out that a pedestrian encounter with a vehicle would be fatal. She, her family and neighbors want to enjoy the park and feel the stop sign would greatly help. She was involved in a near miss at the intersection and was the one to take up the petition process.

Gabriele Dunbar, an 11 year old from Hayes, pointed out that families are missing out using the park. It is difficult enough for adults to cross the street let alone children and elderly. He feels that stop signs would make the corner safer.

Chair Aeschleman closed the floor to public comment and called for discussion amongst the Commissioners.

Commissioner Chalabian quickly made a motion to install all-way stop signs at the intersection. The motion was seconded by Commissioner Abbott.

Commissioner Frangos asked about the issue of reducing the speed limit along Division.

Chair Aeschleman pointed out that this was a recommendation that was made when dealing with Division and Woodbine. The Board had directed the Commission to look at speed limits throughout the Village and that, in fact, the next agenda item was dealing with exactly that issue. There being no further discussion he then proceeded to call for the vote.

AYES: Chalabian, Abbott, Frangos and Marek

NAYES: Medgyesy, Dagnon, and Aeschleman

The motion passed 4 to 3.

Agenda Item 7 – Continued Discussion of Park Zone Speed Limits and Speed Limits Throughout the Village

John Kloak presented the map outlining the speed limits along the major streets in and around the Village.

Chair Aeschleman spoke about posted speed limits and their need to be consistent with adjoining communities having similar streets

Jim Budrick indicated that staff would develop a close up map around parks to determine potential Park Zone speed limits could be considered. This would be presented to the Commission in January or February at the latest.

The Commission discussed the various major streets and their speed limits relative the neighboring communities. The consensus was to have speed limits match with our suburban neighbors.

Jim Budrick indicated that Ridgeland from Roosevelt to Augusta and all of Washington Boulevard are State Highways. Changes to the speed limits on these streets would need to be coordinated with the State.

Commissioner Abbott then moved to recommend to the Village Board that the speed limits on Division Street, Chicago Avenue, Lake Street between Forest Avenue and Ridgeland Avenue, and Oak Park Avenue be changed to 25 MPH to match the adjacent suburban communities. The motion was seconded by Commissioner Marek.

AYES: Abbott, Marek, Chalabian, Medgyesy , Frangos and Aeschleman

NAYES: Dagnon

The motion passed 6 to 1

Agenda Item 7 – Continued Discussion Regarding Creation of Speed table Policies

John Kloak reviewed the speed data collected over the past several years. Statistical analysis of the data in the way of Average and 85th Percentile was calculated.

The Commissioners briefly discussed the issue and the consensus was to have staff draft a policy using this information and bring back to the Commission in January, 2011 for discussion.

December 2010 meeting: Jim Budrick polled the Commission members regarding the December meeting. The consensus was that there would be no meeting held in December. The next scheduled meeting would then be Monday, January 24, 2011.

Adjournment:

There being no other business, it was moved and seconded to adjourn. The motion was approved unanimously by voice vote. The meeting was adjourned at 9:40 PM.

Respectfully submitted,

Jim Budrick
Village Engineer

E

VILLAGE OF OAK PARK

AGENDA ITEM COMMENTARY


Item Title: Resolution Authorizing a Professional Services Contract with Terra Engineering for Design and Construction Engineering for the Greater Downtown Streetscape Improvements in an Amount Not to Exceed \$398,652.

Resolution or Ordinance No. _____

Date of Board Action

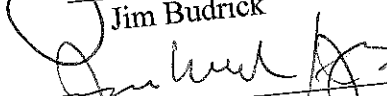
January 18, 2011

Staff Review:
Village Engineer



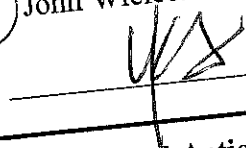
Jim Budrick

Director of Public Works



John Wielebnicki

Village Manager's Office



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

At the direction of the Village Manager, the Engineering Division issued a Request for Proposals (RFP) for Design and Construction Engineering Services for the Greater Downtown Streetscape Improvements. A total of 4 proposals were sent out and responses were received from all 4 firms.

In November, 2010, the Village Board approved a contract with the Lakota Group to begin the schematic design process for this project. An appointed committee has been meeting regularly to work with Lakota through this process. The goal is to have a draft plan completed by February, 2011. The intent is to follow through the same format as was used for North Marion Street. The next step in the process is for an engineering consultant to develop construction plans and specifications which will lead to the development of a Guaranteed Maximum Price Contract (GMP).

Proposals for a Construction Management firm have already been developed and have been released. Proposals are expected to be returned by February 1, 2011. A contract for these services will be brought to the Board in late February for approval. The selected firm will be responsible for securing the necessary contractors to carry out the overall project.

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

Each of the four proposals had been reviewed by a team of Public Works staff using a Qualifications Based Selection (QBS) process. The two firms that ranked the highest in

staff's review were interviewed and the firm that is being recommended is Terra Engineering of Chicago, Illinois.

Terra Engineering, a WBE, has successfully managed a number of capital improvement projects for the Village since 1995. Some of these projects include the Central Pump Station, Downtown Demolition and Parking Lot Construction, Austin Boulevard Lighting improvements, Lake Street Resurfacing, and the Village's Alley program, etc. The most recent project Terra is handling is Roosevelt Road Streetscape. They have worked closely with The Lakota Group though the schematic design process and moved the project seamlessly through to the construction phase. Over the last fifteen years, Terra has not only gained extensive knowledge of the Village's design and construction standards, but also developed a good working relationship with Village staff. Terra's staff have worked very hard at making sure all of the projects they manage run smoothly and that the needs of both the citizens and businesses are met throughout the construction period.

Item Budgetary Commentary:

The costs associated with this contract will be paid for out of the Downtown TIF Fund. The account for these services is identified as 2098-4380-210-530655. Following is a breakdown of the current and anticipated costs associated with this project thus far.

Consultant	Responsibilities	Cost
The Lakota Group	Schematic Design and Landscape Architecture	\$102,739
Terra Engineering	Engineering Design Services	\$179,577
Terra Engineering	Construction Engineering and Inspection	\$219,075
Total		\$501,391

Proposed Action: Approve the Resolution.

RESOLUTION

AUTHORIZING THE VILLAGE MANAGER TO APPROVE A PROFESSIONAL ENGINEERING CONTRACT WITH TERRA ENGINEERING FOR DESIGN AND CONSTRUCTION ENGINEERING FOR GREATER DOWNTOWN STREETSCAPE IMPROVEMENTS.

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 contract with Terra Engineering Company of Chicago, Illinois for professional engineering services for design and construction engineering for Greater Downtown Streetscape Improvements in an amount not to exceed \$398,652. The contract shall substantially conform to the contract attached hereto as Exhibit A and made part hereof.

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, 2011 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ADOPTED AND APPROVED by me this 18th day of January, 2011.

David G. Pope
Village President

ATTEST:

Teresa Powell
Village Clerk

PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF OAK PARK AND TERRA ENGINEERING FOR DESIGN AND CONSTRUCTION ENGINEERING FOR GREATER DOWNTOWN STREETScape IMPROVEMENTS

This Agreement is made by and between the Village of Oak Park, 123 Madison Street, Oak Park, Illinois 60302, a home rule unit of local government created and existing under the laws of the State of Illinois (hereinafter referred to as "the Village"), and Terra Engineering LTD, an Illinois corporation ("Consultant") on the 18th day of January 2011.

Section 1: Contract Documents

The documents forming this agreement are the following:

- a. This agreement;
- b. The Village of Oak Park's Request for Proposals for Professional Engineering Services for Phase II and Phase III Design and Construction Engineering for Greater Downtown Streetscape Improvements; and
- c. Terra Engineering's proposal dated December 28, 2010.

In addition, any documents referred to and incorporated into the above listed documents may contain additional contract terms, including but not limited to the IDOT Standard Details and Specifications for Road and Bridge Construction.

If any provision of the above identified documents conflict, disputes will be resolved so that the language of this agreement controls first and the language in the RFP second.

Section 2: Performance of the Services

Consultant shall perform the Services outlined in the Village of Oak Park's RFP identified above and in their Proposal dated December 28, 2010. The Services shall be performed in a proper and workmanlike manner, consistent with standards of professional practice followed by firms providing similar services and in full compliance with, and as required by or pursuant to, this Contract.

Section 3: Term of Agreement

Consultant shall commence the Services immediately and shall diligently proceed at the rate of completion set forth in the Project Scope Clarifications.

Section 4: Termination or Suspension for Convenience.

The Village shall have the right, for its convenience, to terminate or suspend the Services in whole or in part at any time by written notice to Consultant. In the event of any termination pursuant to this section, the Village shall pay Consultant for all work completed up to the date of termination. If work is undertaken but not completed, the Village shall pay a pro rata amount based on the rate of completion. Any such payment shall be offset by any prior payment or payments and shall be subject to the Village's rights to withhold and deduct as provided in this Contract.

Section 5: Contract Price and Payments

- a. Payment in Installments. The Contract Price is set forth in the Cost Estimate for Consultant Services, contained in Terra's RFP. Total payments for each Phase shall not exceed the amount set forth in the Cost Estimate, unless prior approval is received from the Village. The total price shall be in an amount not to exceed \$398,652. The Village shall pay the consultant on a monthly basis based on the services provided during the month. Payment to the consultant shall be made within 30 days of the receipt of an invoice for services as outlined in the proposal.
- b. Pay Requests. The Consultant will submit a detailed summary of costs to the Village for review and approval. The summary of costs shall be outlined on BCE 434 forms used by IDOT and include the work performed and corresponding hours, fees and out-of-pocket expenses. Invoices shall be mailed to the Village Engineer located at the Village of Oak Park, 201 South Boulevard, Oak Park, Illinois 60302.

Consultant shall submit to the Village an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to establish costs incurred for all labor, material, and other things covered by the invoice and the absence of any interest, whether in the nature of a lien or otherwise, of any party in any property, work, or fund with respect to the Services performed under this Contract. In addition to the foregoing, such invoice shall include (a) employee classifications, rates per hour, and hours worked by each classification, and, if the Services are to be performed in separate phases, for each phase; (b) total amount billed in the current period and total amount billed to date, and, if the Services are to be performed in separate phases, for each phase; (c) the estimated percent completion, and, if the Services are to be performed in separate phases, for each phase. Consultant shall submit pay requests by the 10th day of the month or submit a pre-arranged payment schedule for invoicing in conjunction with Scope of Services and schedule.

Section 6: Final Acceptance and Final Payment

The Services shall be considered complete on the date of final written acceptance by the Village of the Services, which acceptance shall not be unreasonably withheld or delayed. As soon as practicable after final acceptance, the Village shall pay to Consultant the balance of the Contract Price, after deducting therefrom all charges against Consultant as provided for in this Contract ("**Final Payment**"). The acceptance by Consultant of Final Payment with respect to the Services shall operate as a full and complete release of the Village of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by, or to Consultant for anything done, furnished for, arising out of, relating to, or in connection with the Services, except for such claims as Consultant reserved in writing at the time of submitting its invoice for final payment.

Section 7: Deductions

The Village's Right to Withhold. Notwithstanding any other provision of this Contract and without prejudice to any of the Village's rights or remedies, the Village shall have the right at any time or times to withhold from any payment such amount as may reasonably appear necessary to compensate the Village for any actual or prospective loss due to: (1) Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which Consultant is liable under this Contract; (3) claims of subcontractors, suppliers, or other persons performing consultants services; (4) delay in the progress or completion of the Services; (5) inability of Consultant to complete the Services; (6) failure of Consultant to properly complete or document any pay request; (7) any other failure of Consultant to perform any of its obligations under this Contract; or (8) the cost to The Village, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of the Village's remedies set forth in Section 11 of this Contract. The Village must notify consultant of cause for withholding within 14 days of receiving invoice.

Use of Withheld Funds. The Village shall be entitled to retain any and all amounts withheld pursuant to this Contract until Consultant shall have either performed the obligations in question or furnished security for such performance satisfactory to the Village. The Village shall be entitled to apply any money withheld or any other money due Consultant under this Contract to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys' fees, and administrative expenses incurred, suffered, or sustained by the Village and chargeable to Consultant under this Contract.

Section 8: Required Submittals

Consultant shall submit to the Village all drawings, specifications, reports, documents, data, and information set forth in the Scope of Services in format customarily used in the industry. The Contractor's drawings and specifications shall include all items necessary for the proper execution and completion of the work by the Contractor the Village hires to construct the project.

The Consultant acknowledges that the Village intends to transmit the drawings and specifications to a contractor and/or subcontractor(s) and material and equipment suppliers who will rely on the accuracy of those drawings and specifications in construction of the improvements. The Consultant authorizes their use for those purposes. The Village will also have the right to use the end product deliverables for any other Village purpose.

The Village shall have the right to require such corrections as may be reasonably necessary to make any Required Submittal conform to this Contract.

Consultant shall be responsible for any delay in the Services due to delay in providing Required Submittals conforming to this Contract.

Section 9: Consultant's Personnel and Subcontractors:

Consultant shall utilize its own personnel to complete the Services. No part of this agreement may be subcontracted.

Section 10: Change Orders

All change orders shall be in writing and agreed to by the parties. The rates for any additional services not included within the Scope of Services attached hereto shall be at the stated hourly rates in the Scope of Services.

Section 11: Insurance

Consultant shall obtain a professional liability (errors and omissions) insurance policy, naming the Village as an additional insured with respect to the performance of the services in this contract. The policy shall have a minimum limit of \$2,000,000 per claim and in the aggregate. Consultant shall also obtain a comprehensive general liability policy, including products completed, and contractual liability, with a minimum limit of \$1,000,000 per claim, \$2,000,000 in the aggregate.

Contemporaneous with Consultant's execution of this Contract, Consultant shall provide certificates and policies of insurance evidencing at least the minimum insurance coverage and limits. Such policies shall be in a form reasonably acceptable to the Village and from companies with a general rating of A and a financial size category of Class VII or better, in Best's Insurance Guide. Such insurance shall provide that no change, modification in, or cancellation of any thereof shall become effective until the expiration of 30 days after written notice shall, at all times while providing, performing, or completing the Services, maintain and keep in force, at Consultant's expense, at least the minimum insurance coverage and limits.

Section 12: Indemnification

Consultant shall, without regard to the availability or unavailability of any insurance, either of the Village or Consultant, indemnify, save harmless, and defend the Village against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including reasonable attorneys' fees and administrative expenses, that may arise, or be alleged to have arisen, out of or in connection with Consultant's performance of, or failure to perform, the Services or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of Consultant, but only to the extent caused by the negligence of Consultant or its Sub-consultants or their respective employees.

Section 13: The Village's Remedies

If it should appear at any time prior to Final Payment that Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Contract, or has attempted to assign this Contract or Consultant's rights under this Contract, either in whole or in part, or has falsely made any representation or warranty, or has otherwise failed, refused, or delayed to

perform or satisfy any other requirement of this Contract or has failed to pay its debts as they come due ("**Event of Default**"), and has failed to cure, or has reasonably commenced to cure any such Event of Default within fifteen business days after Consultant's receipt of written notice of such Event of Default, then the Village shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

a. The Village may require Consultant, within such reasonable time as may be fixed by the Village, to complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete and to take any or all other action necessary to bring Consultant and the Services into compliance with this Contract.

b. The Village may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Services or part thereof and make an equitable reduction in the Contract Price.

c. The Village may terminate this Contract without liability for further payment of amounts due or to become due under this Contract except for amounts due for services properly performed prior to termination.

d. The Village may withhold from any Progress Payment or Final Payment, whether or not previously approved, or may recover from Consultant, any and all costs but not exceeding the amount of consultant fee, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default or as a result of actions taken by the Village in response to any Event of Default.

e. The Village may recover any damages suffered by the Village.

Section 14: No Collusion

Consultant hereby represents and certifies that Consultant is not barred from contracting with a unit of state or local government as a result of (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Consultant is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq. Consultant hereby represents that the only persons, firms, or corporations interested in this Contract are those disclosed to the Village prior to the execution of this Contract, and that this Contract is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Consultant has, in procuring this Contract, colluded with any other person, firm, or corporation, then Consultant shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Contract shall, at the Village's option, be null and void.

Section 15: No Waiver

No examination, inspection, investigation, test, measurement, review, determination, decision, certificate, or approval by the Village, nor any order by the Village for the payment of money, nor any payment for, or use, possession, or acceptance of, the whole or any part of the Services by the Village, nor any extension of time granted by the Village, nor any delay by the Village in exercising any right under this Contract, nor any other act or omission of the Village shall constitute or be deemed to be an acceptance of any defective, flawed, unsuitable, nonconforming, or incomplete Services, nor operate to waive or otherwise diminish the effect of any representation made by Consultant; or of any requirement or provision of this Contract; or of any remedy, power, or right of the Village. Any failure or delay by the Village or Consultant to assert its rights under the Contract or applicable law against the other party in any given instance or number of instances shall not result in a waiver of the right to timely assert such rights under the Contract or applicable law in any other instance.

Section 16: Notices

Notices and communications sent to the Village shall be directed as follows:

Village of Oak Park
201 South Boulevard
Oak Park, Illinois 60302
Attention: Jim Budrick, Village Engineer
Phone: 708-358-5722,
Fax 708-434-1600

Notices and communications to Consultant shall be addressed to, and delivered at, the following address:

Terra Engineering, LTD
225 West Ohio Street
Chicago, Illinois 60654
Attention: Jamil Bou-Saab
Phone: 312-467-0123
Fax 312-467-0220

Section 17: Compliance with Laws and Grants

Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, and other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. Consultant shall also comply with all

conditions of any federal, state, or local grant received by the Village or Consultant with respect to this Contract or the Services. SCB shall receive notification of any special conditions prior to project start.

Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part thereof.

Section 18: Ownership of End Product Documents

Drawings, plans, specifications, photos, reports, information, observations, calculations, notes and any other reports, documents, data or information, in any form, prepared, collected, or received by Consultant in connection with any or all of the Services ("**Documents**") shall be and remain the property of the Village upon completion of the project and payment to the consultant all amounts then due. At the Village's request, or upon termination of this Contract, the Documents shall be delivered promptly to The Village. Consultant shall have the right to retain copies of the Documents for its files. Consultant shall maintain files of all Documents unless the Village shall consent in writing to the destruction of the Documents, as required by this paragraph. Consultant shall make the Documents available for the Village's review, inspection and audit during the entire term of this Contract. Consultant shall give notice to the Village of any Documents to be disposed of or destroyed and the intended date, which shall be at least 90 days after the effective date of such notice of disposal or destruction. The Village shall have 90 days after receipt of any such notice to given notice to Consultant not to dispose of or destroy said Documents and to require Consultant to deliver same to the Village, at the Village's expense.

Consultant shall have the right to include among Consultant's promotional and professional materials those drawings, renderings, other design documents and other work products that are prepared by Consultant under this Contract (collectively "Work Products"). The Village shall provide professional credit to the Consultant in the Village's development, promotional and other materials which include Consultant's Work Products.

IN WITNESS WHEREOF, The Village and Consultant have caused this Contract to be executed in two original counterparts as of the day and year first written above.

Village of Oak Park

Terra Engineering LTD

Thomas W. Barwin
Village Manager

By: _____
Title: _____

Exhibit 1: Understanding and Project Approach

REVIEWED AND APPROVED AS TO FORM
EXHIBIT 1: PROJECT COSTS

JAN 11 2011



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VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

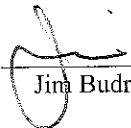
Item Title: Resolution Authorizing a Professional Services Contract with Strand Associates for the Viaduct Enhancements Project in an Amount Not to Exceed \$129,744.

Resolution or Ordinance No. _____

Date of Board Action **January 18, 2011**

Staff Review:

Village Engineer




Jim Budrick

Chief Financial Officer

Craig Lesner

Village Manager's Office



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

In 2010, the Engineering Division applied for Illinois Transportation Enhancement Program (ITEP) grant funds to improve two more viaducts in the Village. The improvements envisioned for the viaducts are similar to those done at the Oak Park Avenue viaduct. These include minor concrete repairs; cleaning and painting of the steel bridge structure; major improvements to the pedestrian way through the viaduct, including LED lighting; and aesthetic and landscape treatments of the approaches to the viaducts.

The State authorized funding for these improvements on October 29, 2010. A total project cost of \$984,050 was approved with the State covering 80%, or \$787,240. The Village is responsible for the 20% balance, or \$196,810. The 2011 budget includes \$10,000 for the Village's share of the Phase II Engineering for Design of this project.

In an effort to move ahead quickly with this project, staff contacted Strand Associates, the engineering consultant who was selected for the initial viaduct project through an RFP process in 2007. The 2007 contract called for the development of schematic plans for both Marion and Oak Park Avenue as well as the construction plans for the Oak Park Avenue viaduct. Work on the Oak Park Avenue viaduct was completed this past fall.

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

The contract which is before you is a professional services agreement with Strand for Phase II design of the viaduct improvements. Strand has worked on a number of Federally funded projects of this type for the Village. Some of the most recent projects include Oak Park Avenue resurfacing, Chicago Avenue Streetscape, Madison Street resurfacing, Traffic Signal Interconnects and the Oak Park Avenue viaduct improvements. The Strand team has shown they have the capability to successfully design and manage a project that both meets the Village's objectives as well as the overall schedule.

Attached for the Board's information is the contract with Strand Associates which includes the full scope of services outlined in their proposal. The contract follows the same format used in other professional consultant contracts recently awarded by the Village. The total cost for this contract is \$129,744. It is anticipated that Strand will work on the Phase II Design for this project in 2011. The construction phase is currently planned to take place in 2012.

Item Budgetary Commentary:

As outlined above, 80% of the costs for this project will come primarily from ITEP grant funds (\$787,240). The remaining 20% (\$196,810) is required from the Village. A total of \$10,000 in Capital Improvement Project funds have been budgeted in 2011 in fund 3095 to cover the Village's share of the Phase II Engineering Design.

Given that this contract will be bid and awarded by the State of Illinois, the construction portion of this project is anticipated to take place in 2012. The remaining share for the Village will be budgeted accordingly.

Proposed Action:

Approve the Resolution.

RESOLUTION

AUTHORIZING AN EXECUTION OF A PROFESSIONAL SERVICES CONTRACT WITH STRAND ASSOCIATES FOR THE VIADUCT ENHANCEMENTS PROJECT

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 with Strand Associates, Inc. of Joliet, Illinois for the Viaduct Enhancements Project in an amount not to exceed \$129,744. The Agreement shall conform substantially to the Professional Services Agreement attached hereto as Exhibit A and made part hereof.

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 2011 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ADOPTED AND APPROVED by me this 18th day of January 2011.

David G. Pope
Village President

ATTEST:

Teresa Powell
Village Clerk

PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF OAK PARK AND STRAND ASSOCIATES FOR THE VIADUCT ENHANCEMENT PROJECT

This Agreement is made by and between the Village of Oak Park, 123 Madison Street, Oak Park, Illinois 60302, a home rule unit of local government created and existing under the laws of the State of Illinois (hereinafter referred to as "the Village"), and Strand Associates, Inc., an Illinois corporation ("Consultant") on the 18th day of January 2011.

Section 1: Performance of the Services

Consultant shall perform the Services as outlined in their Proposal dated November 17, 2010. The Services shall be performed in a proper and workmanlike manner, consistent with standards of professional practice followed by firms providing similar services and in full compliance with, and as required by or pursuant to, this Contract.

The services shall also be performed in accordance with the specifications contained in the ITEP grant agreement.

Section 2: Term of Agreement

Consultant shall commence the Services immediately and shall diligently proceed at the rate of completion set forth in the Project Scope Clarifications.

Section 3: Termination or Suspension for Convenience.

The Village shall have the right, for its convenience, to terminate or suspend the Services in whole or in part at any time by written notice to Consultant. In the event of any termination pursuant to this section, the Village shall pay Consultant for all work completed up to the date of termination. If work is undertaken but not completed, the Village shall pay a pro rata amount based on the rate of completion. Any such payment shall be offset by any prior payment or payments and shall be subject to the Village's rights to withhold and deduct as provided in this Contract.

Section 4: Contract Price and Payments

a. Payment in Installments. The Contract Price is set forth in the Project Costs, Attached as Exhibit 2. The total price shall be in an amount not to exceed \$129,744. The price will be paid in installments not more frequently than once each month ("Progress Payments"). Payments will be made within 30 days of receipt of Consultant's pay request.

b. Pay Requests. Consultant shall, as a condition precedent to its right to receive each Progress Payment, submit to the Village an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to establish costs incurred for all labor, material, and other things covered by the invoice and the absence of any interest, whether in the nature of a lien or otherwise, of any party in any property, work, or fund with respect to the Services performed under this Contract. In addition to the foregoing, such invoice shall include (a) employee classifications, rates per hour, and hours worked by each classification, and, if the

Services are to be performed in separate phases, for each phase; (b) total amount billed in the current period and total amount billed to date, and, if the Services are to be performed in separate phases, for each phase; (c) the estimated percent completion, and, if the Services are to be performed in separate phases, for each phase. Consultant shall submit pay requests by the 10th day of the month or submit a pre-arranged payment schedule for invoicing in conjunction with Scope of Services and schedule.

Section 4. Final Acceptance and Final Payment

The Services shall be considered complete on the date of final written acceptance by the Village of the Services, which acceptance shall not be unreasonably withheld or delayed. As soon as practicable after final acceptance, the Village shall pay to Consultant the balance of the Contract Price, after deducting therefrom all charges against Consultant as provided for in this Contract ("Final Payment"). The acceptance by Consultant of Final Payment with respect to the Services shall operate as a full and complete release of the Village of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by, or to Consultant for anything done, furnished for, arising out of, relating to, or in connection with the Services, except for such claims as Consultant reserved in writing at the time of submitting its invoice for final payment.

Section 5. Deductions

The Village's Right to Withhold. Notwithstanding any other provision of this Contract and without prejudice to any of the Village's rights or remedies, the Village shall have the right at any time or times to withhold from any payment such amount as may reasonably appear necessary to compensate the Village for any actual or prospective loss due to: (1) Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which Consultant is liable under this Contract; (3) claims of subcontractors, suppliers, or other persons performing consultants services; (4) delay in the progress or completion of the Services; (5) inability of Consultant to complete the Services; (6) failure of Consultant to properly complete or document any pay request; (7) any other failure of Consultant to perform any of its obligations under this Contract; or (8) the cost to The Village, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of the Village's remedies set forth in Section 11 of this Contract. The Village must notify consultant of cause for withholding within 14 days of receiving invoice.

Use of Withheld Funds. The Village shall be entitled to retain any and all amounts withheld pursuant to this Contract until Consultant shall have either performed the obligations in question or furnished security for such performance satisfactory to the Village. The Village shall be entitled to apply any money withheld or any other money due Consultant under this Contract to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys' fees, and administrative expenses incurred, suffered, or sustained by the Village and chargeable to Consultant under this Contract.

Section 6: Required Submittals

Consultant shall submit to the Village all reports, documents, data, and information set forth in the Scope of Services in format customarily used in the industry. The Village shall have the right to require such corrections as may be reasonably necessary to make any Required Submittal conform to this Contract.

Consultant shall be responsible for any delay in the Services due to delay in providing Required Submittals conforming to this Contract.

Section 7: Consultant's Personnel and Subcontractors:

Consultant shall utilize its own personnel to complete the Services. No part of this agreement may be subcontracted.

Section 8: Change Orders

All change orders shall be in writing and agreed to by the parties. The rates for any additional services not included within the Scope of Services attached hereto shall be at the stated hourly rates in the Scope of Services.

Section 9: Insurance

Contemporaneous with Consultant's execution of this Contract, Consultant shall provide certificates and policies of insurance evidencing at least the minimum insurance coverage and limits. For good cause shown, the Village may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as the Village may impose in the exercise of its sole discretion. Such policies shall be in a form reasonably acceptable to the Village and from companies with a general rating of A and a financial size category of Class VII or better, in Best's Insurance Guide. Such insurance shall provide that no change, modification in, or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to The Village. Consultant shall, at all times while providing, performing, or completing the Services, maintain and keep in force, at Consultant's expense, at least the minimum insurance coverage and limits .

Section 10: Indemnification

Consultant shall, without regard to the availability or unavailability of any insurance, either of the Village or Consultant, indemnify, save harmless, and defend the Village against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including reasonable attorneys' fees and administrative expenses, that may arise, or be alleged to have arisen, out of or in connection with Consultant's performance of, or failure to perform, the Services or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of Consultant, but only to the extent caused by the negligence of Consultant or its Sub-consultants or their respective employees.

Section 11: The Village's Remedies

If it should appear at any time prior to Final Payment that Consultant has failed or refused to prosecute, or has delayed in the prosecution of the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Contract, or has attempted to assign this Contract or Consultant's rights under this Contract, either in whole or in part, or has falsely made any representation or warranty, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Contract or has failed to pay its debts as they come due ("**Event of Default**"), and has failed to cure, or has reasonably commenced to cure any such Event of Default within fifteen business days after Consultant's receipt of written notice of such Event of Default, then the Village shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

- a. The Village may require Consultant, within such reasonable time as may be fixed by the Village, to complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete and to take any or all other action necessary to bring Consultant and the Services into compliance with this Contract.
- b. The Village may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Services or part thereof and make an equitable reduction in the Contract Price.
- c. The Village may terminate this Contract without liability for further payment of amounts due or to become due under this Contract except for amounts due for services properly performed prior to termination.
- d. The Village may withhold from any Progress Payment or Final Payment, whether or not previously approved, or may recover from Consultant, any and all costs but not exceeding the amount of consultant fee, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default or as a result of actions taken by the Village in response to any Event of Default.
- e. The Village may recover any damages suffered by the Village.

Section 12: No Collusion

Consultant hereby represents and certifies that Consultant is not barred from contracting with a unit of state or local government as a result of (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Consultant is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq. Consultant hereby represents that the only persons, firms, or corporations interested in this Contract are those disclosed to the Village prior to the execution of this Contract, and that this Contract is made without collusion with any other person, firm, or

corporation. If at any time it shall be found that Consultant has, in procuring this Contract, colluded with any other person, firm, or corporation, then Consultant shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Contract shall, at the Village's option, be null and void.

Section 13: No Waiver

No examination, inspection, investigation, test, measurement, review, determination, decision, certificate, or approval by the Village, nor any order by the Village for the payment of money, nor any payment for, or use, possession, or acceptance of, the whole or any part of the Services by the Village, nor any extension of time granted by the Village, nor any delay by the Village in exercising any right under this Contract, nor any other act or omission of the Village shall constitute or be deemed to be an acceptance of any defective, flawed, unsuitable, nonconforming, or incomplete Services, nor operate to waive or otherwise diminish the effect of any representation made by Consultant; or of any requirement or provision of this Contract; or of any remedy, power, or right of the Village. Any failure or delay by the Village or Consultant to assert its rights under the Contract or applicable law against the other party in any given instance or number of instances shall not result in a waiver of the right to timely assert such rights under the Contract or applicable law in any other instance.

Section 14: Notices

Notices and communications sent to the Village shall be directed as follows:

Village of Oak Park
201 South Boulevard
Oak Park, Illinois 60302
Attention: Jim Budrick, Village Engineer
Phone: 708-358-5722,
Fax 708-434-1600

Notices and communications to Consultant shall be addressed to, and delivered at, the following address:

Strand Associates, Inc.
1170 South Houbolt Rd.
Joliet, Illinois 60431
Attention: Raymond Kumapley
Phone: 815-744-4200
Fax 815-744-4215

Section 15: Compliance with Laws and Grants

Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, and other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes

regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. Consultant shall also comply with all conditions of any federal, state, or local grant received by the Village or Consultant with respect to this Contract or the Services. SCB shall receive notification of any special conditions prior to project start.

Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part thereof.

Section 16: Ownership of End Product Documents

Drawings, plans, specifications, photos, reports, information, observations, calculations, notes and any other reports, documents, data or information, in any form, prepared, collected, or received by Consultant in connection with any or all of the Services ("**Documents**") shall be and remain the property of the Village upon completion of the project and payment to the consultant all amounts then due. At the Village's request, or upon termination of this Contract, the Documents shall be delivered promptly to The Village. Consultant shall have the right to retain copies of the Documents for its files. Consultant shall maintain files of all Documents unless the Village shall consent in writing to the destruction of the Documents, as required by this paragraph. Consultant shall make the Documents available for the Village's review, inspection and audit during the entire term of this Contract. Consultant shall give notice to the Village of any Documents to be disposed of or destroyed and the intended date, which shall be at least 90 days after the effective date of such notice of disposal or destruction. The Village shall have 90 days after receipt of any such notice to give notice to Consultant not to dispose of or destroy said Documents and to require Consultant to deliver same to the Village, at the Village's expense.

Consultant shall have the right to include among Consultant's promotional and professional materials those drawings, renderings, other design documents and other work products that are prepared by Consultant under this Contract (collectively "Work Products"). The Village shall provide professional credit to the Consultant in the Village's development, promotional and other materials which include Consultant's Work Products.

IN WITNESS WHEREOF, The Village and Consultant have caused this Contract to be executed in two original counterparts as of the day and year first written above.

Village of Oak Park

Strand Associates, Inc

Thomas W. Barwin
Village Manager


By: _____

Title: _____

Exhibit 1: Project Approach and Project Scope Clarifications.
Exhibit 2: Project Costs

REVIEWED AND APPROVED
AS TO FORM

JAN 11 2011


LAW DEPARTMENT



1170 South Houbolt Road
 Joliet, IL 60431
 Phone: 815-744-4200
 Fax: 815-744-4215

Office Locations

Madison, WI
 Joliet, IL
 Louisville, KY
 Lexington, KY
 Mobile, AL
 Columbus, IN
 Columbus, OH
 Indianapolis, IN
 Milwaukee, WI
 Cincinnati, OH
 Phoenix, AZ

www.strand.com

November 17, 2010

Mr. James Budrick, P.E., Village Engineer
 Village of Oak Park
 210 South Boulevard
 Oak Park, IL 60302

Re: Proposed Fees for Phase II and Phase III Engineering Services
 Ridgeland Avenue and Marion Street Viaduct Enhancements

Dear Jim:

Enclosed please find our proposed fees to provide Phase II and Phase III Engineering Services for the Illinois Transportation Enhancement Program (ITEP) funded enhancements at the Marion Street and Ridgeland Avenue viaducts. Having recently completed a similar project scope at the Oak Park Avenue viaduct, you will find that Strand will be very efficient in completing this project.

This proposal is presented in the agreement format; however, please do not execute the document. As you are aware, using federal funds to pay for engineering requires Illinois Department of Transportation review and approval prior to execution. The completed CECS, along with direct cost breakdown is included, based on a cost plus fixed fee method of compensation. The Scope of Services and associated fees can be negotiated with the Village.

A summary is present below:

Marion Street and Ridgeland Ave Viaduct Enhancement	
Phase II Engineering	
Labor Cost	\$35,027.93
Expenses	\$7,032.00
Fixed Fee	\$5,939.19
Total	\$47,999.12

Marion Street and Ridgeland Ave Viaduct Enhancement	
Phase III Engineering (Assumes half-time observation)	
Labor Cost	\$63,265.09
Expenses	\$8,609.00
Fixed Fee	\$9,870.74
Total	\$81,744.83



Mr. James Budrick
Village of Oak Park
Page 2
November 17, 2010

Please do not hesitate to contact me if you have any questions or require additional clarification.

Thank you very much for this opportunity. I look forward to continue working with you and the Village of Oak Park.

Sincerely,

STRAND ASSOCIATES, INC.®

Raymond Kumapley, P.E.

Enclosure(s)

PROJECT SCOPE CLARIFICATIONS

Village of Oak Park-Viaduct Enhancement Project Ridgeland Avenue Viaduct and Marion Street Viaduct

Section Number:

Project Number:

Job Number:

Project Understanding

In general, this project includes preparation of drawings and specifications, opinions of probable construction cost, and an estimate of construction time for the aesthetic enhancement of the existing railroad viaducts at Marion Street and Ridgeland Avenue between South Boulevard and North Boulevard. Aesthetic enhancements include installation of pedestrian and roadway lighting, installation of gateway sign panels, and decorative metal panels. The existing Portland cement concrete sidewalk and curb and gutter will be replaced beneath the Marion Street viaduct. Roadway pavement improvements also will be undertaken beneath the Marion Street viaduct. This project will be funded using an Illinois Transportation Enhancement Program (ITEP) grant. Engineering services will also be paid for using ITEP funds.

Marion Street is under the jurisdiction and maintenance responsibility of the Local Agency (LA). Ridgeland Avenue is under the jurisdiction of IDOT and the maintenance responsibility of the LA. It is assumed that all proposed improvements will be performed within the existing right-of-way (ROW).

Description of Tasks

Task 1 Administration

1. Administration hours will be used to track the project schedule and budget.
2. IDOT invoices will be completed.

Task 2 Meetings, Data Gathering and Review

1. Attend one kickoff meeting with IDOT at its office in Schaumburg.
2. Attend one Federal Highway Administration (FHWA) Coordination meeting at IDOT's office in Schaumburg.
3. Attend one progress meeting with LA at its office in Oak Park.
4. Prepare meeting minutes and distribute to all in attendance.
5. Obtain available documents from LA, including ROW information, utility information, and as-built drawings.

Task 3 Field Survey and Condition Assessment

1. Photograph project sites and create a photo log.
2. Perform a site visit by key project team members to observe existing conditions.

3. Prepare a topographical base map based on field measurements.
4. Prepare an abridged Bridge Condition Report.

Task 4 Architectural Concepts

1. Develop up to two separate landscaping concepts at Ridgeland Avenue.
2. Develop preliminary opinion of probable construction costs for each concept.

Task 5 Communication with LA, Railroad, and Utilities

1. Notify utility companies, Union Pacific Railroad, Metra, and Chicago Transit Authority of the proposed work and possible conflicts.
2. Provide drawings to utility companies impacted by the proposed improvements.

Task 6 Lighting Design

1. Pedestrian and roadway lighting design will be provided under the viaduct.
2. Develop photometric calculations for pedestrian lighting and roadway lighting at each of the two viaduct locations..
3. Submit up to three copies of the photometric calculations to IDOT for review and approval.
4. IDOT special provisions will be provided.

Task 7 Preparation of PS&E

Develop drawings and specifications for the proposed enhancements. Prefinal and Final drawings will be submitted to LA and IDOT for review. Drawings and specifications will be prepared in accordance with IDOT Bureau of Local Roads and Streets Manual.

1. Prepare summary of quantities, opinions of probable of construction cost, and estimate of construction time using appropriate IDOT BLR forms.
2. IDOT and LA special provisions will be provided. Fifty pages of specifications per review are anticipated.
3. Develop an opinion of probable construction cost using pay items and quantities developed. Unit costs will be based on comparable projects recently let by IDOT.
4. Submit up to six copies of 11-inch x 17-inch drawing sets and six copies of special provisions to IDOT for prefinal plan review.
5. Submit up to six copies of 11-inch x 17-inch drawing sets and six copies of special provisions to IDOT for final plan review.
6. Submit one 22-inch x 34-inch mylar plan set to IDOT for letting.
7. Provide Quality Control reviews prior to each submittal for services provided by Strand.
8. Contact IDOT, Metropolitan Water Reclamation District of Greater Chicago, Illinois Department of Natural Resources, Army Corps of Engineers, Illinois Commerce

Commission, and Illinois Environmental Protection Agency regarding permit needs and submit required permit applications.

9. The following drawings will make up the plan set:
 - a. Title Sheet/Index of Sheets (one sheet).
 - b. General Notes, Highway Standards, and District One Details (one sheet).
 - c. Summary of Quantities (maximum two sheets).
 - d. Marion Street Roadway Plan (one sheet).
 - e. Marion Street Viaduct Lighting Plan (one sheet).
 - f. Enhancement Plan and Elevations (maximum 11 sheets).
 - g. Structural Details (one sheet).
 - h. Special Details (maximum two sheets).
 - i. District One Details.
 - j. Highway Standards.

Further Clarifications and Items Not Included in this Proposal

According to our understanding of the project scope and discussions with the LA and IDOT, the following items are not included in the project scope. If required, Strand will provide man hours to complete these tasks.

1. ROW plats are not required for the proposed improvements.
2. Phase I Project Development Report (PDR) and environmental processing (biological, cultural, and special waste) will not be prepared. The project will be processed as a Categorical Exclusion Group I without a PDR.
3. Traffic count data collection will not be performed.
4. Maintenance of Traffic will be provided in accordance with IDOT Highway Standards.
5. All permit and drawing review fees payable to regulatory agencies shall be paid by the LA.

VIADUCT ENHANCEMENT PROJECT
 RIDGELAND AVENUE VIADUCT AND MARION STREET VIADUCT
 VILLAGE OF OAK PARK
 COOK COUNTY
 PROJECT NUMBER:
 JOB NUMBER:
 SECTION NUMBER:

	Description	# of Copies	Rate	Total In House	Total Out House
XEROX					
		misc. 200	\$0.15	\$30.00	
Administration		misc. 400	\$0.15	\$60.00	
Meetings, Data Gathering, and Review		survey notes 100	\$0.15	\$15.00	
Field and Condition Assessment		Misc 200	\$0.15	\$30.00	
Architectural Concepts		misc. 200	\$0.15	\$30.00	
Communication with Village, Railroad, and Utilities		misc. coord. 200	\$0.15	\$30.00	
Lighting Design		Specifications 1,500	\$0.15	\$225.00	
Preparation of PS&E					
		2,800	\$0.15	\$420.00	
SUBTOTAL					

	Description	# of Hours	Rate	Total In House	Total Out House
COMPUTER					
		26	\$15.00	\$390.00	
Administration		18	\$15.00	\$270.00	
Meetings, Data Gathering, and Review		18	\$15.00	\$270.00	
Field and Condition Assessment		32	\$15.00	\$480.00	
Architectural Concepts		24	\$15.00	\$360.00	
Communication with Village, Railroad, and Utilities		48	\$15.00	\$720.00	
Lighting Design		120	\$15.00	\$1,800.00	
Preparation of PS&E					
		286	\$15.00	\$4,290.00	
SUBTOTAL					

	Description	# of Hours	Rate	Total In House	Total Out House
POSTAGE					
					\$100.00
Administration					\$100.00
Meetings, Data Gathering, and Review					
Field and Condition Assessment					
Architectural Concepts					\$100.00
Communication with Village, Railroad, and Utilities					
Lighting Design					\$200.00
Preparation of PS&E					\$500.00
SUBTOTAL					

	Description	# of Hours	Rate	Total In House	Total Out House
FILM AND PROCESSING					
					\$200.00
Administration					\$200.00
Meetings, Data Gathering, and Review					
Field and Condition Assessment					
Architectural Concepts					
Communication with Village, Railroad, and Utilities					
Lighting Design					
Preparation of PS&E					\$200.00
SUBTOTAL					

	Description	# of Copies	Rate	Total In House	Total Out House
XEROX 2 (Color Copier)					
			\$2.00	\$0.00	
Administration			\$2.00	\$0.00	
Meetings, Data Gathering, and Review			\$2.00	\$0.00	
Field and Condition Assessment		50	\$2.00	\$100.00	
Architectural Concepts			\$2.00	\$0.00	
Communication with Village, Railroad, and Utilities			\$2.00	\$0.00	
Lighting Design			\$2.00	\$0.00	
Preparation of PS&E					
		50	\$2.00	\$100.00	
SUBTOTAL					

VIADUCT ENHANCEMENT PROJECT
 RIDGELAND AVENUE VIADUCT AND MARION STREET VIADUCT
 VILLAGE OF OAK PARK
 COOK COUNTY
 PROJECT NUMBER:
 JOB NUMBER:

MILEAGE	Description V=vehicle, T=trips, M=miles (one way)	# of miles	Rate	Total In House	Total Out House
			\$0.500		\$0.00
Administration	1V x 6T x 50M	300	\$0.500		\$150.00
Meetings, Data Gathering, and Review	2V x 2T x 50M	200	\$0.500		\$100.00
Field and Condition Assessment	1V x 2T x 50M	100	\$0.500		\$50.00
Architectural Concepts	1V x 2T x 50M	100	\$0.500		\$50.00
Communication with Village, Railroad, and Utilities			\$0.500		\$0.00
Lighting Design	1V x 2T x 50M	100	\$0.500		\$50.00
Preparation of PS&E		800	\$0.500		\$400.00
SUBTOTAL					

PRINTS / COPIES	Description	Total Area Sq Ft	Rate	Total In House	Total Out House
			\$0.30	\$0.00	
Administration	misc	80	\$0.30	\$24.00	
Meetings, Data Gathering, and Review			\$0.30	\$0.00	
Field and Condition Assessment	misc	40	\$0.30	\$12.00	
Architectural Concepts	drawings	40	\$0.30	\$12.00	
Communication with Village, Railroad, and Utilities	drawings		\$0.30	\$0.00	
Lighting Design	drawings	2,200	\$0.30	\$660.00	
Preparation of PS&E		2,360	\$0.30	\$708.00	
SUBTOTAL					

MYLAR	Description	Total Area Sq Ft	Rate	Total In House	Total Out House
			\$2.30	\$0.00	
Administration			\$2.30	\$0.00	
Meetings, Data Gathering, and Review			\$2.30	\$0.00	
Field and Condition Assessment			\$2.30	\$0.00	
Architectural Concepts			\$2.30	\$0.00	
Communication with Village, Railroad, and Utilities			\$2.30	\$0.00	
Lighting Design	drawings	180	\$2.30	\$414.00	
Preparation of PS&E		180	\$2.30	\$414.00	
SUBTOTAL					

SUMMARY	Description	Total In House	Total Out House
		\$420.00	\$100.00
Administration		\$354.00	\$250.00
Meetings, Data Gathering, and Review		\$285.00	\$300.00
Field and Condition Assessment		\$622.00	\$50.00
Architectural Concepts		\$402.00	\$150.00
Communication with Village, Railroad, and Utilities		\$750.00	\$0.00
Lighting Design		\$3,099.00	\$250.00
Preparation of PS&E		\$5,932.00	\$1,100.00
TOTAL			

**EXHIBIT B: SCOPE CLARIFICATIONS
CONSTRUCTION ENGINEERING SERVICES**

CONSULTANT: STRAND ASSOCIATES, INC. (SAI)
ROUTE: Marion Street/Ridgeland Avenue
SECTION NO:
PROJECT NO:
JOB NO:
COUNTY: COOK
LA CONTACT: Mr. Jim Budrick, P.E. –Village Engineer

Construction funding for the project shall be a combination of Illinois Transportation Enhancement Program (ITEP) funds.

1) Administration

- a) Administration hours shall be used to track the project schedule, budget, and task completion by project management.
- b) Complete Illinois Department of Transportation (IDOT) invoices.

2) Meetings and Communication

- a) Attend a preconstruction meeting scheduled by Illinois Department of Transportation at their offices.
- b) Attend a maximum of one progress meeting every month for the duration of the project with the Contractor and Owner at a location provided by the Owner.
- c) Prepare meeting minutes for all meetings and distribute to all in attendance.
- d) Communication with LA regarding material testing services.

3) Construction Observation

- a) Provide half-time observation for 16-week construction duration.
- b) Maintain records and daily diary in accordance with IDOT documentation.
- c) Review shop drawings and make necessary plan revisions.
- d) In furnishing observation services, ENGINEER's efforts shall be directed toward determining for LA that the completed project will, in general, conform to the Contract Documents; but ENGINEER shall not supervise, direct, or have control over the contractor's work and shall not be responsible for the contractor's construction means, methods, techniques, sequences, procedures, or health and safety precautions or programs, or for the contractor's failure to perform the construction work in accordance with the Contract Documents.

4) Construction Documentation

- a) Process necessary paperwork in accordance with IDOT documentation.
- b) Prepare change order when necessary.
- c) Process contractor applications for payment.

5) Project Close-Out

- a) Execute final papers in accordance with IDOT documentation.
- b) Perform a final review with Owner, IDOT representative, and Contractor and prepare a final punch list.

ENGINEER is providing drafting services only for record drawings based on the records presented to ENGINEER by Contractor and LA. ENGINEER shall not be liable for the accuracy of the record drawing information provided by Contractor and LA.

Further clarification and items not included with this Agreement:

1. Construction layout shall be performed by the Contractor.
2. Utility adjustments will be coordinated by the contractor.
3. Material Testing shall be provided by LA.
4. Agreement provision 1.g. provides for the engineer to inspect, document, and inform the resident engineer of the adequacy of the establishment and maintenance of the traffic control. This item only pertains to inspection for payment purposes. Engineer shall not have responsibility to supervise, direct, or have control over the contractor's work including traffic control and shall not be responsible for the contractor's construction means, methods, techniques, sequences, procedures, or health and safety precautions or programs, or for the contractor's failure to perform the construction work in accordance with the contract documents.

If any of the above not-included items are required, they shall be provided through an amendment to this Agreement.

Village of Oak Park
 Marion Street and Ridgelane Avenue Viaduct Enhancement
 Section No.:
 Job No.
 Project No.
 Cook County

XEROX		Description	# of Copies	Rate	Total In House	Total Out House
					\$60.00	
Administration		misc.	400	\$0.15	\$60.00	
Meetings and Communication		minutes	100	\$0.15	\$15.00	
Construction Observation				\$0.15	\$0.00	
Construction Documentation		field notes	400	\$0.15	\$60.00	
Project Closeout		misc	200	\$0.15	\$30.00	
			1,100	\$0.15	\$165.00	
SUBTOTAL						

COMPUTER		Description	# of Hours	Rate	Total In House	Total Out House
					\$390.00	
Administration			26	\$15.00	\$390.00	
Meetings and Communication			16	\$15.00	\$240.00	
Construction Observation			100	\$15.00	\$1,500.00	
Construction Documentation			48	\$15.00	\$720.00	
Project Closeout			80	\$15.00	\$1,200.00	
			270	\$15.00	\$4,050.00	
SUBTOTAL						

POSTAGE AND FAX		Description	# of Hours	Rate	Total In House	Total Out House
						\$100.00
Administration						\$100.00
Meetings and Communication						\$0.00
Construction Observation						\$100.00
Construction Documentation						\$100.00
Project Closeout						\$400.00
SUBTOTAL						

MISC. EQ.		Description	# of Days	Rate	Total In House	Total Out House
						\$0.00
Administration						\$0.00
Meetings and Communication						\$0.00
Construction Observation						\$0.00
Construction Documentation						\$0.00
Project Closeout						\$0.00
SUBTOTAL						

FILM AND PROCESSING		Description	# of Hours	Rate	Total In House	Total Out House
						\$0.00
Administration						\$0.00
Meetings and Communication						\$100.00
Construction Observation						\$0.00
Construction Documentation						\$0.00
Project Closeout						\$100.00
SUBTOTAL						

XEROX 2 (Color Copier)	Description	# of Copies	Rate	Total In House	Total Out House
Administration			\$1.50	\$0.00	
Meetings and Communication			\$1.50	\$0.00	
Construction Observation			\$1.50	\$0.00	
Construction Documentation			\$1.50	\$0.00	
Project Closeout					
SUBTOTAL		0	\$1.50	\$0.00	

MILEAGE	Description V=vehicle, T=trips, M=mile (return)	# of Miles	Rate	Total In House	Total Out House
Administration			\$0.500		\$0.00
Meetings and Communication	2 V x 4 T x 100 M	800	\$0.500		\$400.00
Construction Observation	1 V X 50 T X 100 M	5,000	\$0.500		\$2,500.00
Construction Documentation			\$0.500		\$0.00
Project Closeout	1 V X 8 T X 100 M	800	\$0.500		\$400.00
SUBTOTAL		6,600	0.500		\$3,300.00

PRINTS / COPIES	Description	Total Area Sq Ft	Rate	Total In House	Total Out House
Administration			\$0.30	\$0.00	
Meetings and Communication			\$0.30	\$0.00	
Construction Observation		180	\$0.30	\$54.00	
Construction Documentation			\$0.30	\$0.00	
Project Closeout		1,800	\$0.30	\$540.00	
SUBTOTAL		1,980	\$0.30	\$594.00	

SUMMARY	Description	# of Sheets	Rate	Total In House	Total Out House
Administration				\$450.00	\$100.00
Meetings and Communication				\$255.00	\$500.00
Construction Observation				\$1,554.00	\$2,600.00
Construction Documentation				\$780.00	\$100.00
Project Closeout				\$1,770.00	\$500.00
TOTAL				\$4,809.00	\$3,800.00

VILLAGE OF OAK PARK

AGENDA ITEM COMMENTARY

Item Title: Motion to Accept the 2011 Citizen Board and Commission Work Plans as Proposed with Amendments to the Budget Requests per Staff Recommendations

Resolution or Ordinance No. _____
Date of Board Action: January 18, 2011

Staff Review: _____
[Handwritten Signature]

Village Manager's Office: _____

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

Every year the Village Board approves work plans for the various Citizen Boards & Commissions. This is an outline of the work the Board asks the Commissions to accomplish in the year as well as provides an indication of the cost (if any) of a particular project. In addition, during the year if an issue develops the Village Board may also amend the work plan by formally referring an issue to a Commission.

Each year the Commissions propose a work plan to the Board. These work plans should be in keeping with each Commission's enabling ordinances. The staff liaison and the Village Clerk place these work plans in a standard format for action by the Village Board.

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

Attached are the proposed work plans for the Commissions for Board approval. Typically the Commissions in total spend approximately \$50,000. This year over \$100,000 in expenses were submitted. Staff recommends modifying the work plan budgets to stay consistent with typical expenses. The following modifications bring the Commission's total budget back in line with the \$50,000 allocation for Commissions.

- Reduce the Historic Preservation (HPC) workplan by \$20,000 to remove money for a consultant until HPC pursues a possible grant for this work. The HPC is aware of this request and is in agreement.
- Remove \$23,000 from the Public Art Commission for the "mini-mural" program because it is already accounted for in the Capital Improvement Program budget.
- Removed all budget requests from the Telecommunications budget. Commissions can not designate how to spend revenues in the general fund as well as removed the request for a lawyer. Any work by a Commission that may need legal support will be coordinated and if needed, hired, by the Law Department.
- Reduced the Transportation Commission budget by \$6,000 in consulting which is already accounted for in the Engineering budget.
- Reduced the Zoning Board of Appeals cost for hiring a intern. All employment is

coordinated with the Human Resources Department.

If approved by the Board, the work plans will be amended to reflect these changes. Otherwise a budget amendment will be required.

On a related matter, the CIC was asked earlier this year to review all of the Boards and Commissions to see if they are relevant to their original enabling ordinance. That report will be forwarded once complete.

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

The 2011 budget provides for \$50,000 for various Boards and Commissions. The staff recommendations noted above will keep the Commissions within the budget. Otherwise a budget request will be required.

Proposed Action: Approve the Motion

Approve the motion with the staff recommendations related to the Commission's budgets.

2011 WORK PLAN FOR BUILDING CODES ADVISORY COMMISSION

Trustee Liaison: Glenn Brewer

Staff Liaison: Steve Witt

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN

ENABLING LANGUAGE

2-20-1: CREATION:

There is hereby created and established in and for the Village of Oak Park a commission to be hereafter known as the Building Codes Advisory Commission. (Ord. 1999-0-8, 3-15-99)

2-20-2: MEMBERSHIP:

The Commission shall consist of a chairperson and four (4) members appointed by the President with the consent of the Village Board. All Commission members shall be qualified electors of Oak Park and shall not be employees of the Village. The Commission shall include:

- A registered design professional who is a registered architect;
- A licensed Illinois plumber or registered design professional with plumbing engineering experience;
- A licensed electrician or registered design professional with electrical engineering experience;
- An HVAC contractor or registered design professional with mechanical engineering experience;
- A fire protection contractor or a design professional with fire protection engineering experience. (Ord. 1999-0-8, 3-15-99)

2-20-3: TERMS OF OFFICE:

The chairperson and one Commission member shall be appointed to three (3) year terms. Two (2) members shall be appointed to two (2) year terms and the remaining one member to a one year term. Thereafter, each new member shall serve for three (3) years or until a successor has been appointed. (Ord. 1999-0-8, 3-15-99)

2-20-4: DUTIES:

The Commission shall have the following duties:

2011 WORK PLAN FOR BUILDING CODES ADVISORY COMMISSION

Trustee Liaison: Glenn Brewer

Staff Liaison: Steve Witt

A. Review each new edition of the model codes and recommend local amendments to the Director of Code Administration. The Director will formulate final code amendment recommendations for presentation to, and adoption by the President and Board of Trustees, based upon Commission recommendations, staff and community input and other information available to the Director.

B. Review and recommend to the Director of Code Administration the approval or denial of the use of alternate materials or methods of construction to those prescribed by the codes. Prior to recommending approval of any alternative method or material, the Commission must first find that, for the purpose intended, the method or material complies with the intent of the code and is at least the equivalent of that prescribed by the code in quality, strength, effectiveness, fire resistance, durability and safety.

C. Advise the Director of Code Administration, at the Village Manager's or Director's request, with regard to requests for modifications of specific code requirements. Prior to recommending a modification, the Commission must first find that a special reason exists which makes compliance with the strict letter of the code impractical in a given case, that the modification is in conformity with the intent and purpose of the code, and that such modification does not reduce the level of fire protection or structural integrity of any structure to which it is applied.

D. Provide code interpretations to the Department of Code Administration, upon request, which address the intent and applicability of code provisions and acceptable alternative materials or methods of construction. (Ord. 1999-0-8, 3-15-99)

2-20-5: ADVISORY RECOMMENDATIONS:

Commission recommendations are advisory only and are intended to provide the Director of Code Administration with preliminary technical and professional information and guidance which, when considered in conjunction with other information available to the Director, will assist him or her in formulating final decisions and policies which are appropriate for the Village. As preliminary information used in the formulation of final policies and decisions, Commission recommendations are not binding on the Director and are exempt from disclosure to the public under the Freedom of Information Act. (Ord. 1999-0-8, 3-15-99)

2-20-6: LIMITATIONS OF AUTHORITY:

The Commission shall have no authority relative to the administrative provisions of the codes nor shall the Commission be empowered to waive the requirements of any code. (Ord. 1999-0-8, 3-15-99)

2011 WORK PLAN FOR BOARD OF HEALTH

Trustee Liaison: Jan Pate

Staff Liaison: Margaret Provost-Fyfe

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN _____

ENABLING LANGUAGE:

20-2-1: ESTABLISHMENT; TERM OF MEMBERS:

There is hereby established an advisory board in and for the Village which shall be known as the Oak Park Board of Health and which shall be composed of seven (7) members including a chairperson and six (6) other members to be appointed by the Village President with the concurrence of the Board of Trustees. One member may be a high school student. All appointments shall be for three (3) year terms on a staggered basis with approximately one-third (1/3) of the Board being appointed each year. (Ord. 2001-0-47, 4-2-01)

20-2-2: SECRETARY:

The Director of Public Health shall serve as secretary of the Board of Health but shall not have the right to vote. It shall be the secretary's duty to keep a written record of all meetings of the Board which shall be kept on file in the office of the Director. (1981 Code)

20-2-3: BOARD OF HEALTH AUTHORITY:

The Board of Health is an advisory body to the Director of the Department of Public Health and the Board of Trustees, and as such has authority to make recommendations as to such rules, regulations and orders as it may deem necessary for the preservation and improvement of public health and for the prevention and/or suppression of disease. (1981 Code)

20-2-4: QUORUM:

Four (4) members of the Board of Health shall constitute a quorum thereof. (1981 Code; amd. Ord. 2001-0-47, 4-2-01)

20-2-5: MEETINGS:

The Board of Health shall hold monthly meetings and may also hold such additional special meetings as may be deemed advisable upon call of the chairman of the Board of Health, or upon request by the Director of Public Health, the Village Manager, or the Board of Trustees. (1981 Code)

2011 Work Plan for Building Codes Advisory Commission
Supporting User Friendly Village Hall and Sustainability

2011 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Advice & Recommendations to BPS	Review of current Housing Code Ordinance with respect to other adopted building codes; recommendations for amendments or updates.	Suggested amendments and/or updates	Ongoing	
Advice & Recommendations to BPS	Green codes: Discuss and evaluate added provisions for adopting use of green building.	Additional provisions addressing sustainability	Ongoing	
Advice & Recommendations to BPS	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 IBC, IRC and IFC by end of 2010 with Anticipated adoption of new codes	1-Q 2011	

2011 Work Plan for Building Codes Advisory Commission
 Supporting User Friendly Village Hall and Sustainability

2010 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Advice & Recommendations to BPS	Review of current Housing Code Ordinance with respect to other adopted building codes; recommendations for amendments or updates.	Suggested amendments and/or updates	Ongoing	
Advice & Recommendations to BPS	Green codes: Discuss and evaluate added provisions for adopting use of green building.	Additional provisions addressing sustainability	Ongoing	

2011 WORK PLAN FOR CITIZEN INVOLVEMENT COMMISSION

Trustee Liaison: Jan Pate

Staff Liaison: Teresa Powell

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN

ENABLING LANGUAGE

2-35-1: ESTABLISHMENT; DUTIES; STAFFING:

A. There is hereby established in and for the Village of Oak Park a Citizen Involvement Commission in order to foster citizen participation in the various boards, commissions and committees of the Village, and also to encourage volunteer participation in Village government and its activities. The duties of the Commission shall include the following: to be responsible for the recruitment of volunteers for the boards, commissions and committees of the Village, including holding prospects' meetings for said boards, commissions and committees in conjunction with the office of the Village Clerk; to act as liaisons to and provide support for said various boards, commissions and committees; and to provide education about and recognition for the activities of the Citizen Involvement Commission and said various boards, commissions and committees, including the sponsorship of the annual Volunteer Recognition Reception.

B. The Citizen Involvement Commission shall work closely with the office of the Village Clerk. The Village Clerk shall maintain all records and documentation pertaining to volunteer participation in Village government and its activities, including all records of the Citizen Involvement Commission, and shall maintain all records of the Commission's business, including all regular and special meetings. (Ord. 1999-0-8, 3-15-99)

2-35-2: COMPOSITION:

The Citizen Involvement Commission shall consist of a chairperson and twelve (12) members, including a chairperson to be appointed by the Village President, by and with the consent of the Village Board of Trustees. All terms shall be for a three (3) year period on a staggered basis, with the chairperson and four (4) members or five (5) members appointed each year. (Ord. 1999-0-8, 3-15-99)

2011 Work Plan for Citizen Involvement Commission
Supporting Diversity

2011 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	<p>Ongoing recruitment program, which mobilizes 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>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>Ongoing</p> <p>January</p> <p>Quarterly</p> <p>Ongoing</p>	<p>1500.00</p> <p>500.00</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>Distribute recruitment materials.</p> <p>Contributes to the 25% increase in number of first term appointments.</p>	<p>June and July</p> <p>Ongoing</p>	

2011 Work Plan for Citizen Involvement Commission
Supporting Diversity

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Commission Support	As follow-up to the 11/15/10 report, pursue any needed changes or updates to the current enabling language of boards and commissions, especially as to the size and duties of each commission. Co-host with Village Clerk's office one of the all-chair meetings.	Report to the Board of Trustees Strengthen the working relationship between CIC and Chairs. Reinforce message that everyone is a recruiter	TBD January	
Volunteer Recognition	Collect current demographic information for each commission using the HUD protected class categories. Host a volunteer recognition event at which the Volunteer of the Year award is presented.	Support the initiative to reduce impediments to fair housing named in latest Village report. Reception in Village Hall and Award presented by the Board of Trustees	February - March Second regular Board meeting in February	750.00
Liaison Relations	Ensure all indicated boards and commissions have a CIC liaison. Establish regular communication schedule between the CIC chair and the CIC Trustee Liaison.	CIC liaisons establish monthly contact for updates on workplans, vacancies and other assistance as necessary to meet commission needs. Increased timeliness in communicating CIC accomplishments, needs and concerns.	Ongoing Ongoing	

2011 Work Plan for Citizen Involvement Commission
Supporting Diversity

2010 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	Materials reprint Event participation Strategy development	<ol style="list-style-type: none"> 1. Reprint and distribution of yellow flyers 2. New banner & participation in Day In Our Village and July 4th parade 3. Marketing Subcommittee develops marketing plan 	<p>Winter-Spring 2010</p> <p>Summer-Fall 2010</p> <p>July – December and ongoing in 2011</p>	
Commission Support	<p>Implement multiple marketing strategies with messaging targeted to specific protected classes and other populations.</p> <p>Clarify procedures for Citizen Advisory Board and Commissions</p> <p>Appointments</p> <p>Investigate any needed changes or updates to the current enabling language of boards and commissions, especially as to the size and duties of each commission</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> <ol style="list-style-type: none"> 1. Revisions to Procedure Manual 2. New manual distributed to chairs and posted online 3. Review of procedural changes at Chair meeting. 4. CIC referred new commissioners for appointment in 2009 and in 2010, as of 7/31/10, 26 new commissioners. <p>Report to the Board of Trustees</p>	<p>Winter-Spring 2010</p> <p>By November 15</p>	

2011 Work Plan for Citizen Involvement Commission
Supporting Diversity

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recognition	Evening of Appreciation	Selection of Volunteer of the Year, hosting of Evening of Appreciation	Spring 2010	

2011 WORK PLAN FOR CITIZEN POLICE OVERSIGHT COMMITTEE

Trustee Liaison: John Hedges

Staff Liaison: Frank Spataro

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN

ENABLING LANGUAGE

2-30-1: CREATION; TERMS:

There is hereby established the Citizens Police Oversight Committee, to consist of seven (7) Oak Park citizens to be appointed by the Village President with the advice and consent of the Board of Trustees, with one of the citizens to be designated by the Village President as chairperson. In appointing the members of the Citizens Police Oversight Committee, the Village President shall consider the diversity and varied backgrounds of all citizens of Oak Park. Terms on the Citizens Police Oversight Committee shall be three (3) years, except that the initial term of two (2) members shall be one year and the initial term of an additional two (2) members shall be two (2) years. (Ord. 1991-0-48, 8-19-91; amd. Ord. 1997-0-32, 8-4-97)

2-30-2: DUTIES:

The Citizens Police Oversight Committee shall be an advisory committee to the President and Board of Trustees and is hereby authorized as follows:

- A. To receive and to then refer complaints from citizens in accordance with the procedures to be promulgated pursuant to Section 2-30-3 of this Article, and thereafter to monitor and evaluate the processing of all citizen complaints in regard to police misconduct, including, but not limited to, allegations of discriminatory conduct and/or treatment and the use of excessive force.
- B. To receive and review complaints from members of the Police Department, sworn and unsworn, regarding discriminatory or other unfair treatment by the Police Department, or any of its individual members, and/or by the Village, or any of its individual employees, but only at such time as the members shall have exhausted all other applicable means of internal dispute and/or grievance resolution available to them within the Police Department and within the Village government and set forth in the operating procedures adopted in accordance with Section 2-30-3 of this Article. The Committee may, however, receive complaints from members of the Police Department who have not exhausted all available means for the internal resolution of disputes and/or grievances where the member's use of the existing internal means for dispute and/or grievance resolution is not feasible due to extraordinary circumstances. The Committee shall refer all complaints so received to the President and Board of Trustees as may be necessary and appropriate, and shall advise the President and Board of Trustees regarding the Committee's review of same.

2011 WORK PLAN FOR CITIZEN POLICE OVERSIGHT COMMITTEE

Trustee Liaison: John Hedges

Staff Liaison: Frank Spataro

C. To monitor and evaluate the pattern of discipline and/or the administration of sanctions within the Police Department.

D. To monitor and evaluate Village efforts in the Police Department in regard to racial and cultural diversity in such areas as training, recruitment, promotions and interpersonal relations.

E. To meet with and provide written reports to the Village Board or such standing or ad hoc committee of the Village Board as the Village Board may designate, on a semi-annual basis, concerning the Committee's activities and any information and analysis of such information which the Committee may have compiled as a result of its activities during the preceding six (6) months. In addition to the required semi-annual meetings and reports, the Committee may report to the Village Board on special items of concern within its purview at any time or with any degree of frequency which the Committee deems appropriate or necessary. (Ord. 1991-0-30, 6-3-91; amd. Ord. 1997-0-32, 8-4-97)

2-30-3: ESTABLISHMENT OF OPERATING PROCEDURES:

Within forty five (45) days of the enactment of this Article, the Village Manager shall submit to the President and Board of Trustees, for their concurrence by resolution, as submitted or as the Village Board may amend, a set of operating procedures to be followed by the Village and Police Department staffs and the members of the Citizens Police Oversight Committee from the Police Department to the and processing of citizen and Department member complaints, and the reporting of information from the Village Board in such a manner Citizens Police Oversight Committee and, then, from the Citizens Police Oversight Committee to the Village Board on at least a semi-annual basis. The operating procedures shall include, but shall not be limited to, procedures which provide for: a) a variety of citizen access points to the Village complaint filing process, b) a sufficient breadth and frequency of Police Department information reporting to the Committee to ensure thorough and comprehensive reporting by the Committee to the Village Board on at least a semi-annual basis, c) a regularized Departmental complaint investigation process which establishes time frames within which specified procedures must be accomplished, thereby assuring timely responses to complaints, d) a mechanism for initiating an outside complaint investigation process under extraordinary circumstances, e) a process for the Committee's receipt and review of any citizen's expressed dissatisfaction with the Police Department's processing of the citizen's complaint and for the referral of the citizen's expressed dissatisfaction to the Village Board, along with the recommendation of the Committee based upon its review of same, f) clear standards requiring the safeguarding of the anonymity of police officers and complainants under certain circumstances, and the full disclosure of the identities of police officers and complainants under other circumstances, and g) a system capable of maintaining

2011 WORK PLAN FOR CITIZEN POLICE OVERSIGHT COMMITTEE

Trustee Liaison: John Hedges

Staff Liaison: Frank Spataro

anonymity while alerting the Committee to multiple complaints against individual officers. (Ord. 1991-0-30, 6-3-91; amd.Ord. 1997-0-32, 8-4-97)

2-30-4: DUTY TO ABIDE BY THIS ARTICLE AND OPERATING PROCEDURES:

Members of the Citizens Police Oversight Committee shall abide by the terms and provisions of this Article and the operating procedures established hereunder. In particular, the members of the Committee are bound to protect the confidentiality of Village and Police Department records and the anonymity of the members of the Police Department, complainants and witnesses in strict conformity with this Article and the operating procedures established hereunder. (Ord. 1991-0-30, 6-3-91; amd. Ord. 1997-0-32, 8-4-97)

2-30-5: FAILURE TO ABIDE BY THIS ARTICLE AND/OR OPERATING PROCEDURES; REMOVAL:

The failure to abide by the provisions of this Article and/or the operating procedures established hereunder shall subject members of the Citizens Police Oversight Committee to removal from the Committee for cause upon the filing of written charges and after an opportunity to be heard in their own defense before a public meeting of the President and Board of Trustees. A majority vote of the President and Board of Trustees shall be required to remove any such member from office. (Ord. 1991-0-30, 6-3-91; amd. Ord. 1997-0-32, 8-4-97)

2011 Work Plan for Citizens Police Oversight Committee
 Supporting User Friendly Village Hall

2011 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Complaints from citizens				
Complaints from Police Department staff				
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. 		As needed	
Cultural and racial diversity issues				
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.		Monthly	

2011 Work Plan for Citizens Police Oversight Committee
 Supporting User Friendly Village Hall

2010 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Complaints from citizens				
Complaints from Police Department staff				
Monitor & evaluate discipline and administration				
Cultural and racial diversity issues				
Reports to Board of Trustees				

2011 WORK PLAN FOR COMMUNITY DESIGN COMMISSION

Trustee Liaison: Glenn Brewer Staff Liaison: Craig Failor

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN

ENABLING LANGUAGE

2-18-1: CREATION:

There is hereby created and established in and for the Village of Oak Park a commission to be hereafter known as the Community Design Commission, which shall consist of a chairperson and twelve (12) members. The members and chairperson shall be appointed on a staggered basis by the President with the consent of the Village Board. Members shall serve without compensation for three (3) year terms. At least six (6) of the members shall be trained as design professionals. The remaining members can be from other backgrounds and professions, provided they share an interest in the work of the Commission. (Ord. 1999-0-2, 2-1-99)

2-18-2: OBJECTIVES:

The Commission shall function with the objective of developing a continuous program to enhance the aesthetic quality of life in the Village with a view to maintaining and strengthening the Village as a flourishing community of growth, quality and beauty. Its functions shall include, but not necessarily be limited to:

- A. Actively promoting ever-increasing pride of ownership and higher level maintenance of Oak Park dwellings, apartment buildings, commercial buildings and other structures; including, but not limited to, promoting, organizing, and conducting house and/or garden educational programs, exhibits or shows, and/or awards programs for buildings or areas of exceptional or superior maintenance; and maintaining an annual pictorial record book of Community Design Commission activities, related to beautification.
- B. Hold public hearings acting as the Design Review Commission in connection with applications for sign variances and to make recommendations to the President and Board of Trustees regarding said applications, pursuant to Section 7-7-6 of this Code.
- C. Researching and recommending to the Board of Trustees public improvements in streets or alleys, cul-de-sacs, public yard and building improvements, and possible sites for additional recreational facilities, walks and/or malls; and in connection therewith, researching and recommending decorative paving, signs, lighting, flowers, plants, shrubbery, trees and landscaping and/or seasonal plantings therefor.
- D. Studying and recommending action to alleviate and/or eliminate eyesores and/or litter on both public and private property; and/or conducting active antilitter campaigns.

2011 WORK PLAN FOR COMMUNITY DESIGN COMMISSION

Trustee Liaison: Glenn Brewer

Staff Liaison: Craig Failor

E. Stimulating civic organizations' care of small plots of relatively visible public lands as so-called "mini-gardens", and maintaining and coordinating an active program of such minigardens.

F. Researching and recommending revisions and additions to ordinances which relate to aesthetic values with particular attention to signs.

G. Acting as a resource in aesthetics and design to other government agencies and civic organizations, maintaining liaisons with these organizations when appropriate to achieve a uniform approach to Village beautification. (Ord. 1997-0-32, 8-4-97)

2011 Work Plan for Community Design Commission
 Supporting Retail Strategy / Commercial District Vitality / Sustainability

2011 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Promoting 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	On-Going / 3 rd QTR.	\$500
Acting as a resource in aesthetics and design to other government agencies	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. The CDC makes final recommendations on sign variances.	On-Going / when necessary	
Hold public hearings acting as the Design Review Commission	Sign Variance Review and Decisions	The Village Manager has asked the CDC to review potential design enhancements for the overpasses along the IKE.	1 st / 2 nd QTR	\$500
Researching and recommending public improvements	Overpass Enhancement Program	The Community Design Commission's responsibility and design abilities be expanded by offering free assistance on exterior façade design on a as needed basis - similar to the Historic Preservation Commission's Architectural Review Committee	On-Going starting in 2011	
Combination of Actively promoting pride of ownership and acting as a resource in aesthetics and design. However enabling language may need to be modified with a more specific description.	Design Consultant Committee			

2011 Work Plan for Community Design Commission
 Supporting Retail Strategy / Commercial District Vitality / Sustainability

2010 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Researching and recommending public improvements	Village-Wide Street Sign Program	Developed new design for community street signs. Board approval and implementation for future date.		
Promoting ever-increasing pride of ownership and higher level maintenance of property	Cavalcade of Pride Awards 2009	Presented 18 awards to various residents and business/property owners throughout Oak Park including the Good Neighbor Award to a business in Berwyn.	4 th QTR	

2011 WORK PLAN FOR COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE

Trustee Liaison: Jan Pate

Staff Liaison: Janis Akerstrom

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN _____

ENABLING LANGUAGE

2-34-1: CREATION:
There is hereby created and established in and for the Village of Oak Park a committee to be hereafter known as the Community Development Citizens Advisory Committee ("CDCAC"), which shall consist of the following members:

- A. Chairperson;
- B. Eight (8) members;
- C. A liaison from the Village Board of Trustees, as an ex officio member;
- D. A liaison from the Citizen Involvement Committee, as an ex officio member.

The members and chairperson shall be appointed on a staggered basis by the President with the consent of the Village Board. Members shall serve without compensation and shall be appointed for three (3) year terms. (Ord. 1999-0-2, 2-1-99)

2-34-2: OBJECTIVES:

The purpose of the CDCAC is to make recommendations to the Village Board on the use of community development funds and/or issues. (Ord. 1999-0-2, 2-1-99)

2-34-3: DUTIES:

- A. Review applications for the Community Development Block Grant Program and the Emergency Shelter Grants Program and advise the Village Board of their recommendations.
- B. Review the Consolidated Plan and its annual update, the Action Plan, for submittal to the U.S. Department of Housing and Urban Development.
- C. Cooperate with and provide support to other Village commissions, committees, task forces and departments when community development issues impact their responsibilities.

2011 WORK PLAN FOR COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE

Trustee Liaison: Jan Pate

Staff Liaison: Janis Akerstrom

D. Work with the Community Services Department to inform the public of how community development dollars are spent. (Ord. 1999-0-2, 2-1-99)

2-34-4: POWERS:

A. The Committee shall serve as an advisory body to the Village Board of Trustees on matters pertaining to community development. This shall be construed to mean matters including, but not limited to, economic development, housing, public services and public

improvements as defined under the Community Development Block Grant Program and/or the Emergency Shelter Grants Program.

B. The Committee shall advise Village staff, as requested, on community development issues.

C. The Committee shall meet as often as deemed necessary by the Committee chair to review application proposals and advise the Village Board on the Community Development Block Grant Program and/or Emergency Shelter Grants Program. (Ord. 1999-0-2, 2-1-

2011 Work Plan for Community Development Citizens Advisory Committee (CDCAC)
 Supporting Fiscal Responsibility, Housing, Sustainability, Retail Strategy, Commercial District Vitality, Intergovernmental Cooperation and Diversity

2011 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Make recommendations on use of CDBG funds and issues.	Funding Recommendations For 2012 CDBG & ESG-funded activities	Review, rate and make funding recommendations on the 2012 CDBG& ESG proposals submitted.	Summer 2011	\$200.00

2010 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Make recommendations on use of CDBG funds and issues.	Funding Recommendations For 2011 CDBG & ESG-funded activities	Review, rate and make funding recommendations on the 2011 CDBG& ESG proposals submitted.	Completed Summer 2010.	\$200.00

2011 WORK PLAN FOR COMMUNITY RELATIONS COMMISSION

Trustee Liaison: Jan Pate

Staff Liaison: Cedric Melton

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN _____

ENABLING LANGUAGE

2-19-1: ESTABLISHMENT; COMPOSITION:

There is hereby established a commission to be known as the Village of Oak Park Community Relations Commission. The Commission shall consist of a chairperson and twelve (12) members appointed by the President and subject to the approval of the Board of Trustees for three (3) year terms on a staggered basis with the chairperson and four (4) commissioners appointed during one year and five (5) commissioners appointed in each of the next two (2) years. Two (2) members of the Commission shall be attorneys with experience in housing law, employment law, housing or employment discrimination, civil rights or other related areas of the law. (Ord. 1999-0-8, 3-15-99)

2-19-2: DUTIES AND FUNCTIONS:

The Community Relations Commission shall, in addition to performing the duties delineated in Chapter 13 of this Code, work with the Community Relations Department to secure the furnishing of equal services to all residents; and to develop improved intergroup relations; to encourage and foster fair and equal treatment under the law to all; and to maintain equality of opportunity for employment and advancement in the Village government. (1981 Code)

2011 Work Plan for Community Relations Commission
Supporting Diversity Board Goal

2011 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	June -- July 2011	\$500	
	CRC Community Dinners	For the CRC to host special dinner meetings to bring community groups and involved individuals together to discuss community issues	Throughout the Year	\$1,125	
	Middle School Awards	Recognition of youth who exemplify positive diversity philosophy	June 2011	\$100	
	Liaise with Day In Our Village Festival Committee to promote successful event	Strengthened coordination and collaboration for annual festival	January-June 2011	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	June 2011	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"				

2011 Work Plan for Community Relations Commission
Supporting Diversity Board Goal

2010 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
"to develop improved intergroup relations"	Living Wage Initiative	Researched, evaluated, and discussed the pros and cons of a Living Wage Ordinance for the Village of Oak Park. Held two open public meetings to receive community input. Drafted several versions of Commission Report to the Board of Directors. Drafted, voted on and submitted Final Report to the Board of Trustees; Presented Final Report to the Board of Trustees and answered questions from the Board regarding the Final Report.	2/09 - 2/10	None
	Fourth of July Diversity Parade	Hosted and organized Fourth of July Diversity Parade, in coordination with the Village of Oak Park Staff	7/4/10	\$200
	Middle School Awards	Planned, organized and executed Middle School Awards Ceremony on Monday June 7, 2010, in the Board of Trustees Council Chambers, with some members of the Board participating.	6/7/10	\$100

2011 WORK PLAN FOR ENVIRONMENTAL AND ENERGY ADVISORY COMMISSION

Trustee Liaison: Jon Hale Staff Liaison: Karen Rozmus

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN _____

ENABLING LANGUAGE:

2-21-1: ESTABLISHMENT; COMPOSITION:

There is hereby established in and for the Village of Oak Park a commission to be known as the Environmental and Energy Advisory Commission. The Commission shall consist of nine (9) members to be appointed by the Village President and Board of Trustees for three (3) year terms on a staggered basis with three (3) appointments made each year. One member of said Commission shall serve as the chairperson and one member shall be a high school student. (Ord. 1997-0-32, 8-4-97)

2-21-2: DUTIES:

The Commission shall advise the Board of Trustees with regard to the following: energy-related matters of concern to the Village; methods of promoting energy efficiency and energy conservation for the Village government and Village residents; the best methods of maintaining an environment beneficial to the Village and as free from pollution as is practical and is reasonable; methods to promote recycling and reduce waste in the Village; and solid waste management-related matters generally in the Village. (Ord. 1997-0-32, 8-4-97)

2011 Work Plan for Environmental and Energy Commission
Supporting Sustainability

2011 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Promote energy efficiency and energy conservation	Public Education	Provide educational (including anti-idling, composting, energy efficiency and conservation, water 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. Includes Green Tuesdays, the 2011 Green Awards and Winter Film Fest (NEW).	Ongoing	\$250.00 for printing and display items
Promote recycling and waste reduction	Public Education	Work with Building and Property Standards and HPC to provide information for homeowners who want to incorporate green elements in home renovation projects using standards such as those in the National Green Building Standards. Target energy usage reductions, window replacements, white roofs, wind energy; advertise incentives.	Partner with HPC to share awards ceremony TBD	\$500.00
Promote energy efficiency and energy conservation	Public Education	With staff, draft model language to insert in VOP RFPs seeking information from contractors about green practices, including greenness of vehicles and equipment and use of recycled or non-toxic materials.	TBD	
Promote energy efficiency and energy conservation	Sustainability	Investigate the feasibility of a downspout disconnection program and evaluation of storm water management.	TBD	
Maintaining a beneficial environment as pollution-free as possible	Sustainability	Research and launch an anti-chemical pesticide campaign for lawn applications.	TBD	
Maintaining a beneficial environment as pollution-free as possible	Pollution reduction	Update EEAC Environmental Report. Review and improve Environmental web page information.	TBD	

2011 Work Plan for Environmental and Energy Commission
Supporting Sustainability

2010 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	\$250.00 for printing and display items
Promote recycling and waste reduction	Public Education	Promoted "Green Tuesday" lecture series on various environmental topics	April 6, 13, 20 and 27, 2010	
Promote energy efficiency and energy conservation	Public Education	Continued to promote the "Green" Awards program for residents, businesses, schools and other agencies.	Presentation October 2010 Board meeting	
Maintaining a beneficial environment as pollution-free as possible	Sustainability	Worked with Board of Health to promote an Unused Medication collection event.	April 10, 2010	
Promote recycling and waste reduction	Recycling and waste reduction	Reviewed and discussed diesel pollution restrictions in Chicago and Cook County. Reviewed alley light procedures and ordinance directed at reducing light pollution	No further action or recommendation needed	
Maintaining a beneficial environment as pollution-free as possible	Pollution reduction	Updated the Environmental Report.	June 2010.	
Promote energy efficiency and energy conservation, recycling and waste reduction	Sustainability	Anti-idling campaign to reduce CO2 and other air pollutants	EEAC completed tasks and turned this item over to Sustainability Manager as a Village program	
Maintaining a beneficial environment as pollution-free as possible	Sustainability			

2011 WORK PLAN FOR FARMERS MARKET COMMISSION

Trustee Liaison: Jon Hale

Staff Liaison: Mike Charley

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN

ENABLING LANGUAGE:

18-2-11: CREATION OF FARMERS' MARKET COMMISSION:

A. Members: There is hereby created a Farmers' Market Commission composed of eleven (11) members including a Chairperson, each of whom shall serve without compensation.

B. APPOINTMENT AND TERM OF OFFICE:

The Chairperson and ten (10) members of the Commission shall be appointed by the President, with the advice and consent of the Board of Trustees. Such appointment shall be on a staggered basis for a term of three (3) years, with the Chairperson and three (3) members appointed during one year, three (3) members appointed the following year and four (4) members appointed in the following year. Commissioners shall be eligible for reappointment. Any vacancy shall be filled in like manner to an original appointment and shall be for the balance of the term of the vacated office. Any member may be removed by the President for failure to regularly attend meetings or for inattention to duties. All Commissioners shall be residents of the Village. Each Commissioner shall have one vote.

C. EX OFFICIO MEMBERS OF THE COMMISSION:

In addition to the eleven (11) members of the Commission appointed hereunder, the Public Health Director or a member of that staff designated by the Director shall be an ex officio member of the Commission.

D. MARKET MANAGER:

The appointment of the Market Manager shall be made by the Village Manager.

E. POWERS AND DUTIES:

It shall be the duty of the Farmers' Market Commission to review the activities of the market and make recommendations to the Village Board for any changes in operating policies or regulations necessary to improve the operations of the market. Further, the Commission, in conjunction with the Market Manager, will review pending permit suspensions or revocations for which the aggrieved permittee has submitted a timely request for review. At the conclusion of a review, the Commission shall prepare a written recommendation to the Market Manager which shall include the opinion of the Commission as to whether a violation of the Farmers' Market rules or regulations has occurred and, if so, a recommendation as to the appropriate penalty therefor. The Market Commission shall also, at its discretion, recruit owners and producers and publicize the market. (Ord. 1999-0-8, 3-15-

2011 Work Plan for Farmers' Market Commission
Supporting Sustainability

2011 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Operating policies or Regulations	Customer Survey	Demographics/ Patron satisfaction		
	Green initiatives	Increase recycling & "green" efforts at the Market – partner with Church, Public Works and Village Sustainability Coordinator		Staff hourly
	Application update	Clarify language to mirror ordinance and rules & regulations.		
Recruit owners and producers	Early season space utilization: Go Green Days	Expanded to 2 day program, Invited local business, village partners and non for profits in the Green industry to exhibit	Spring 2011	
Publicize the market	Vendor of the week	Highlight market vendors by featuring a "vendor of the week" on website & on site at Market(psa- newspaper?)	Ongoing during season	Staff hourly
		Web recipe featuring an unusual item	1st Quarter 2011	

2011 Work Plan for Farmers' Market Commission
Supporting Sustainability

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
	Food demos	Continue collaboration with food entrepreneurs to highlight food fare thus increasing market traffic and restaurant visibility		
	LINK/Credit/debit acceptance (Non-traditional marketing)	Increase patron diversity/seek grant matching opportunities for SNAP funding thereby attracting state/federal agency attention		
	"Where Fresh Is" Department of Agriculture Advertising grants	Highlight Illinois Specialty products by advertising in urban communities		
Review pending permit suspensions	N/A			
Sustainability	Chef -Farm Outreach	Engage local restaurateurs to purchase locally grown from OPFM vendors/ marketing can be reciprocal	1st Quarter 2011	

2011 Work Plan for Farmers' Market Commission
Supporting Sustainability

2010 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Operating Policies or Regulations				
Review pending permit suspensions or revocations				
Recruit owners and producers				
Publicize the market	OPFM 35 th anniversary film for Channel 6	Film incomplete as per date	First half of 2010	
	Street Banners	Completed Spring 2010		

2011 WORK PLAN FOR FORESTRY COMMISSION

Trustee Liaison: Jon Hale

Staff Liaison: Jim Semelka

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN _____

ENABLING LANGUAGE:

A. ESTABLISHMENT:
The Oak Park Forestry Commission (hereinafter "Forestry Commission") is hereby established. Its functions and duties are limited to those set forth in this Article, and as set forth in any other fully enacted ordinance. Nothing in this Article shall be construed as vesting legislative discretion or power in the Forestry Commission.

B. COMPOSITION:
The Forestry Commission shall be composed of a Chairperson and six (6) members, appointed by the Village President with the advice and consent of the Board of Trustees. The Chairperson and six (6) commissioners shall serve without pay and shall reside within the Village.

C. APPOINTMENT OF MEMBERS:
The chairperson and six (6) members of the Forestry Commission shall serve for a term of three (3) years. Terms shall expire in the following sequence: Year A: Two (2) members Year B: Two (2) members Year C: Chairperson and two (2) members

D. REMOVAL OF MEMBERS:
A member of the Forestry Commission may be removed by the Village President with the approval of a majority of the Village Board for good cause.

E. DUTIES:
The Forestry Commission shall perform the following duties:

1. Within a reasonable time after the appointment of the Forestry Commission, upon call of the appointed chairperson, the Forestry Commission shall meet and adopt rules of procedure for whatever regular and special meetings are deemed by the Forestry Commission to be advisable and necessary to the fulfillment of the duties imposed upon it by this Chapter.
2. The Forestry Commission shall advise and consult the Forester on any matter pertaining to forestry, this Chapter and to its enforcement. The topics under which this advice and consultation may be given may include, but are not limited to, any of the following:

2011 WORK PLAN FOR FORESTRY COMMISSION

Trustee Liaison: Jon Hale

Staff Liaison: Jim Semelka

- a. Amendments to the Oak Park Code dealing with forestry, and alterations or revisions to the Arboricultural Specifications Manual;
- b. Policy concerning selection, planting, maintenance and removal of trees and shrubs within the Village;
- c. Establishment of educational and informational programs whereby the public may be notified of any matters pertaining to forestry and to the Arboricultural Specifications Manual;
- d. Issuance of any approval pursuant to this Article; and
- e. Consulting with the Forester and advising the Board in regard to control of Dutch elm disease and other tree and shrub diseases and insect problems. (Ord. 2002-0-11, 3-4-02)

2011 Work Plan for Forestry Commission
Supporting Sustainability

2011 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Tree Selection	Species Diversity	Review and develop SPECIES DIVERSITY metrics that relate to parkway tree planting program.	Complete by June 2011	
Tree selection	Commercial District Trees	<ul style="list-style-type: none"> Evaluate COMMERCIAL DISTRICT tree plantings to determine recommendations for revision and/or enhancement. Communicate to business owners the importance of tree planting & infestation prevention in the Village 	Complete by Dec. 2011	
Public Education	Educational forums	<ul style="list-style-type: none"> Explore and develop new or alternative approaches to protect urban forests (e.g., tree preservation workshops, EAB & DED education, Arbor Day celebration, etc...), perhaps in collaboration with schools and parks. 	2011 (ongoing)	
Sustainability & Public Education	Parkway Ordinance Review	Review parkway rules and issues related to enforcement and adverse impacts of private plantings and usage.	June 2011	

2011 Work Plan for Forestry Commission
Supporting Sustainability

2010 Continuing Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Tree Policy	Tree Removal Permit	Develop and present to Village Board a tree removal permit process to protect heritage trees in the Village of Oak Park.	Finish by Dec. 2011	

2011 WORK PLAN FOR BOARD OF HEALTH

Trustee Liaison: Jan Pate

Staff Liaison: Margaret Provost-Fyfe

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN _____

ENABLING LANGUAGE:

20-2-1: ESTABLISHMENT; TERM OF MEMBERS:

There is hereby established an advisory board in and for the Village which shall be known as the Oak Park Board of Health and which shall be composed of seven (7) members including a chairperson and six (6) other members to be appointed by the Village President with the concurrence of the Board of Trustees. One member may be a high school student. All appointments shall be for three (3) year terms on a staggered basis with approximately one-third (1/3) of the Board being appointed each year. (Ord. 2001-0-47, 4-2-01)

20-2-2: SECRETARY:

The Director of Public Health shall serve as secretary of the Board of Health but shall not have the right to vote. It shall be the secretary's duty to keep a written record of all meetings of the Board which shall be kept on file in the office of the Director. (1981 Code)

20-2-3: BOARD OF HEALTH AUTHORITY:

The Board of Health is an advisory body to the Director of the Department of Public Health and the Board of Trustees, and as such has authority to make recommendations as to such rules, regulations and orders as it may deem necessary for the preservation and improvement of public health and for the prevention and/or suppression of disease. (1981 Code)

20-2-4: QUORUM:

Four (4) members of the Board of Health shall constitute a quorum thereof. (1981 Code; amd. Ord. 2001-0-47, 4-2-01)

20-2-5: MEETINGS:

The Board of Health shall hold monthly meetings and may also hold such additional special meetings as may be deemed advisable upon call of the chairman of the Board of Health, or upon request by the Director of Public Health, the Village Manager, or the Board of Trustees. (1981 Code)

2011 Work Plan for Board of Health
Supporting Public Health and Sustainability

2011 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Sustainability	Cycling Safety	<ul style="list-style-type: none"> Annual statement on cycling safety to local papers ; Twitter and Facebook; web page; schools. 	February, 2011	None
Public health recommendations	State Health Policy	<ul style="list-style-type: none"> Conduct dialogue with legislators on health policy issues; invite to a BOH meeting 	August, 2011	None
Public health recommendations	I-PLAN	<ul style="list-style-type: none"> Review organizational capacity assessment Participate in community assessment 	July, 2011	None
Public health recommendations	West Nile Prevention	<ul style="list-style-type: none"> Review West Nile Prevention Plan Assure that spraying notification continues Assess the needs for community education on WNV prevention 	May, 2011	None
Public health recommendations	Childhood Obesity	<ul style="list-style-type: none"> Raise awareness of causes and outcomes of obesity Communicate to key stakeholders and encourage proactive steps to reduce childhood obesity 	December, 2011	None
Public health recommendations	Medical marijuana	<ul style="list-style-type: none"> Recommendations regarding of zoning, enforcement and regulation of medical marijuana dispensers, locally, in the event of statewide legislation 	December, 2011	None

2011 Work Plan for Board of Health
Supporting Public Health and Sustainability

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Public health recommendations	Letter grading and placarding of sanitation scores in food establishments	<ul style="list-style-type: none"> • Recommendation to Board of Trustees on letter grading and placarding of sanitation scores in Oak Park food establishments 	December, 2011	None
Public health recommendations	Skin cancer prevention	<ul style="list-style-type: none"> • Raise awareness regarding skin cancer and tanning risks • Recommendation to Board of Trustees to pursue more stringent tanning rules and regulations, locally, beyond those required by IDPH 	April, 2011	None

2011 Work Plan for Board of Health
Supporting Public Health and Sustainability

2010 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Public health recommendations	West Nile Virus prevention plan	<ul style="list-style-type: none"> Review West Nile Virus prevention plan. Assess the need for a forum on the issues. Assure that spraying notification plan continues. 	March, 2010	None
Public health recommendations	NRA Handgun Lawsuit	<ul style="list-style-type: none"> Assess public health impact of the repeal of the handgun ban. Make recommendations to the Board of Trustees regarding impact. Create a public education plan and public health response. Provide research on the effect of handgun legalization on public health. Provide public health component of bicycle safety in a letter to local papers 	June, 2010	None
Public health recommendations	Bicycle Safety	<ul style="list-style-type: none"> Provide a report on the positive and negative impact of amending the Village ordinance to allow bee hive maintenance 	May, 2010	None
Public health recommendations	Study of the impact allowing of bee hive maintenance by residents	<ul style="list-style-type: none"> Monitor changes in the H1N1 pandemic and advise the Health Department as appropriate. 	December, 2010	None
Public health recommendations	H1N1 Pandemic	<ul style="list-style-type: none"> Participate in strategic planning activities for the Health Dept 5 year plan (I-PLAN) due to IDPH in 2011 as required for certified local health departments in Illinois. 	December, 2010	None
Public health recommendations	I-PLAN initiative			

2011 Work Plan for Board of Health
Supporting Public Health and Sustainability

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Public health recommendations	State health policy	<ul style="list-style-type: none"> Conduct dialogue with State legislators on health policy issues; invite legislators to a Board of Health meeting. 	July, 2010	None

2011 WORK PLAN FOR HISTORIC PRESERVATION COMMISSION

Staff Liaison: Doug Kaarre

Trustee Liaison: Ray Johnson

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN

ENABLING LANGUAGE:

2-23-1: ESTABLISHMENT; COMPOSITION: A commission to be known as the Historic Preservation Commission.

A. There is hereby established in and for the Village a commission to be known as the Historic Preservation Commission.

B. The Commission shall consist of a chairperson and ten (10) members, to be appointed by the Village President with the consent of the Board of Trustees. Appointments shall be on a staggered basis for terms of three (3) years, with the chairperson and three (3) members appointed during one year and no more than four (4) members and no fewer than three (3) members appointed in each of the two (2) succeeding years.

C. At least eight (8) members of the Commission shall have demonstrated expertise in the discipline of history, architectural history, art history, architecture, engineering, planning, law, real estate, historic preservation or related field. Citizens without such demonstrated expertise shall have a priority with regard to the appointment of members to the three (3) remaining slots on the Commission, except that all commissioners shall have a demonstrated interest, competence or knowledge in historic preservation. (Ord. 1999-0-8, 3-15-99) The Commission shall have the following duties:

- A. To conduct an ongoing survey and inventory for the purpose of identifying those historic landmarks within the Village that exemplify the architectural, social, cultural, economic and political history of the Village, State or Nation;
- B. To receive or make nominations for designation of historic landmarks; to review and recommend designation criteria to the Village Board; to hold hearings; and to recommend to the Board of Trustees such designations;
- C. To recommend to the Village Board the adoption of specific guidelines, based upon the Secretary of the Interior's Standards, to be used in the application of the Village's Historic Preservation Ordinance to the alteration, construction, relocation, removal or demolition of historic landmarks or of properties and/or improvements within historic districts;
- D. To review permit applications for alteration, construction, relocation, removal or demolition affecting historic landmarks, and properties and/or improvements in historic districts and to request the presentation of such drawings (floor plans, elevations and details), specifications and other information as may be necessary to review those applications;

2011 WORK PLAN FOR HISTORIC PRESERVATION COMMISSION

Trustee Liaison: Ray Johnson

Staff Liaison: Doug Kaarre

- E. To approve, modify or deny applications for certificates of appropriateness and certificates of economic hardship for historic landmarks, in accordance with Article 9, Chapter 7 of the Village Code, and to respond to appeals of such decisions to the Village Board; (Ord. 1993-0-60, 6-7-93)
- F. To review proposed zoning amendments, applications for special use permits including planned use developments, subdivisions and applications for zoning variances that affect nominated, proposed or designated historic landmarks and historic districts, and may present evidence at public hearings in support or opposition or make recommendations thereon to the Zoning Board of Appeals, Plan Commission, Community Design Commission and Board of Trustees; (Ord. 1999-0-8, 3-15-99)
- G. To recommend to the Board of Trustees the adoption of an appropriate system of historically and architecturally compatible streetscape elements, including, but not limited to, paving materials, curbs, sidewalks, streetlights, street and historic district signage, and to make recommendations for the design and implementation of such streetscape elements;
- H. To advise the Village Board, Village Manager, any commission, or other agency on matters affecting nominated, proposed or designated historic landmarks or historic districts;
- I. To provide general guidance to interested parties on technical and financial aspects of historic preservation and to indicate to such parties that they may only rely upon independent professional advice and consultation as a basis for final decisions with regard to these matters;
- J. To advise and assist interested parties on procedures for inclusion in the National and State Registers of Historic Places;
- K. To nominate properties and/or structures, improvements or areas to the Illinois and National Registers of Historic Places;
- L. To maintain a library of preservation-related documents and to keep such materials available for public use;
- M. To inform and educate the citizens of Oak Park concerning the historic and architectural heritage of the Village by publishing, with Village Board authorization and Village staff assistance, appropriate maps, newsletters, brochures, books and pamphlets, and by holding programs and seminars;
- N. To call upon assigned Village staff members as well as other expert volunteers for technical advice and assistance;
- O. To request the Village Board to retain such specialists or consultants and to request the Village Board to appoint such citizen advisory committees as may be required from time to time;

2011 WORK PLAN FOR HISTORIC PRESERVATION COMMISSION

Trustee Liaison: Ray Johnson

Staff Liaison: Doug Kaarre

- P. To investigate, review and recommend to the Village Board the acceptance of any gifts of property, transferred to the Village by an entity for the purpose of preserving or enhancing the historically significant aspects of properties, improvements or areas;
- Q. To conduct annual inspections on behalf of the Village and to prepare condition reports to the Village Manager and Village Board on all properties, easements or development rights transferred to the Village for the purpose of preservation;
- R. To recommend and assist in the application for funds on behalf of the Village from Federal, State and private sources with the Village Manager's prior approval, to further the goals of historic preservation herein set forth; S. To confer recognition, from time to time, as appropriate, upon owners of historic landmarks or property or structures within historic districts by means of award certificates, plaques or markers;
- T. To assume whatever responsibilities and duties may be delegated to it by the Village Board with regard to the Certified Local Government provisions of the National Historic Preservation Act of 1966, as amended;
- U. To perform, in a timely and thorough manner, all of the duties delegated to the Commission under the Historic Preservation Ordinance set forth in Chapter 7 Article 9 of the Village Code.
- V. To recommend to the Board adoption of the Commission's Rules and Procedures, or amendments thereto. (Ord. 1993-0-60, 6-7-93)

2011 Work Plan for Historic Preservation Commission
 Supporting Housing, Commercial District Vitality, Sustainability & User-Friendly Village Hall

2011 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Adoption of guidelines	Strategic HP Plan Recommendation (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 and add new sections on Sustainability and Energy Efficiency. Present to Board for approval. Hire consultant to complete the process in a timely and professional manner, including writing incomplete sections and graphic presentation.	Ongoing from 2009 through August 2011	\$10,000 (consultant)
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	None
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.	October 2010 through August 2011	\$150 (postage, copying)
Public Education	Historic Landmarks	Conduct educational outreach to property owners of potential Historic Landmarks throughout the Village with the goal of designating additional properties as Historic Landmarks.	Ongoing	\$2,500 (plaques)
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	\$100

2011 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 Preservation Awards	Awards Project	Sponsor annual preservation awards and co-host the awards event with the Environmental & Energy Advisory Commission	Conduct educational outreach to property owners within the expanded National Register historic district boundaries regarding the potential for expanding the local historic district boundaries to match. Hold public meetings, a public hearing, prepare a nomination and designate the expanded local historic district.	Fall	\$500
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 the potential for expanding the local historic district boundaries to match. Hold public meetings, a public hearing, prepare a nomination and designate the expanded local historic district.	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.	October 2010 through March 2011	\$250 (postage)
Adoption of guidelines	Strategic HP Plan Recommendation: 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.	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.	January - March, 2011	\$0
Public education	Strategic HP Plan Recommendation: Conduct historic preservation training for new Village Trustees and Commissioners	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	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	Throughout 2011 as requested. Will be an annual effort for the HPC going forward.	\$100 for production of information and materials

2011 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</u> Recommendation: Develop a training program for current Village Board and Commission members to reinforce prior education efforts.</p>	<ul style="list-style-type: none"> • Produce a training document for current Village Board members and Board and Commission members. • Present a program to the above Board and Commission members to reinforce prior education efforts 	Training program – January 2011. Presentation – March 2011	None None
Public education	<p><u>Strategic HP Plan</u> Recommendation: Educational materials and outreach options including a technical primer</p>	<ul style="list-style-type: none"> • Research and compile previously prepared Historic Preservation education materials – September/October 2010 • Research ‘best practices’ materials prepared by similar communities – November 2010 • Combine efforts with other HP committees that are preparing educational materials for new staff and general public • Compile all education material gathered and prepare primer; develop Power Point or other method for presentation – Nov 2010 – April 2011. 	September 2010 – April 2011	\$250 (estimated) for copying of materials)
Historic Landmarks	<p>Review of potential historic eligibility for I-290 Ramps and adjacent properties</p>	Conduct a “windshield” survey of areas adjacent to the I-290 to determine where to focus more intensive architectural surveys to identify additional potential historic districts and historic landmarks, prepare nominations and designate them.	Phase 1: windshield survey (HPC/ staff) Phase 2: consultant work	\$20,000 (consultant work only – Phase 2) <i>This is not currently in the 2011 budget. Staff is first pursuing a grant. A budget amendment will be required at a later date.</i>

2011 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	<u>Strategic HP Plan Recommendation:</u> Semi-Annual Listening Sessions	Improve understanding of the public perception of the HPC's work and goals, improve understanding on how to facilitate dialogue with the different stakeholders to improve and facilitate collaboration, use opportunity to briefly inform the public about the HPC's legal framework.	2 public meetings between April and November 2011	\$200 (refreshments)
Adoption of guidelines	<u>Strategic HP Plan Recommendation:</u> Organize an EEAC and HPC joint working group	<ul style="list-style-type: none"> • Create a new section in the architectural guidelines of the HPC to adopt specific guidelines to creating "green" or environmentally friendly approaches to remodeling/demolition of residential and commercial, municipal, etc projects in the historic districts • Review and or revise any existing topics in the architectural guidelines (i.e. - windows, solar panels, etc.) to include updated verbiage on approved options for sustainable practices • 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. 		\$600 (brochures)
Public Education	<u>Strategic HP Plan Recommendation:</u> Develop and revise residential materials with applicant perspective	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.	December 2011	\$100

2011 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	<u>Strategic HP Plan Recommendation</u> : Preservation Alliance	Illumination of commission objectives for the applicant to review and apply to make the process as efficient as possible 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	\$34,750 \$ 14,750 <i>Removed \$20,000 consultant work—see note. Will return with budget amendment.</i>
	TOTAL BUDGET REQUEST FOR 2011			

2011 Work Plan for Historic Preservation Commission
Supporting Housing, Commercial District Vitality, Sustainability & User-Friendly Village Hall

2010 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Historic Preservation Awards	Awards Project	Presented 12 Historic Preservation Awards at a new awards event held at Unity Temple	September 23, 2010	\$1,000 (approx)
Consultant projects	Strategic Historic Preservation Plan	The Strategic Historic Preservation Plan was completed by the consultants and the Steering Committee and reviewed and accepted by the Board in June, 2010.	August 2009 through August 2010	\$8,700
Annual inspections	Architectural Surveys	Students from the School of the Art Institute completed architectural surveys of the Harrison St. Arts District and the South Town commercial district, recommending a potential new historic district and potential Historic Landmarks. A student from the Savannah College of Art and Design completed a partial survey of the Hulbert Subdivision (800 block S. Kenilworth) and a National Register nomination for the Lake Theater .	May, 2010 August 2010	None None
Historic Landmarks	Historic Landmarks Designation	Designation of 9 Landmarks (through September) <ol style="list-style-type: none"> 1. <i>Schwerin House</i> (639 Fair Oaks) 2. <i>McCready House</i> (231 N. Euclid) 3. <i>Wallace House</i> (178 N. Euclid) 4. <i>Castle House</i> (647 Linden) 5. <i>Everett House</i> (228 Forest) 6. <i>Fittcraft House</i> (845 Chicago) 7. <i>Blatchford House</i> No. 1 (250 Forest) 8. <i>Douglass House</i> (317 N. Kenilworth) 9. <i>Nineteenth Century Club</i> (178 Forest) 	Ongoing	\$2,250

2011 Work Plan for Historic Preservation Commission
Supporting Housing, Commercial District Vitality, Sustainability & User-Friendly Village Hall

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Permit and plan review	Building permits/plan review	Reviewed 720 building permit and plan review applications Jan. 1 through August 31, 2010.	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 in conjunction with the Historical Society and Unity Temple Restoration Foundation. The educational outreach, contractor demonstrations and "Ask an Architect" were very popular. DIOV Committee awarded it the " <i>Most Creative Booth</i> " Award.	Ongoing	\$100
Streetscape elements	Historic Preservation	Worked with Engineering Division to create a program that would save and reuse existing Historic Stone Sidewalks	Ongoing	None

2011 WORK PLAN FOR HOUSING PROGRAMS ADVISORY COMMISSION

Trustee Liaison: Colette Lueck

Staff Liaison: Tammie Grossman

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN

ENABLING LANGUAGE:

2-31-1: CREATION; TERMS:

There is hereby established a Housing Programs Advisory Committee to consist of a Chairperson and six (6) members, all citizens who work, own a business or live in Oak Park, to be appointed by the Village President, with the advice and consent of the Board of Trustees. Terms on the Housing Programs Advisory Committee shall be three (3) years for the Chairperson and all other members of the Committee, except that the initial term of three (3) members of the Committee shall be for one year, and the initial term of two (2) other members shall be for two (2) years. (Ord. 2003-0-45, 10-20-03)

2-31-2: DUTIES:

The Committee shall advise the President and Board of Trustees on programs and methods to accomplish the following goals within the Village: a) enhance the quality of residential properties; b) attract an economically and racially diverse population; c) develop and maintain affordable housing options; and d) increase the value of residential properties. To accomplish these goals, the Committee and Village staff shall work together to target housing needs within the Village, evaluate present programs in addressing these needs and propose the creation of new programs and the enhancement of existing programs to meet these needs. The Committee shall also evaluate loan packages prepared by staff as a part of any established Village housing rehabilitation loan program and shall advise the President and Board of Trustees with regard to same. The Village Planning and Zoning staff shall keep the Committee informed on planning and zoning issues which may impact upon the housing goals set forth hereinabove and the Committee shall advise the President and Board of Trustees with regard to same. (Ord.1991-0-49, 8-19-91; amd. Ord. 1997-0-32, 8-4-97)

Housing Programs Advisory Committee
Supporting Diversity, Housing, Fiscal Responsibility and Sustainability

2011 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Housing	Single-Family Property Quality	Review Single Family Rehab eligibility guidelines and recommend changes, if any, to the Board.	Winter	
Housing Diversity Fiscal responsibility	Multi-Family Housing Options	Review program guidelines and procedures for the Multi-Family Rehab program. Implementation of Small Rental Properties Program if approved for funding	Spring	
Sustainability	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.	Spring/ Spring/ Summer Ongoing	
Diversity Housing	Census Data	Review census information as it relates to housing issues and diversity of population	Winter/Spring	
Housing		Review foreclosure data and present data to Board for review and comparison	Winter/Spring	

Housing Programs Advisory Committee
Supporting Diversity, Housing, Fiscal Responsibility and Sustainability

2010 Completed and Ongoing Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Diversity Housing	Multi-family Housing Quality	Recommended grant applications for funding from the Multi-family Housing Incentives Program. Monitored participation of owners in the Multi-Family Housing Incentives Program.		
Housing	Single Family Property Quality	Reviewed Single Family Rehab (SFR) loan requests. Recommended # SFR loans for Board approval		
Diversity CDBG requirement	Fair Housing	Presented Analysis of Impediments (AI) to Fair Housing to Board of Trustees for approval. Prepared AI implementation plan to Board for approval Began AI implementation activities		
Diversity Housing	Affordable Housing	Presented updated Affordable Housing Report to the Board of Trustees with recommendations		
Diversity Housing	Multi-family Housing	Developed draft recommendations for new Small Rental Properties Program		

Housing Programs Advisory Committee
 Supporting Diversity, Housing, Fiscal Responsibility and Sustainability

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Diversity Housing	Multi-family and Single-Family Property Quality	Review of loan and grant requests for SFR and Multi-Family Incentives Program. Review Multi-family Incentives Grant Process and evaluate effectiveness of the program.	Ongoing Ongoing	
Sustainability	Affordable Housing Options	Act on Board direction of any proposed recommendations from the report.	Ongoing	
Diversity Fiscal Responsibility	Partner Agency Evaluation	Review Housing Partner Agencies 2012 funding requests.	Summer	
Diversity Housing	Fair Housing	Review AI Implementation Plan and report to Board on progress	Ongoing	

2011 WORK PLAN FOR LIQUOR CONTROL REVIEW BOARD

Trustee Liaison: David Pope Staff Liaison: Teresa Powell

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN

ENABLING LANGUAGE:

The President of the Board of Trustees of the Village of Oak Park shall be the Local Liquor Control Commissioner and shall be charged with the administration within the Village of the appropriate provisions of this Chapter, and whenever the term "Commissioner" is used herein, such term shall refer to the Local Liquor Control Commissioner. The President of the Board of Trustees, with the consent of the Village Board of Trustees, shall appoint a Liquor Control Review Board of five (5) Oak Park residents to investigate and review all applications, renewals and complaints; to investigate the operation of all licensed establishments, conduct hearings, receive evidence and sworn testimony and make recommendations to the Commissioner. Members of the Board shall serve, without compensation, for a term of three (3) years. The President of the Board of Trustees shall appoint a chairperson, with the consent of the Board of Trustees, from among the members of the Liquor Control Review Board to serve as chairperson for a term of one year. The President of the Board of Trustees, as Local Liquor Control Commissioner, shall also serve as a nonvoting ex officio member of the Liquor Control Review Board. The Commissioner shall notify the Board of Trustees of the Commissioner's activities and shall have the following powers, functions and duties with respect to licenses:

- A. To grant and, subject to Article 7, to suspend for not more than thirty (30) days, revoke for cause or to deny renewal of, all local liquor licenses issued to persons for premises within the Commissioner's jurisdiction;
- B. To enter or to authorize any law enforcing officer to enter at any time upon any premises licensed hereunder to determine whether any of the provisions of this Chapter or any rules or regulations adopted by the Commissioner and Liquor Control Review Board or by the State Liquor Commission have been or are being violated, and at such time to examine said premises of said licensee in connection therewith;
- C. To receive complaints from any citizen within the Commissioner's jurisdiction that any of the provisions of this Chapter, or any rules or regulations adopted pursuant thereto, have been or are being violated and to act upon such complaints in the manner hereinafter provided;
- D. To receive local liquor license fees and pay the same forthwith to the Village Collector; E. In the event that an application is rejected by the Commissioner, the Board of Trustees may overrule the Commissioner if a motion to do so is made within forty five (45) days of the rejection. If the Commissioner is overruled and the Board of Trustees, by ordinance, has created a liquor license of the class applied for, the Commissioner shall issue such liquor license to the applicant. (Ord. 1998-0-19, 4-6-98)

2011 Work Plan for Liquor Control Review Board
Supporting User Friendly Village Hall

2011 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	Timely review and recommendations	Ongoing	
Investigate Operations	Review and recommend renewal of liquor licenses for qualifying applicants to Liquor Control Commissioner Based on any Board direction following fall 2010 report, prepare recommendations for revisions to Liquor ordinance if needed. Any follow-up to current review	Three month advance notice for renewals and notice of concerns to applicants Updates to ordinance as needed	Ongoing Winter-Spring, 2011	
Conduct Hearings and Make Recommendations		Public hearings regarding revisions as required	Spring 2011	
Ordinance Review	As needed	Recommendations to Board of Trustees	TBD	

2011 Work Plan for Liquor Control Review Board
Supporting User Friendly Village Hall

2010 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 4 licenses	Through August, 2010	
Investigate Operations	Review and recommend renewal of liquor licenses for qualifying applicants to Liquor Control Commissioner	Recommended renewal of 68 licenses	Through August, 2010	
	Reviewed liquor application revisions and recommended changes	New format compliant with VOP graphic standards published	Available fall 2010	
Public Hearings and Recommendations	Conduct public hearing when required by ordinance.	Conducted meeting with restaurant owners regarding current ordinance and recommended changes	August 24, 2010	
Ordinance Review	Ongoing review of existing liquor code and ordinances, making recommendations for updates and changes when appropriate	Prepare recommendations for VOP Board Review of B-4 license and revision to the "separation" requirement, new language prepared by Legal Department	October 2010 Approved June 7, 2010	

2011 WORK PLAN FOR PLAN COMMISSION

Trustee Liaison: Ray Johnson Staff Liaison: Craig Failor

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN

ENABLING LANGUAGE:

2-17-1: CREATION:

In order that adequate provisions be made for the preparation of a Comprehensive Village Plan for the guidance, direction and control of the growth and development or redevelopment of the Village, a Plan Commission is hereby created under authority of the Illinois Municipal Code. (1981 Code)

2-17-2: MEMBERSHIP:

Said Plan Commission shall consist of a chairperson and eight (8) members, citizens of the Village, appointed by the President on the basis of their particular fitness for their duty on said Plan Commission and subject to the approval of the Board of Trustees. (Ord. 1999-0-2, 2-1-99)

2-17-3: TERM OF OFFICE:

All appointments shall be three (3) year terms on a staggered basis with three (3) appointments made each year. Vacancies shall be filled by appointments for unexpired terms only. All members of the Commission shall serve without compensation. (1981 Code)

2-17-4: PROCEDURE:

Immediately following their appointments, the members of the Plan Commission shall meet, organize, elect such officers as they may deem necessary, and adopt and later change or alter, rules and regulations of organization and procedure consistent with Village ordinances and State laws. The Commission shall keep written records of its proceedings, which shall be open at all times to public inspection. The Commission shall also file an annual report with the Board of Trustees setting forth its transactions and recommendations. (1981 Code)

2-17-5: POWERS AND DUTIES:

Said Plan Commission shall have the following powers and duties:

A. To prepare and recommend to the Board of Trustees a comprehensive plan for the present and future development or redevelopment of the Village. Such plan may be adopted by the Village Board in whole or in separate geographical or functional parts, each of which, when adopted, shall be the Official Comprehensive Plan, or part thereof. Such Plan shall be advisory except as to such part thereof, as has been implemented by ordinances duly enacted by the Board of Trustees. All requirements for public hearing, filing of notice of adoption with the County Recorder of Deeds, and filing of said Plan and ordinances with the Village Clerk shall be

2011 WORK PLAN FOR PLAN COMMISSION

Trustee Liaison: Ray Johnson

Staff Liaison: Craig Failor

complied with as provided by law. To provide for the health, safety, comfort and convenience of the inhabitants of the Village, such Plan or Plans shall establish reasonable standards of design for subdivisions and for resubdivisions of unimproved land and of areas subject to redevelopment in respect to public improvements as herein defined and shall establish reasonable requirements governing the location, width, course, and surfacing of public streets and highways, alleys, public service facilities, curbs, gutters, sidewalks, streetlights, parks, playgrounds, school grounds, size of lots to be used for residential purposes, storm water drainage, water supply and distribution, sanitary sewers, and sewage collection and treatment. The requirements specified herein shall become regulatory only when adopted by ordinance.

- B. To recommend to the Board of Trustees from time to time such changes in the Comprehensive Plan, or any part thereof, as may be deemed necessary.
- C. To prepare and recommend to the Board of Trustees, from time to time, plans and/or recommendations for specific improvements in pursuance of the Official Comprehensive Plan.
- D. To give aid to the officials of the Village charged with the direction of projects for improvements embraced within the Official Plan, or parts thereof, to further the making of such improvements and generally to promote the realization of the Official Comprehensive Plan.
- E. To arrange and conduct any form of publicity relative to its activities for the general purpose of public understanding.
- F. To cooperate with municipal or regional planning commissions and other agencies or groups to further the local planning program and to assure harmonious and integrated planning for the area.
- G. To exercise such other powers germane to the powers granted under authority of the Illinois Municipal Code as may be conferred by the Board of Trustees. (1981 Code)

2-17-6: LAND SUBDIVISION OR RESUBDIVISION AND THE OFFICIAL MAP:

At any time or times, before or after the formal adoption of the Official Comprehensive Plan by the corporate authorities, an official map may be designated by ordinance, which map may consist of the whole area included within the Official Comprehensive Plan, or one or more separate geographical or functional parts. All requirements for public hearing, filing of notice of adoption with the County Recorder of Deeds, and filing of said Plan and ordinances, including the Official Map, with the Village Clerk shall be complied with as provided for by law. No map or plat of any subdivision or resubdivision presented for record affecting land within the corporate limits of the Village of Oak Park shall be entitled to record or shall be valid unless the subdivision shown thereon provides for standards of design, and standards governing streets, alleys, public ways, ways for public service facilities, streetlights, public

2011 WORK PLAN FOR PLAN COMMISSION

Trustee Liaison: Ray Johnson

Staff Liaison: Craig Failor

grounds, size of lots to be used for residential purposes, storm and flood water runoff channels and basins, water supply and distribution, sanitary sewers and sewage collection and treatment in conformity with the applicable requirements of the ordinances, including the Official Map. (1981 Code)

2-17-7: IMPROVEMENTS:

The Village Clerk shall furnish the Plan Commission, for its consideration, a copy of all ordinances, plans and data relative to public improvements of any nature. The Plan Commission may report in relation thereto if it deems a report necessary or advisable, for the consideration of the Board of Trustees. (1981 Code)

2-17-8: EXPENDITURES:

The Commission may, at the discretion of the Board of Trustees, employ a paid secretary or staff, or both, whose salaries, wages and other necessary expenses shall be provided for by the Board of Trustees from public funds. If said Plan Commission shall deem it advisable to secure technical advice or services, it may be done upon authority from the Board of Trustees and appropriations by the Board of Trustees of adequate funds therefor. (1981 Code)

2011 Work Plan for Plan Commission
Supporting Commercial District Vitality, Housing, Retail Strategy, Sustainability, Diversity

2011 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	Review Business District Plans for Current Relevance	The Commission will review the adopted business district plans to ensure that they are still relevant. If any modifications are necessary they will hold the proper hearings and meet with the appropriate stakeholders.	On-Going	Possible - depending on need for Public Hearings
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	\$5,000 - court reports, 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 oversee the development of a revised comprehensive plan through staff, consultant, and working group.	Two-year process	TBD

2011 Work Plan for Plan Commission
Supporting Commercial District Vitality, Housing, Retail Strategy, Sustainability, Diversity

2010 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	Development approved by Village Board	Development within the next three years	
To cooperate with municipal or regional or other groups to further the local planning program for harmonious and integrated planning for the area	Harrison Street Alley Vacation	Applicant did not pursue	NA	

2011 WORK PLAN FOR PUBLIC ART ADVISORY COMMISSION

Trustee Liaison: Jon Hale

Staff Liaison: Loretta Daly

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN

ENABLING LANGUAGE:

2-22-1: CREATION; TERMS:

There is hereby created and established in and for the Village of Oak Park a commission to be hereafter known as the Public Art Advisory Commission which shall consist of a chairperson and six (6) members, to be appointed by the Village President with the consent of the Board of Trustees. The Commission shall consist of one member of the Oak Park Area Arts Council, recommended to the Village President by the Arts Council Board; three (3) artists and/or arts professionals who live and/or work in the Village; one member of the Village Community Design Commission; one member at large who resides within the Village; and one Village staff member recommended to the Village President by the Village Manager. Members shall be appointed on a staggered basis with initial appointments consisting of 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. 2001-0-75, 9-4-01)

2-22-2: DUTIES:

The Public Art Advisory Commission shall have the following duties and responsibilities:

- A. Hold meetings in accordance with the Open Meetings Act on a monthly basis, or as needed, to discuss matters related to the fostering and dissemination of public art throughout the Village, and to consider applications for the placement of both acquired and privately owned art on Village property and to make recommendations to the President and Board of Trustees with regard to the acceptance, placement and maintenance of such art on Village property and, under limited circumstances, the relocation and removal of art from Village property, all in accordance with Chapter 22, Article 13 of this Code entitled "Public Art". The Commission may, within its discretion, both encourage and assist prospective applicants in the filing of such applications.
- B. Recommend to the President and Board of Trustees on or before August 1 of each year an annual designation of funds to the Public Art Acquisition and Maintenance Fund for the acquisition of new public art and the repair and maintenance of the existing public art collection together with a supporting acquisition and maintenance plan and cost analysis.
- C. Keep minutes of its regular public meetings and records of all official actions, and such minutes and records shall be filed in a location which is normally accessible to the public and shall be maintained as public records for purposes of the Illinois Freedom of Information Act.

915

2011 WORK PLAN FOR PUBLIC ART ADVISORY COMMISSION

Trustee Liaison: Jon Hale

Staff Liaison: Loretta Daly

- D. Maintain a detailed inventory and record of all existing public art in the Village, including site drawings, photographs, designs, explanations of the piece, the artist's name and the year of creation, appraisals, artist waivers, evidence of ownership and purchase price, whenever applicable and/or feasible.
- E. Inspect the condition of existing public artworks on at least an annual basis and to communicate maintenance problems and/or suggested solutions to owner, artist or other person or entity designated as responsible for the artwork, or to recommend removal to the Village Board if maintenance efforts are unsuccessful in the case of privately owned artwork; and to notify the Village Board of maintenance problems and suggested solutions, including re-siting and removal in the case of public art owned by the Village. Suggested solutions shall include donor conditions and/or artist waivers where applicable.
- F. Provide public education on existing public artworks throughout the Village. G. With prior Village Board authorization, to work with the Oak Park Area Arts Council and other public and private entities and individuals on art related activities which, while not authorized by or subject to the Public Art Ordinance set forth in Chapter 22, Article 13 of this Code, involve or have the potential to involve public art on Village owned property or other public areas within the Village which are normally open and accessible to the public.
- H. Actively solicit the contribution of funds to the Village Public Art Acquisition and Maintenance Fund and/or loans of quality public artworks to the Village and to establish policies and guidelines to facilitate and encourage same. (Ord. 2001-0-75, 9-4-01)

2011 Work Plan for Public Art Advisory Commission
Supporting Commercial District Vitality

2011 Initiatives

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)	\$15,000 Finance has cost in CIP.
Placement of Public Art	Sculpture Purchase	Make a recommendation to the Board to enter into a lease to buy agreement for "Traveler" located at Humphrey and Chicago	March 2011	\$3,000 (annual cost over 4 years) Finance has cost in CIP.
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	March 2011	\$2,500 Currently not in 2011 budget. Pursue use of Communications Dept. first.
Public Art Education	Public Art Survey	Develop and complete a Public Art Survey ascertaining the public's knowledge of public art and building support for future efforts	April 2011	\$3,000 NOTE: Hiring of any interns must be done through the HR Dept.
Public Art Maintenance	Repair base of "Gate" sculpture	Repair the base of "Gate"	February 2011	\$5,000 Finance has cost in CIP.
Development of Guidelines for the solicitation of funds for Public Art	Percent for Art Ordinance	Propose enactment of a Percent for Art Ordinance	June 2011	

TOTAL REQUEST: 3,000

2011 Work Plan for Public Art Advisory Commission
Supporting Commercial District Vitality

2010 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 submitted to the Board for their review. VOP Board has requested additional information from both the PAAC and Staff	Late 2010 early 2011	
The Placement of Public Art	Traveler Lease	A lease to buy offer has been received by the PAAC, and will be forwarded to the Board for their consideration	Late 2010	
Public Arts Education	VOP Public Art Podcast	Work has begun on a VOP Public Art Podcast that will feature a number of the Public Art pieces located in the Greater Downtown Oak Park Area	Early 2011	
Public Arts Education	Public Art Survey	Work has begun on a VOP Public Art survey to ascertain the public's knowledge of current public art offerings, and to build support for future efforts	Early 2011	

2011 WORK PLAN FOR TELECOMMUNICATIONS COMMISSION

Trustee Liaison: John Hedges

Staff Liaison: David Powers

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN

ENABLING LANGUAGE:

2-26-1: ESTABLISHMENT; DUTIES:

A. There is hereby established in and for the Village of Oak Park, a Telecommunications Commission for the purpose of acting in an advisory capacity to the Village Board on telecommunications issues. The Commission shall also act as liaison between the citizens and any telecommunications operator authorized by franchise to do business in the Village. The duties of the Commission shall include, but not be limited to, those responsibilities as listed in subsection 2-26-1B of this Section.

B. The Telecommunications Commission shall act on behalf of the Village in the monitoring of franchisee performance relating to system performance and compliance with the provisions of the franchise. In addition, the Telecommunications Commission shall encourage the development of programming for the local access channels and any other similar community service oriented services as may be available from a telecommunications operator. (Ord. 1997-0-32, 8-4-97)

2-26-2: COMPOSITION:

The Commission shall consist of seven (7) members, including a chairperson to be appointed by the Village President by and with the consent of the Board of Trustees. Terms shall be for a three(3) year period on a staggered basis. (Ord. 1997-0-32, 8-4-97)

2011 Work Plan for Telecommunications Commission
Supporting Diversity, Retail Strategy, Fiscal Responsibility, & User Friendly Village Hall

2011 Initiatives
This Commission is under consideration by the CIC for a major change of focus. No budget is contained in the 2011 budget until a final direction is provided.

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Fiscal responsibility	Renegotiate franchise agreement with Comcast	Improved fiscal arrangements	TBD	\$15,000 (attorney fees) See note above. If any attorney is hired it would be through the approval of the Law Dept. (attorney fees)
Advisory Duties	Advise board on adoption of aboveground facility ordinance.	Adoption of ordinance?	TBD	
Advocacy	Review PEG access and advocate for public involvement in programming.	Greater public involvement in programming (what measures will you use?)	TBD	TBD
User Friendly Village Public Information Access	Upgrading Village Telecommunication equipment for better Public Access	Enabling Village to take advantage of improved PEG signals and web access; on an average the village collects 1.4 million dollars per year from ATT and Comcast as fees to support PEG access and as part of the above ground utility ordinance.	TBD	Portion .05 % of fees collected from ATT and Comcast per year: approximately: \$50,000.00
User Friendly Village Public Information Access	Work with CIC and Legal Department to suggest changes to the Commission's enabling language to give it advisory responsibility to the board on World Wide Web Public	To take a more robust and public access initiative in using the web to promote public access to Village Board and Commission meetings/activities; fees mentioned in the goal above can be applied to this effort as well. The Communications		Portion .05 % of fees collected from ATT and Comcast per year: approximately: \$23,000.00

2011 Work Plan for Telecommunications Commission
 Supporting Diversity, Retail Strategy, Fiscal Responsibility, & User Friendly Village Hall

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
	Information Access	Department is working now on streaming video for meetings; this is a staff initiative to be completed by January 2011 -- maybe more general initiative?		

2011 Work Plan for Telecommunications Commission
Supporting Diversity, Retail Strategy, Fiscal Responsibility, & User Friendly Village Hall

2010 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)

2011 WORK PLAN FOR TRANSPORTATION COMMISSION

Trustee Liaison: Ray Johnson

Staff Liaison: Mike Koperniak

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN _____

ENABLING LANGUAGE:

2-15-1: CREATION:

There is hereby established a Transportation Commission to serve without compensation and to consist of a chairperson and six (6) members to be appointed by the Village President with the consent of the Village Board. All new appointments to the Commission shall be on a staggered basis for three (3) year terms (except to fill unexpired terms) with the chairperson and two (2) members being appointed during one year and two (2) members being appointed in each of the two (2) succeeding years. (Ord. 2005-0-72, 12-5-05)

2-15-2: DUTIES:

It shall be the duty of the Transportation Commission to submit recommendations to the Village Board for official action. Such recommendations shall be aimed at improving parking and traffic conditions, the administration, and enforcement of traffic regulations, and educational activities in the field of traffic safety. The Commission shall also conduct hearings for cul-de-sacs and other types of street closings in accordance with established guidelines and shall also submit recommendations to the Village Board with regard to same. The Village Manager shall provide for such staff assistance as the Commission may need to carry out these functions. The Commission shall follow the policies established by the President and Board of Trustees in carrying out the above prescribed duties and responsibilities. (Ord. 2005-0-72, 12-5-05)

2011 Work Plan for Transportation Commission
Supporting Fiscal Responsibility and Sustainability

2011 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 	<p>These are recurring annual projects</p>	<p>Parking = \$1,500/year for mailing notifications + Traffic = \$1,400/year for mailing notifications + Parking and Traffic agenda printing costs = \$600/year + Traffic = \$12,000/year for consultant studies</p>
Recommendations	<p>Review the entire Village and make recommendations for locations that should have a reduction in speed or locations that should be 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>	<p>Complete by end of 2011</p>	<p>Included in \$12,000/year cost above</p>
Recommendations	<p>Conduct a 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>	<p>Complete in 2011</p>	<p>Included in \$12,000/year cost above</p>

2011 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 2011.	<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 	Complete by end of 2011 contingent upon project being funded in 2011	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 end of 2011	Sign changes and notifications = \$1,000/year
Recommendations	Review 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 end of 2011	Sign changes and notifications = \$2,000/year
				Total budget amount = \$18,500/year

2011 Work Plan for Transportation Commission
Supporting Fiscal Responsibility and Sustainability

2010 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Recommendations	Review petition to upgrade from two-way to all-way stop signs at the Lyman and Adams	Recommended to change the existing east-west stop signs to north-south stop signs at the intersection of Lyman and Adams	Approved by Village Board of Trustees on May 3, 2010	
Recommendations	6 month review of implemented parking restriction changes in the Oak Park / Ontario parking study area	Review was completed. Recommendations for modifications to some the original recommendations were proposed based on the review	Acted upon by Village Board at its September 20, 2010 meeting	
Recommendations	Review petition for changes to overnight permit parking hours on the 100 and 200 blocks of n Kenilworth	Recommendation made and will be submitted to Village Board for action prior to or in the 4th quarter	Acted upon by Village Board at its September 20, 2010 meeting	
Recommendations	Conduct study of pedestrian safety issues on arterial and collector streets	Study started and focused on two areas (1) around Scoville Park, and (2) at high pedestrian / vehicle crash incident locations. Study still in progress.	Study still in progress	
Recommendations	Review Village's 2010 CIP programs and its compliance with "complete streets" concepts	Review completed. Draft 'Complete Streets Concept' Resolution developed for submission to and adoption by Village Board prior to or in 4th quarter.	To be submitted to the Village Board for action in the 4th quarter of 2010	

2011 Work Plan for Transportation Commission
Supporting Fiscal Responsibility and Sustainability

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Recommendations	Review petition for flashing Pedestrian Warning sign on Division at Woodbine	Stop signs installed on Division Street at Woodbine Avenue	Ordinance to install stop signs adopted by Village Board on June 21, 2010	
Recommendations	Review and recommend changes to parking restrictions in Village owned parking lots on the north side of South Blvd. between Cuyler and Harlem Avenues	Review by the Transportation Commission started in April and was completed on September 27, 2010. Recommendations still to be submitted to the Village Board	To be submitted to the Village Board for action in the 4th quarter of 2010	
Recommendations to Park District	Review parking and traffic issues related to the Park District of Oak Park's proposed plans for modernizing Scoville Park	Recommendations were submitted to the Park District Board of Commissioners for consideration	No Village Board action required	
Recommendations	Reviewed petition to install some type of extended daytime resident only permit parking on Linden and on Ontario, adjacent to the Linden Landmark Condominium building	Recommendation to establish an extended hours daytime resident only permit parking was made and will be submitted to the Village Board for action prior to or in the 4th quarter.	Acted upon by Village Board at its September 20, 2010 meeting	
Recommendations	Reviewed petition for relief from the no parking 8am-10am Monday-Friday restriction in front of the Randolph crossing condominiums at 608-610 Randolph street / 241-245 S East Avenue	Recommendation to change to one day per week No Parking 8AM-10AM restriction made and will be submitted to the Village Board for action prior to or in the 4th quarter	To be submitted to the Village Board for action in the 4th quarter of 2010	

2011 Work Plan for Transportation Commission
Supporting Fiscal Responsibility and Sustainability

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Recommendations	Reviewed possible changes to stop sign controls on Augusta at Woodbine and at Kenilworth	Review completed and recommendation made to leave things as they are. Therefore, no recommendations submitted for Village Board action.	No Village board action required	
Recommendations	Review request to add overnight on-street permit parking around the Heritage House, located at 201 Lake Street	Review completed and recommendation to add overnight on-street permit parking around the Heritage House Retirement Center will be submitted to the Village Board for action prior to or in the 4th quarter	To be submitted to the Village Board for action in the 4th quarter of 2010	
Recommendations	Review the entire Village and make recommendations for locations that should have a reduction in speed or locations that should be 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 to 2011 work plan)	First review meeting held on September 27, 2010. Additional meetings to follow. Recommendations to be made in 2011.	To be submitted to the Village board for action in 2011	

2011 WORK PLAN FOR UNIVERSAL ACCESS COMMISSION

Trustee Liaison: Ray Johnson

Staff Liaison: Steve Witt

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN _____

ENABLING LANGUAGE:

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 Access Commission, which shall consist of the following members:

- A. Chairperson;
- B. Eight (8) 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, three (3) members for two (2) years, and three (3) members for three (3) years. Thereafter, the chairperson and all members shall be appointed for three (3) year terms. (Ord. 1999-0-2, 2-1-99)

2-33-2: OBJECTIVES:

The purpose of the Universal Access Commission is to advise the Village in its efforts to facilitate full participation in community activities by its disabled residents, to bring disabled persons into the mainstream of Oak Park life by recognizing that disabled persons can lead proud and productive lives, to promote universal access throughout the Village, and to heighten public awareness. (Ord. 1999-0-2, 2-1-99)

2-33-3: DUTIES:

- A. Recommend to the Village Board the removal of barriers to the participation of disabled in Village programs and activities.
- B. Recommend to the Village Board the removal of physical barriers to disabled access to Village-owned property and buildings and provide advisory assistance to the Department of Code Enforcement in the removal of such barriers.
- C. Cooperate with and provide support to other Village commissions, committees, task forces, and departments in their efforts to facilitate and promote universal access.

2011 WORK PLAN FOR UNIVERSAL ACCESS COMMISSION

Trustee Liaison: Ray Johnson

Staff Liaison: Steve Witt

- D. Provide advice to any entity within the Village which seeks assistance from the Commission on how to better serve the needs of the disabled beyond minimal requirements of the law.
 - E. Identify appropriate respite care agencies in Oak Park and, with prior Village approval, make this information available to the public.
 - F. Develop and present to the Village a plan to increase awareness in both the public and private sector, regarding the rights and abilities of disabled persons.
 - G. Work with the Manager's office to establish seminars and workshops that promote public awareness of accessibility issues.
 - H. Establish and carry out a program to recognize excellence in providing access to disabled persons within the Village which will make the public aware of businesses and institutions which are accessible.
 - I. Create a guidebook to accessible facilities, programs and activities in Oak Park, which guidebook may be made available to the public with the approval of the Village Board.
 - J. Work with Public Works Department to develop and maintain a safe route map showing the location of all accessible public paths of travel in Oak Park, which map may be made available to the public with the approval of the Village Board.
 - K. Advise appropriate Village staff on accessibility requirements, as requested.
 - L. Evaluate the accessibility of buildings and services within the Village and encourage appropriate Village Code Department staff to initiate staff communication with building owners and/or managers regarding the insufficiency of accessibility in their buildings.
 - M. Promote additional participation on the Commission by disabled persons and disability service providers in Oak Park. (Ord. 1999-0-2, 2-1-99)
- 2-33-4: POWERS:
- A. The Commission shall serve as an advisory body to the Village Board of Trustees on matters of accessibility for the disabled and shall hold such public hearings on the issues of accessibility as the Board, from time to time, shall assign to the Commission.
 - B. The Commission shall advise Village staff, as requested, on issues involving the interpretation of the Federal, State and/or Municipal codes on accessibility with respect to building accessibility issues.

2011 WORK PLAN FOR UNIVERSAL ACCESS COMMISSION

Trustee Liaison: Ray Johnson

Staff Liaison: Steve Witt

- C. The Commission shall assist Village staff, as requested, in mediation of disputes originating from interpretation of this Code with respect to building accessibility issues.
- D. The Commission shall conduct, with Village approval, public awareness, public education and public service programs with regard to accessibility for the disabled. (Ord. 1999-0-2, 2-1-99)

2011 Work Plan for Universal Access Commission
Supporting Diversity and User-Friendly Village Hall

2011 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Advise Village on access issues	Supportive Housing	Participate in public debate regarding Village provision of supportive housing, host presentation on proposed Madison Street Development, be heard by the Trustees on the issue.	Position development by summer 2011	\$0.
Bring persons with disability into mainstream	Education/outreach event	Conduct education and outreach event(s) to discuss concerns of residents who are individuals with disabilities.	Planning will take place in early 2011. Summer of 2011.	\$250.00
Promote universal access throughout village	Publish booklet on access issues for persons with disabilities. Representation of UAC at Chicagoland Area Access-Themed Events	Resource for those with disabilities to obtain necessary services. Ensure UAC Presence at local events concerning Access for residents with disabilities.	Summer 2011	\$250.00 \$50.00 (including mainly the price of copying / printing informational materials.)
Public education on access issues	Day In Our Village	Information Booth	June 2011	\$30.00

TOTAL BUDGET REQUEST FOR 2011: \$580.00.

2011 Work Plan for Universal Access Commission
Supporting Diversity and User-Friendly Village Hall

2010 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Advise Village on access issues	Update accessibility of information on Village Website.	Achieved, Spring 2010	3-4 months	\$0
Bring persons with disability into mainstream	Conduct forum at Oak Park Public Library	Achieved, Winter, 2010	2 mos.	\$0
Promote universal access throughout village	Increase size of Commission and hold regular productive meetings.	Achieved, ongoing	Ongoing	\$0
Public education on access issues	Maintain presence at Day in Our Village	Achieved, Spring 2010	Ongoing, plan is to continue our presence at Day in Our Village going forward.	

2011 Work Plan for Universal Access Commission
Supporting Diversity and User-Friendly Village Hall

2011 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Advise Village on access issues	Supportive Housing	Participate in public debate regarding Village provision of supportive housing, host presentation on proposed Madison Street Development, be heard by the Trustees on the issue.	Position development by summer 2011	\$0.
Bring persons with disability into mainstream	Education/outreach event	Conduct education and outreach event(s) to discuss concerns of residents who are individuals with disabilities.	Planning will take place in early 2011. Summer of 2011.	\$250.00
Promote universal access throughout village	Publish booklet on access issues for persons with disabilities. Representation of UAC at Chicagoland Area Access-Themed Events	Resource for those with disabilities to obtain necessary services. Ensure UAC Presence at local events concerning Access for residents with disabilities.	Summer 2011	\$250.00 \$50.00 (including mainly the price of copying / printing informational materials.)
Public education on access issues	Day In Our Village	Information Booth	June 2011	\$30.00

TOTAL BUDGET REQUEST FOR 2011: \$630.00.

2011 Work Plan for Universal Access Commission
Supporting Diversity and User-Friendly Village Hall

2010 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Advise Village on access issues	Update accessibility of information on Village Website.	Achieved, Spring 2010	3-4 months	\$0
Bring persons with disability into mainstream	Conduct forum at Oak Park Public Library	Achieved, Winter, 2010	2 mos.	\$0
Promote universal access throughout village	Increase size of Commission and hold regular productive meetings.	Achieved, ongoing	Ongoing	\$0
Public education on access issues	Maintain presence at Day in Our Village	Achieved, Spring 2010	Ongoing, plan is to continue our presence at Day in Our Village going forward.	

2011 WORK PLAN FOR ZONING BOARD OF APPEALS

Trustee Liaison: Glenn Brewer

Staff Liaison: Steve Witt

ESTIMATED STAFF WORK TIME IN SUPPORT OF WORK PLAN _____

ENABLING LANGUAGE:

A. CREATION AND MEMBERSHIP

The Zoning Board of Appeals is hereby authorized to be established. The Board, consisting of a Chairperson and six members, shall be appointed by the President of the Village with the consent of the Board of Trustees. The Board shall elect from its members an Acting Chairperson to act whenever the Chairperson is absent. The Chairperson and members of said Zoning Board of Appeals shall serve until the expiration of their current terms, or until their respective successors have been duly qualified and appointed, and each respective successor so appointed shall serve for a term of five years, or until their successor has been duly qualified and appointed. Vacancies upon the Board shall be filled for the unexpired term of the member whose place has become vacant, in the manner herein provided for the appointment of such member. The members of the Board shall serve without compensation.

B. JURISDICTION

The Zoning Board of Appeals is hereby vested with the following jurisdiction and authority and it shall be its duty:

1. To hear and decide appeals in which it is alleged that there is error in any order, requirement, decision, interpretation or determination (hereinafter referred to collectively as "decision") made by the Zoning Officer in the manner set forth in Section 2.2.6.
2. To hear and decide applications for variations from the regulations and restrictions imposed by this Zoning Ordinance, in the manner and subject to the standards set forth in Section 2.2.4.
3. To hear and make recommendations to the President and Board of Trustees on such matters as may be referred to it by the President and Board of Trustees, including applications for amendments to the text or map of this Zoning Ordinance and for special uses subject to the provisions of this Zoning Ordinance.
4. To hear and decide all other matters upon which it is authorized or required to preside under this Zoning Ordinance or applicable Illinois statutes.

C. MEETINGS AND RULES

All meetings of the Zoning Board of Appeals shall be held at the call of the Chairperson and at such times as the Village Board may determine. Every rule or regulation, every amendment or repeal thereof, and every decision of the Village Board shall be filed with the

2011 WORK PLAN FOR ZONING BOARD OF APPEALS

Trustee Liaison: Glenn Brewer

Staff Liaison: Steve Witt

Secretary of the Zoning Board of Appeals and shall be a public record. The Board shall adopt and publish its own rules of procedure not in conflict with this Zoning Ordinance or applicable Illinois statutes, and may select or appoint committees, as it deems necessary.

D. FINALITY OF DECISIONS OF THE ZONING BOARD OF APPEALS

All decisions of the Zoning Board of Appeals, on appeal or upon application for a variation shall, in all instances, be final administrative determinations and shall be subject to review by a court in the manner provided by applicable Illinois statutes.

E. APPOINTMENT AND DUTIES OF THE SECRETARY OF THE ZONING BOARD OF APPEALS

The Director of Building and Property Standards shall appoint as Secretary of the Board an employee of the Village, with experience in zoning matters and record keeping who shall serve as secretary until a successor is appointed. The Secretary shall:

1. Cause a record to be made of the Board's proceedings and actions, showing the vote of each member upon each question.
2. Act as custodian of the records of the Board.
3. Receive forms for appeals and applications for variation from the public. Furnish to the public documentation of appeals and applications for variations that are approved by the Board.
4. Perform such duties as may be assigned from time to time by the Board.

2011 Work Plan for Zoning Board of Appeals
 Supporting Commercial District Vitality, Retail Strategy, Sustainability and Fiscal Responsibility

2011 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Hear and decide special use applications	Process improvement Compile searchable archive of applications and Board actions; Prepare instructional video to aid applicants Develop on-line application process	Archive Admin approval by staff Online applications Instructional video	1 st - 4 th Quarters	\$5,000 (student intern) <i>NOTE: Hiring of any interns must be done through the HR Dept.</i>
Hear and decide variance applications	Process improvement Compile searchable archive of applications and Board actions; Prepare instructional video to aid applicants Develop on-line application process	Archive Admin approval by staff Online applications Instructional video	1 st - 4 th Quarters	\$5,000 (student intern) <i>NOTE: Hiring of any interns must be done through the HR Dept.</i>
Make recommendations to Board of Trustees	Prepare proposed Amendment relative to the "reasonable return" standard	Code revisions	1 st - 2 nd Quarters	None

2011 Work Plan for Zoning Board of Appeals
 Supporting Commercial District Vitality, Retail Strategy, Sustainability and Fiscal Responsibility

2010 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Hear and decide special use applications	Adopt "de minimus" standard	Proposed ordinance amendment		
Hear and decide variance applications	Adopt "de minimus" standard	Proposed ordinance amendment		
Make recommendations to Board of Trustees	Adopt "de minimus" standard	Proposed ordinance amendment		

H

VILLAGE OF OAK PARK
CITIZEN ADVISORY BOARD AND COMMISSION

AGENDA ITEM COMMENTARY

Item Title: Motion to approve a Resolution adopting the STRATEGIC HISTORIC PRESERVATION PLAN as recommended by the Historic Preservation Commission.

Date of Board Action: January 18, 2011

Submitted by: Christina Morris, Chair
Historic Preservation Commission

Department Liaison:

Village Manager's Office:

Douglas Kame
JK

Commission Issue Processing:

A Preservation Plan Committee was formed in 1993 to explore future, long-term historic preservation issues in the community. The plan was meant to outline the Historic Preservation Commission's preservation efforts in the historic districts and in Oak Park as a whole. The committee was comprised of then-current and former commissioners and interested citizens. The Long Range Historic Preservation Plan was approved in September 1994.

The Historic Preservation Commission received Board approval of its 2009 Work Plan to create a new Village-wide Strategic Historic Preservation Plan to replace the 15-year old Long Range Historic Preservation Plan. The Board approved moving forward with an RFP to hire a consultant at its meeting on March 16, 2009. The Board approved the contract with Business Districts, Inc. in July 2009 to prepare the new plan. The Village received a \$20,300 Certified Local Government grant which covered 70% of the total project cost of \$29,000.

Item History:

In August 2009, Business Districts, Inc. conducted interviews and group discussions with various community stakeholders, including property owners, business owners, and members of other Village commissions. Village Staff organized a Steering Committee comprised of various Village stakeholders. Three public workshops were held between October 2009 and March 2010. Four meetings of the Steering Committee were held between September 2009 and May 2010 to review progress on the plan.

The Historic Preservation Commission reviewed the final draft of the plan on June 10, 2010 and voted 9-0 to forward the plan to the Village Board for adoption. The Board reviewed the plan on June 28, 2010. The HPC presented a proposal to hold a special meeting to prioritize the recommended action items in the Plan. The Board supported this idea and recommended additional feedback from the Steering Committee. **The Board made a motion to refer the Plan to a future Board meeting for Adoption.**

The Steering Committee met on August 9, 2010 to provide recommendations to the HPC

on prioritizing the individual action items. The HPC met on August 16, 2010 to review the recommendations from the Steering Committee and to prioritize the action items in the Plan. A facilitator from the National Trust for Historic Preservation assisted the HPC in the process. Those action items deemed an immediate priority were included in the HPC's 2011 Work Plan (approved by the HPC on September 9) and forwarded to the Board for approval.

A copy of the Plan is available for review on the Village's web page for 2010 Village Board Meetings: <http://www.oak-park.us/Agendas/index10.htm>. Click on "*Special Meeting Agenda*" for June 28 and scroll down to the attachments for Item B.

The Plan is also available on the Village's historic preservation web page at: http://www.oak-park.us/planning/Historic_Preservation_strategicplan.htm. Click on "*Final Historic Preservation Strategic Plan*" under Reports on the right-hand side of the page.

Item Policy Commentary:

The Historic Preservation Commission will re-evaluate the action items in the Plan each year in order to prepare their annual work plan and facilitate the implementation of the Plan over a 10-year period. The Plan will be re-evaluated in 2020.

Staff Commentary:

The Village Board indicated its support of the Plan during its review on June 28, 2010 and referred the Plan to a future Board meeting for adoption following the prioritization of the action items by the HPC. Village staff recommends approval of a Resolution to adopt the Strategic Historic Preservation Plan as prepared by Business Districts, Inc. and recommended by the Historic Preservation Commission.

Item Budget Commentary:

Implementation of certain action items within the Plan come with various costs. However, those individual potential future costs will be evaluated by the Village Board each year as part of the HPC's annual work plans. No new costs are associated with the adoption of the Plan itself. The cost to prepare the plan (\$8,684) was budgeted and paid out in 2009-2010.

Proposed Action:

Move to approve a Resolution to adopt the Strategic Historic Preservation Plan.

Strategic Historic Preservation Plan Steering Committee – List of Members

HPC Minutes dated August 16, 2010

HPC Minutes dated September 9, 2010



**Village of Oak Park
STEERING COMMITTEE
Strategic Historic Preservation Plan**

DAN FINNEGAN
North Avenue Business Association

DOUG FREERKSEN
Von Dreele-Freerksen Construction Company

MARK GARTLAND
Park District of Oak Park

FRANK HEITZMAN
Historic Preservation Commission

NICK KALOGERESIS
Lakota Group

JOE LANGLEY
Community Design Commission

FRANK LIPO
Historical Society of Oak Park & River Forest

JOAN MERCURI
Frank Lloyd Wright Preservation Trust

GAIL MORAN
Plan Commission

CHRISTINA MORRIS
Historic Preservation Commission

DAVID SOKOL
Retired professor and HPC chair

BETSY WILLIAMS
Environmental & Energy Advisory Commission

CAROL YETKEN
CYLA Design Associates

PAT ZUBAK
Downtown Oak Park

PAUL ZIMMERMAN
Roosevelt Road Business Association

Oak Park Historic Preservation Commission
August 16, 2010 Meeting Minutes
Oak Park Village Hall, Room 215 - 7:00 pm

ROLL CALL

PRESENT: Chair Christina Morris, Joerg Albrecht, Garret Eakin, Frank Heitzman, Bob Lempera, Rosanne McGrath, Gary Palese, Tony Quinn

ABSENT: Drew Niermann, Carmen Vitello

STAFF: Douglas Kaarre, Urban Planner

SPECIAL MEETING

- A. Discuss prioritization of Action Items in the Strategic Historic Preservation Plan over the period of 2011-2021. Consider recommendations from the Historic Preservation Plan Steering Committee on prioritizing the individual action items as outlined on pages 33-53 of the Plan for the ten year period of the Plan, focusing on the 2011 Work Plan.

Chair Morris introduced Genell Scheurell of the National Trust for Historic Preservation who volunteered to facilitate the meeting discussion.

Genell Scheurell stated that she graduated with a Master's in Historic Preservation from the School of the Art Institute, works at the National Trust for Historic Preservation, and worked at Ford Motor Company for 20 years. She provided an overview of the process to review the 109 action items. This is an overwhelming number of items, but it is an excellent plan. Their first goal should be to create an action plan for Year 1 of the plan (2011).

A list of each of the 109 action items was written on large paper and posted around the room. The commission went through each individual activity to determine if the proposed time frames (high priority, short term, mid term, on-going) as listed in the plan were accurate. The commission suggested merging some of the action items together to avoid repetition.

Following the review of each action item, each commissioner was given seven blue dots and were asked to stick them on the action items that they considered the most urgent and important. Following review of the list, each commissioner volunteered to organize and promote one of the action items. The following list of action items received at least one vote (with name of commissioner listed at the end):

- (6) = Opportunities to cooperate with the Building and Property Standards Department in improving internal review process. (FRANK HEITZMAN)
- (6) = Update the Architectural Review Guidelines. (BOB LEMPERA)
- (5) = Conduct historic preservation training for new Village Trustees and Commissioners. (CHRIS MORRIS)
- (5) = Develop educational materials and outreach options including a technical primer. (ROSANNE MCGRATH)
- (5) = Develop and revise residential materials with an applicant's perspective. (GARRET EAKIN)

Oak Park Historic Preservation Commission
September 9, 2010 Meeting Minutes
Oak Park Village Hall, Council Chambers – 7:30 pm

ROLL CALL

PRESENT: Chair Christina Morris, Joerg Albrecht, Garret Eakin, Bob Lempera, Rosanne McGrath,
Drew Niermann, Gary Palese, Tony Quinn

ABSENT: Frank Heitzman

STAFF: Douglas Kaarre, Urban Planner

C. 2011 HPC Work Plan

The Commission discussed the proposed 2011 work plan. The new items on the plan were determined based upon the Commission's August 16 meeting where they reviewed the proposed items in the Strategic Historic Preservation Plan and prioritized items for the first year. Some of the items on the work plan are ongoing projects or programs from 2010. The total proposed budget for 2011 is \$34,750.

Accomplishments during 2010 include:

- Presenting the annual Preservation Awards.
- Designating 9 Historic Landmarks.
- Completing the Strategic Historic Preservation Plan.
- Reviewing 720 building permits and plan review applications through August 31, 2010.
- Accepting architectural surveys for the Arts District on Harrison and the South Town commercial district, conducted by graduate students at the School of the Art Institute.
- Accepting a partial architectural survey for the Hulbert Subdivision and a National Register nomination of the Lake Theater prepared by a graduate student of the Savannah College of Art and Design.
- Created an HPC educational newsletter.
- Hosted a booth at A Day In Our Village in conjunction with the Historical Society and the Unity Temple Restoration Foundation.
- Continued towards the implementation of a preservation program for historic stone sidewalks.

Ongoing initiatives proposed for 2011 include:

- Review, update and re-write the Architectural Review Guidelines.
- Continue creating an HPC newsletter.
- Conduct educational outreach to property owners in the Arts District on Harrison Street regarding a potential historic district.
- Conduct educational outreach to property owners of potential Landmarks.
- Host a booth at A Day In Our Village.
- Conduct educational outreach to property owners regarding the potential expansion of the local Frank Lloyd Wright-Prairie School of Architecture Historic District.

New initiatives proposed for 2011 include:

- Work with the Building Department to improve internal review processes and advocate for the implementation of the International Existing Building Code.
- Conduct historic preservation training for current and new Village Trustees and Commissioners.
- Create educational materials and outreach options including a technical primer.

2011 Work Plan for Historic Preservation Commission
Supporting Housing, Commercial District Vitality, Sustainability & User-Friendly Village Hall

2011 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 and add new sections on Sustainability and Energy Efficiency. Present to Board for approval. Hire consultant to complete the process in a timely and professional manner, including writing incomplete sections and graphic presentation.	Ongoing from 2009 through August 2011	\$10,000 (consultant)
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	None
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.	October 2010 through August 2011	\$150 (postage, copying)
Public Education	Historic Landmarks	Conduct educational outreach to property owners of potential Historic Landmarks throughout the Village with the goal of designating additional properties as Historic Landmarks.	Ongoing	\$2,500 (plaques)
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	\$100

2011 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 Preservation Awards	Awards Project	Sponsor annual preservation awards and co-host the awards event with the Environmental & Energy Advisory Commission	Fall	\$500
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 the potential for expanding the local historic district boundaries to match. Hold public meetings, a public hearing, prepare a nomination and designate the expanded local historic district.	October 2010 through March 2011	\$250 (postage)
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.	January - March, 2011	\$0
Public education	<u>Strategic HP Plan Recommendation:</u> Conduct historic preservation training for new Village Trustees and Commissioners	<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 	<p>Throughout 2011 as requested.</p> <p>Will be an annual effort for the HPC going forward.</p>	\$100 for production of information and materials

2011 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>: Develop a training program for current Village Board and Commission members to reinforce prior education efforts.</p>	<ul style="list-style-type: none"> • Produce a training document for current Village Board members and Board and Commission members. • Present a program to the above Board and Commission members to reinforce prior education efforts 	<p>Training program – January 2011. Presentation – March 2011</p>	None
Public education	<p><u>Strategic HP Plan Recommendation</u>: Educational materials and outreach options including a technical primer</p>	<ul style="list-style-type: none"> • Research and compile previously prepared Historic Preservation education materials – September/October 2010 • Research ‘best practices’ materials prepared by similar communities – November 2010 • Combine efforts with other HP committees that are preparing educational materials for new staff and general public • Compile all education material gathered and prepare primer; develop Power Point or other method for presentation – Nov 2010 – April 2011. 	September 2010 – April 2011	\$250 (estimated) for copying of materials
Historic Landmarks	Review of potential historic eligibility for I-290 Ramps and adjacent properties	Conduct a “windshield” survey of areas adjacent to the I-290 to determine where to focus more intensive architectural surveys to identify additional potential historic districts and historic landmarks, prepare nominations and designate them.	Phase 1: windshield survey (HPC/ staff) Phase 2: consultant work	\$20,000 (consultant work only – Phase 2) <i>This is not currently in the 2011 budget. Staff is first pursuing a grant. A budget amendment will be required at a later date.</i>

2011 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	<u>Strategic HP Plan Recommendation</u> : Semi-Annual Listening Sessions	<p>Improve understanding of the public perception of the HPC's work and goals, improve understanding on how to facilitate dialogue with the different stakeholders to improve and facilitate collaboration, use opportunity to briefly inform the public about the HPC's legal framework.</p> <ul style="list-style-type: none"> • Create a new section in the architectural guidelines of the HPC to adopt specific guidelines to creating "green" or environmentally friendly approaches to remodeling/demolition of residential and commercial, municipal, etc projects in the historic districts • Review and or revise any existing topics in the architectural guidelines (i.e. - windows, solar panels, etc.) to include updated verbiage on approved options for sustainable practices • 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. 	2 public meetings between April and November 2011	\$200 (refreshments)
Adoption of guidelines	<u>Strategic HP Plan Recommendation</u> : Organize an EEAC and HPC joint working group			\$600 (brochures)
Public Education	<u>Strategic HP Plan Recommendation</u> : Develop and revise residential materials with applicant perspective	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.	December 2011	\$100

2011 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	Strategic HP Plan Recommendation: Preservation Alliance	Illumination of commission objectives for the applicant to review and apply to make the process as efficient as possible 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	\$34,750 \$ 14,750 Removed \$20,000 consultant work - see note. Will return with budget amendment.
TOTAL BUDGET REQUEST FOR 2011				

2011 Work Plan for Historic Preservation Commission
 Supporting Housing, Commercial District Vitality, Sustainability & User-Friendly Village Hall

2010 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Historic Preservation Awards	Awards Project	Presented 12 Historic Preservation Awards at a new awards event held at Unity Temple	September 23, 2010	\$1,000 (approx)
Consultant projects	Strategic Historic Preservation Plan	The Strategic Historic Preservation Plan was completed by the consultants and the Steering Committee and reviewed and accepted by the Board in June, 2010.	August 2009 through August 2010	\$8,700
Annual inspections	Architectural Surveys	Students from the School of the Art Institute completed architectural surveys of the Harrison St. Arts District and the South Town commercial district, recommending a potential new historic district and potential Historic Landmarks.	May, 2010	None
Historic Landmarks	Historic Landmarks Designation	A student from the Savannah College of Art and Design completed a partial survey of the Hulbert Subdivision (800 block S. Kenilworth) and a National Register nomination for the Lake Theater .	August 2010	None
Historic Landmarks	Historic Landmarks Designation	Designation of 9 Landmarks (through September) 1. <i>Schwerin House</i> (639 Fair Oaks) 2. <i>McCready House</i> (231 N. Euclid) 3. <i>Wallace House</i> (178 N. Euclid) 4. <i>Castle House</i> (647 Linden) 5. <i>Everett House</i> (228 Forest) 6. <i>Flitcraft House</i> (845 Chicago) 7. <i>Blatchford House</i> No. 1 (250 Forest) 8. <i>Douglass House</i> (317 N. Kenilworth) 9. <i>Nineteenth Century Club</i> (178 Forest)	Ongoing	\$2,250

2011 Work Plan for Historic Preservation Commission
Supporting Housing, Commercial District Vitality, Sustainability & User-Friendly Village Hall

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Permit and plan review	Building permits/plan review	Reviewed 720 building permit and plan review applications Jan. 1 through August 31, 2010.	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 in conjunction with the Historical Society and Unity Temple Restoration Foundation. The educational outreach, contractor demonstrations and "Ask an Architect" were very popular. DIOV Committee awarded it the " <i>Most Creative Booth</i> " Award.	Ongoing	\$100
Streetscape elements	Historic Preservation	Worked with Engineering Division to create a program that would save and reuse existing Historic Stone Sidewalks	Ongoing	None


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VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

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, 2011

Information Technology Director 
Alvin Nepomuceno

Village Manager's Office 
Lisa K. Shelley

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

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 2010, the Board authorized a one year service agreements with SpearMC Consulting who were the lowest bidder for necessary updates as well as functional and system issues. The total amount to be paid to SpearMC for 2010 is \$14,855.

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

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 web site. DemandStar notified 125 vendors and 2 responded.

Although in the past, SpearMC has been the lowest bidder, they are not so this time around. Yet staff recommends retaining SpearMC because they have provided excellent and timely services in the past and they are familiar with our IT environment. And because this service agreement is for emergency repairs, 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, 2011.

Item Budget Commentary:

The FY 2011 IT Consultant Fee account 1001-41040-142-530667 has a budget of \$45,000 for emergency and "as needed" services.

Proposed Action: Approve the Resolution.

** A full quote document is on file in the Village Clerk's Office.*

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 2011.

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 2011, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ADOPTED AND APPROVED by me this 18th day of January 2011.

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
The Soaring Group		\$95	\$95	\$95	

**Consulting 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.

3. Term

The term of this agreement shall be from January 1, 2011 through December 31, 2011, provided however that the agreement will terminate when the not to exceed amount of the services has been reached.

4. 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.

5. Time for Completion

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

6. Invoices and Payment

The Village will pay SpearMC at the service-based negotiated rates stated in Addendum A. The total annual amount shall not 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.

7. 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.

8. 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.

9. Termination

This Agreement may 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

JAN 11 2011

[Signature]
LAW DEPARTMENT

**ADDENDUM A
STATEMENT OF WORK**

Date: 12/17/2010

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, 2011

End Date: December 31, 2011

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: 12/17/2010

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 January 18, 2011.

AGREED TO & ACCEPTED BY

VOP

By: _____

Printed: _____

Title: _____

Date: _____

AGREED TO & ACCEPTED BY

SpearMC

By: _____

Printed: _____

Title: _____

Date: _____

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VILLAGE OF OAK PARK
CITIZEN ADVISORY BOARD AND COMMISSION
AGENDA ITEM COMMENTARY

Item Title: Resolution Authorizing a Rehabilitation Loan and a
Lead Hazard Reduction Grant: SER-037

Date of Board Action: January 18, 2011

Submitted by: Steven Glass, Chair, Housing Programs Advisory Committee

Department Manager: 
Tammie Grossman

Village Manager's Office: 

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

Using CDBG funding, the **Single-Family Housing Rehabilitation Program** makes loans to low-and-very low-income owner/occupants single-family properties to correct documented or potential code violations and deficiencies, and to make general property improvements. There are two loan products to accomplish program goals: 1) Deferred-Payment Loan Program which makes no-interest loans of up to \$25,000, deferred for repayment for 20 years; and 2) Emergency Loan program which makes no-interest loans of up to \$5000 per unit, deferred for repayment for 10 years, for correction of single emergencies, code violations of an emergency nature, or life-endangering circumstances. A contingency of at least 10% of the loan amount or up to \$5,000 is added into the principal on the loan to cover any unforeseen conditions, and is removed from the loan if not used.

The primary eligibility criteria for all loans are: within HUD income limits; adequate equity; primarily Code-related and basic repair work. For each eligible applicant, the Housing Program Division inspects the property and prepares a detailed scope of work with a line by line item cost estimate. Using the scope of work, the homeowner invites Village qualified contractors to bid on the project. The homeowner is responsible for picking the contractor. However, the accepted bid cannot be more than 10% above the cost estimate or more than 15% below the cost estimate.

As of January 10, 2002, **lead hazard reduction activities** are required on any federally-funded housing rehabilitation project. Three levels of lead hazard procedures exist. For projects under \$5,000, the contractor must not create any hazards, including the creation of lead dust. For projects between \$5,001 and \$25,000, all deteriorated surfaces containing lead in the affected areas must be stabilized, and no new hazards created. For projects over \$25,001, lead hazards in the affected areas must be removed. Independent lead inspections are performed in the affected areas of each property and "hot" areas are identified. Specifications are developed for the lead hazard reduction work and incorporated into the scope of work prepared by the Housing Programs Division. The successful contractor must either provide documentation that they have certified lead workers on staff or have a lead certified subcontractor that can handle the work. Any subcontractors must meet all Village eligibility requirements. CDBG Funds for the lead work are given to the property owner as a grant, following the model of the Cook County HOME Program.

All loan and grant requests are reviewed by the Housing Programs Advisory Committee (HPAC) before they are presented for Board approval. This request was reviewed by HPAC on December 15, 2010 and recommended for approval.

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

Attached is a Resolution Authorizing a Rehabilitation Loan and a lead Hazard Reduction Grant for this single family residence located at 1122 S Scoville Avenue.

SFR-037 is:

- 1) a \$24,999.00 rehab loan to the very low-income owner/occupant household of this property. The owner's income qualifies for a deferred-payment loan. This is the \$22,452.50 rehabilitation cost seen on the attached Bid Spread Sheet, plus a contingency to cover unforeseen problems which might arise during construction (\$2,546.50), total \$24,999.00. The mortgage amount is \$24,999.00. If the entire contingency is not used, an Amended Mortgage will be recorded on title for the exact amount of the loan.
- 2) a \$10,785.00 lead hazard reduction grant, seen on the attached Bid Spread Sheet. A contingency of 1,215.00 has also been added to this amount, for a total available grant of \$12,000.00. If the entire contingency is not used, the remainder will return to the grant fund balance account.

These sources of funding are the **CDBG Revolving Loan Fund** (\$24,999.00) and the **Community Development Block Grant Fund** (\$12,000.00), total \$36,999.00. The \$24,999.00 mortgage is deferred for repayment until transfer of title, or a date 20 years from the date of loan approval (January 18, 2031). (The mortgage and note are written in the amount of \$24,999.00, the \$22,452.50 principal plus the 10% contingency of \$2,546.50.) The lead hazard reduction work is a grant made out of CDBG funds, which requires no repayment.

The scope of work is detailed on the attached Loan Summary Form, as well as more detailed information about this project. The owner meets all program eligibility requirements, including the three major criteria: income, equity, and eligible scope of work.

Bids were solicited from five contractors and two responded. The results can be seen on the attached Bid Summary Form. The accepted bid was within the approved range of the cost estimate prepared by staff.

This loan application was reviewed and approved by Housing Programs Division staff (Housing Programs Coordinator and Housing Programs Manager) and the Housing Programs Advisory Committee.

Item Budget Commentary:

Funding for the Village loan is from Fund 20, the CDBG Revolving Loan Fund. This loan will reduce the \$350,000.00 loan balance, by \$24,999.00 (\$350,000 original budget amount from the 2011 budget), leaving a balance of \$325,001.00 (Account 2020-46206-357-585613).

Funding for the Village lead grant is from Fund 83, the Community Development Block Grant Fund. This grant will reduce the \$95,000.00 remaining budget amount for Lead Hazard Reduction grants (\$95,000.00 original budget amount from the 2011 budget) by \$12,000.00 leaving \$83,000.00. (Account 2083-46206-357-585612).

Proposed Action:

Approve the Resolution.

Not Yet Approved Minutes of
HOUSING PROGRAMS ADVISORY COMMITTEE
Village of Oak Park
December 15, 2010
7:00 pm - Room 215

PRESENT: Steven Glass, April Lasker, Katrina Fill, and Meredith Morris
EXCUSED: Cary McLean
TRUSTEE LIASON: Colette Lueck
GUESTS: Patrick Diakite, Oak Park Resident
Jim Jaworski, Chicago Tribune
STAFF: Tammie Grossman and Jeff Richardson

CALL TO ORDER: The meeting was called to order by Chair Steven Glass at 7:00 pm.

REVIEW AND APPROVAL OF MEETING AGENDA: Chair Glass asked if there were any changes to the Agenda. No one had any changes; agenda approved unanimously.

NON-AGENDA PUBLIC COMMENT: None

APPROVAL OF MINUTES: A motion was made by Ms. Lasker to approve the minutes of October 20, 2010 as drafted, seconded by Ms. Morris, and passed unanimously.

PROGRAM UPDATES: Ms. Grossman referred the committee to her written report. HPAC members asked for a state of Oak Park Housing Report for 2010 in January 2011. Ms. Grossman indicated that she would put such a report together and present it to HPAC at either the January or February meeting.

INTERFAITH HOUSING DEVELOPMENT: HPAC reviewed the request from the Chair of the Plan Commission to comment on the Interfaith Housing Development to take place at the Comcast site on Madison. HPAC Chair, Steven Glass, will prepare a letter for HPAC's review that can be submitted by the requested deadline of January 20, 2011.

REQUEST FOR A SINGLE FAMILY HOUSING REHABILITATION LOAN AND LEAD HAZARD REDUCTION GRANT, SFR-037: Jeff Richardson presented the project to the committee. Ms. Morris moved to recommend forwarding the application for funding to the Village Board. Ms. Fill seconded the motion.

Roll Call:	Cary McLean	Absent
	Katrina Fill	Aye
	Meredith Morris	Aye
	April Lasker	Aye
	Chair Steven Glass	Aye

OTHER BUSINESS: None

ADJOURNMENT (voice vote): It was moved by Ms. Fill and seconded by Ms. Morris to adjourn.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,
Tammie Grossman
Staff Liaison



Community Planning and Development
Housing Programs Division

Loan Summary

Single Family Housing Rehabilitation Loan Program

I. Identification Number:	SFR-037
II. Project Cost:	Rehab Loan \$24,999 (Fund 20, Revolving Loan Fund)
	Lead Containment Grant \$12,000 (Fund 12, Housing Fund)
	Total Project Cost \$36,999
III. Loan/Mortgage Amount:	\$24,999 (\$22,452.50 + \$2,546.50 contingency)
First Mortgage:	none
Second Mortgage:	none
VOP Mortgage (this loan)	\$24,999
Post-Rehab Encumbrance:	\$24,999
Estimated Market Value/ Current Market Value:	\$265,950 (County Assessor's estimate)
Post-Rehab Equity:	\$240,951 (90.6% equity)
IV. Property Taxes:	Current, \$423.17 paid 11/30/10 (2 nd installment 2009 taxes) verified 12/10/10. No other taxes owed.
Water Bill:	Current

Housing Code Violations:

None.

- V. **Use of Loan Funds:** The rehab loan will install new vinyl siding on the rear enclosed porch, and the porch interior will be painted. All windows will be replaced and the exterior trim will be capped with aluminum. The living room, foyer, hall, two bedrooms and the kitchen will be repainted, and the kitchen floor will be retiled. In the first floor bathroom a new floor, medicine cabinet, vanity and accessible toilet will be installed. GFCI receptacles will be installed in the kitchen, bath and basement. Interior walls in the basement will be removed, and the foundation walls will receive a waterproof cement plaster coating to alleviate seepage. A new basement door, lighting fixtures and switches and a new laundry tub will be installed.

The lead grant will cover the treatment of deteriorated lead-painted components on the porches and removal of the existing windows and basement door. Aluminum caps will be installed on the wood trim of the front porch, and the porch deck and stairs will be stabilized and repainted. Contaminated soil around the house will be removed, and new mulch will be added to cover the bare soil.

- VI. **Comments:** This is a one and one half-story brick bungalow owned and occupied by a single elderly woman. The household qualifies as low-income.

A lead inspection and risk assessment were done before the start of specification writing. In accordance with federal requirements for projects with a rehab cost below \$24,999, interim controls will be used to address all lead paint hazards.

Equity meets the Program guideline requiring post-rehab equity of at least 10%. For purposes of determining equity, staff used the Assessor's estimated market value of \$265,950. With total debt of \$24,999 (no first mortgage and \$24,999 Village mortgage), there will be 90.6% post-rehab equity. The Village's investment is protected.



Community Planning and Development
Housing Programs Division

Budget and Bid Analysis

Single Family Housing Rehabilitation Loan Program

Project: SFR - 037
 Owner: Jeanne Riordan
 Address: 1122 S. Scoville Ave

Trade	VOP	IDLC Co.	C&J Home	AMW Envi	Tite Const	TKD Inc.
1- General Requirements	\$ 233.00	\$ 450.00	\$ -	\$ -	\$ -	\$ -
2 - Owner Participation						
3 - Volunteer Participation						
4 - Site Work						
5 - Demolition & Disposal	\$ 800.00	\$ 775.00	\$ 550.00	\$ -	\$ -	\$ -
6 - Concrete and Paving						
7 - Masonry	\$ 2,550.00	\$ 375.00	\$ 900.00	\$ -	\$ -	\$ -
8 - Metal Work						
9 - Environmental Rehab	\$ 9,837.00	\$ 10,785.00	\$ 6,075.00	\$ -	\$ -	\$ -
10 - Carpentry	\$ 11,240.00	\$ 9,950.00	\$ 7,650.00	\$ -	\$ -	\$ -
11 - not used						
12 - not used						
13 - not used						
14 - not used						
15 - Roofing						
16 - Conservation						
17 - Drywall & Plaster	\$ 380.00	\$ 325.00	\$ 400.00	\$ -	\$ -	\$ -
18 - Ceramic Tile						
19 - Paint and Wallpaper	\$ 2,600.00	\$ 5,685.00	\$ 3,325.00	\$ -	\$ -	\$ -
20 - Floor Coverings	\$ 1,500.00	\$ 1,505.00	\$ 1,500.00	\$ -	\$ -	\$ -
21 - HVAC						
22 - Plumbing	\$ 2,200.00	\$ 2,707.50	\$ 2,050.00	\$ -	\$ -	\$ -
23 - Electric	\$ 655.00	\$ 680.00	\$ 400.00	\$ -	\$ -	\$ -
Totals Include Addendum						
TOTALS	\$ 31,995.00	\$ 33,237.50	\$ 22,850.00	No Bid	No Bid	No Bid
Bid Range	\$ 27,196.00	TO	\$ 35,195.00			

RESOLUTION

AUTHORIZING A REHABILITATION LOAN AND A LEAD HAZARD REDUCTION GRANT

SFR-037

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 Community Development Block Grant funds in the current program year for rehabilitation loans and lead hazard reduction grants for privately owned 1-4 unit properties as part of its Single Family Housing Rehabilitation Loan/Grant Program. As of January 18, 2011, \$175,000.00 of those funds were available for such loans and \$95,000.00 of those funds were available for such grants.

b) The premises at 1122 S Scoville Avenue consists of a single family owned by Jeanne M. Riordan, hereinafter referred to as "Owner(s)". The premises are presently in need of repairs set forth in the project Work Description. The owner(s) are in need of rehabilitation and lead hazard reduction services pursuant to their application, approved by the Housing Programs Division of Community Planning and Development.

c) A copy of the Work Description for the premises is on file in the office of the Housing Programs Division along with a signed contract for the rehabilitation work. The total cost of this project is not expected to exceed a cost of \$36,999.00, which is the contract amount plus contingency. Any cost exceeding the Village rehabilitation loan will be paid by the Owner(s).

d) The Owner(s) has requested an interest-free, deferred-payment loan of up to \$24,999.00 and a \$12,000.00 lead hazard reduction grant from Oak Park's Single Family Housing Rehabilitation Loan/Grant Program for the purposes of redeveloping the property in accordance with the Work Description; the loan to be in the amount of up to \$24,999.00 (\$22,452.50 with contingency of \$2,546.50), and to 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; 2) the conveyance or transfer of any interest in the subject property by the estate of the mortgagor; or 3) January 18, 2031; and the grant to be in the amount of up to \$12,000.00, (\$10,785.00 with contingency of 1,215.00).

e) The application and property have been reviewed by the Housing Programs Advisory Committee which has determined that the applicant meets all of the guidelines of the Single-Family Housing Rehabilitation Loan/Grant Program including income eligibility, adequate equity, and eligible repairs.

SECTION II

a) That the Village Treasurer is authorized and directed to loan up to \$24,999.00 (rehab), and grant

up to \$12,000.00 (lead) to Jeanne M. Riordan for the purposes and on the terms set forth in the Findings, the loan to be evidenced by a note and secured by a mortgage on the subject property. The note and mortgage shall conform substantially to Exhibits A and B attached to this Resolution.

b) That if the entire approved amount of the rehab loan including contingency is not used, an Amendment to Mortgage and Amended Note will be prepared and executed to reflect the actual amount spent.

c) That the Village Manager or his designee is authorized to execute an agreement with the Owner(s) setting forth the conditions of the rehabilitation project, a copy of which is attached hereto as Exhibit C.

SECTION III

That the proceeds of the loan and grant shall be distributed only upon evidence that work has been satisfactorily 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, 2011.

AYES:

NAYS:

ABSENT:

APPROVED by me this 18th day of January, 2011.

David G. Pope
Village President

ATTEST:

Teresa Powell
Village Clerk

MORTGAGE

PIN: 16-18-419-009-0000

THIS MORTGAGE is made this 18th day of January, 2011, between Jeanne M. Riordan, herein referred to as "Mortgagor," and The Village of Oak Park, a municipal corporation herein referred to as "Mortgagee," under the following terms and conditions:

Mortgagors are justly indebted to the legal holder(s) of a principal promissory note, termed "Installment Note," bearing the same date as this Mortgage, executed by Mortgagors, in the principal sum of \$24,999.00

(Twenty-Four Thousand Nine Hundred Ninety-Nine and 00/100 Dollars), made payable and delivered to The Village of Oak Park, by which Note the Mortgagors promise to pay the principal sum, and no interest except as follows: The principal shall be payable in full upon the earliest of the following occurrences or date:

1. The conveyance or transfer of any interest in the following described real estate by the mortgagor or the estate of the mortgagor;
2. January 18, 2031

provided that the principal, unless paid when due shall bear interest at 9% or the then highest rate permitted by law. All of the principal and interest are to be paid at the office of the Finance Director, Village of Oak Park, 123 Madison Street, Oak Park, Illinois 60302, or at such banking house or trust company as the Village may, from time to time, in writing appoint.

NOW THEREFORE, to secure the payment of the principal and interest in accordance with the terms, provisions and limitations of the Note and of this Mortgage, and the Mortgagor's performance of the covenants and agreements contained in this Mortgage, and also in consideration of the sum of One Dollar, the receipt whereof is hereby acknowledged, Mortgagors CONVEY AND WARRANT to the Mortgagee, its successors and assigns, the following described Real Estate and all of their estate, right, title and interest therein, in the Village of Oak Park, COUNTY OF COOK AND STATE OF ILLINOIS, to wit:

Lot 83 in South Ridgeland a Subdivision in the Southeast 1/4 of Section 18, Township 39 North, Range 13, East of the Third Principal Meridian in Cook County, Illinois.

which, with the property hereinafter described, is referred to herein as the "Premises"

Permanent Real Estate Index Number(s): 16-18-419-009-0000

Address(es) of Real Estate: 1122 S Scoville Avenue
Oak Park, Illinois 60304

TOGETHER with all improvements, tenements, easements, and appurtenances belonging to that land, and all rents, issues and profits for so long and during all such times as Mortgagors may be entitled to them (which rents, issues and profits are pledged primarily and on a parity with real estate and not secondarily), and all fixtures, apparatus, equipment or articles used to supply heat, gas, water, light, power, refrigeration and air conditioning (whether single units or centrally controlled), and ventilation, including (without restricting the foregoing), screens, window shades, awnings, storm doors and windows, floor coverings, inador beds, stoves and water heaters. All of the foregoing are declared and agreed to be a part of the mortgaged premises whether physically attached thereto or not. It is agreed that all buildings and additions and all similar or other apparatus, equipment or articles hereafter placed in the premises by Mortgagors or their successors or assigns shall be part of the mortgaged premises

TO HAVE AND TO HOLD the Premises forever, for the purposes, and upon the uses and trusts set forth herein, free from all rights and benefits under and by virtue of the Homestead Exemption Laws of the State of Illinois, which rights and benefits Mortgagors expressly release and waive.

1. Mortgagors shall:

- (a) keep the premises in good condition and repair, without waste;
- (b) promptly repair, restore, or rebuild any buildings or improvements now or hereafter on the premises which may become damaged or be destroyed;
- (c) keep the premises free from mechanic's liens or liens in favor of the United States or other liens or claims for lien not expressly subordinated to the lien hereof;
- (d) pay when due any indebtedness which may be secured by a lien or charge on the premises superior to the lien hereof, and upon request exhibit satisfactory evidence of the discharge of such prior lien to Mortgagee or to holders of the note;
- (e) complete within a reasonable time any building or buildings now or at any time in process of erection upon the premises;
- (f) comply with all requirements of law or municipal ordinances with respect to the premises and the use thereof;
- (g) make no material alterations in the premises except as required by law or municipal ordinance or as previously consented to in writing by the Mortgagee or holder of the note.

2. Mortgagors shall pay before any penalty attaches all general taxes, and shall pay special taxes, special assessments, water charges, sewer service charges, and all other charges against the premises when due, and shall, upon written request, furnish to Mortgagee or to holders of the note the original or duplicate receipts thereof. To prevent default of this Mortgage, Mortgagors shall pay in full under protest, in the manner provided by statute, any tax or assessment, which Mortgagors may desire to contest.

3. Mortgagors shall keep all buildings and improvements now or hereafter situated on the premises insured against loss or damage by fire, lightning and windstorm under policies providing for payment by the insurance companies of moneys sufficient either to pay the cost of replacing or repairing the same or to pay in full the indebtedness secured hereby, all in companies satisfactory to the holders of the note, under insurance policies payable, in case of loss or damage, to Mortgagee for the benefit of the holders of the note, such rights to be evidenced by the standard mortgage clause to be attached to each policy, and shall deliver all policies, including additional and renewal policies, to the holders of the note, and in case of insurance about to expire, shall deliver renewal policies not less than ten days prior to the respective dates of expiration.

4. In case of default therein, Mortgagee or the holder of the note may, but need not, make any payment or perform any act required of Mortgagors by this Mortgage, in any form and manner deemed expedient, and may, but need not, make full or partial payments of principal or interest on prior encumbrances, if any, and purchase, discharge, compromise or settle any tax lien or other prior lien or title or claim thereof, or redeem from any tax sale or forfeiture affecting the premises or contest any tax or assessment. All moneys paid for any of the purposes herein authorized and all expenses paid or incurred in connection therewith, including reasonable attorney's fees, and any other moneys advanced by Mortgagee or the holders of the note to protect the mortgaged premises and the lien hereof, plus reasonable compensation to Mortgagee for each matter concerning which action herein authorized may be taken, shall be so much additional indebtedness secured hereby and shall become immediately due and payable without notice and with interest thereon at the rate of nine per cent per annum. Inaction of Mortgagee or holders of the note shall never be considered as a waiver of any right accruing to them on account of any default hereunder on the part of Mortgagors.

5. The Mortgagee or the holders of the Note who make any payment hereby authorized relating to taxes or assessments, may do so according to any bill, statement or estimate procured from the appropriate public office without inquiry into the accuracy of such bill, statement or estimate or into the validity of any tax, assessment, sale, forfeiture, tax lien or title or claim thereof.

6. Mortgagors shall pay each item of indebtedness herein mentioned, both principal and interest, when due according to the terms hereof. At the election of the holders of the principal note, and without notice to Mortgagors, all unpaid indebtedness secured by this Mortgage shall, notwithstanding anything in the principal note or in this Mortgage to the contrary, become due and payable when default shall occur in payment of principal or interest, or in case default shall occur and continue for three days in the performance of any other agreement of the Mortgagors herein contained.

7. When the indebtedness secured by this Mortgage becomes due, whether by the terms of the note or by acceleration or otherwise, holders of the note or Mortgagee shall have the right to foreclose the lien created by this Mortgage and also shall have all other rights provided by the laws of Illinois for the enforcement of a mortgage debt. In any suit to foreclose the lien hereof, there shall be allowed and included as additional indebtedness in the court order for sale all expenditures and expenses which may be paid or incurred by or on behalf of Mortgagee or holders of the note for attorney's fees, appraiser's fees, outlays for documentary and expert evidence, stenographer's charges, publication costs and costs (which may be estimated as to items to be expended after entry of the court order) procuring all such abstracts of title, title searches and examinations, and guarantee policies which may be reasonably necessary either to prosecute such suit or to evidence to bidders at any sale which may be had pursuant to such court order the true condition of the title to or the value of the premises. In addition, all similar expenditures and expenses shall become additional indebtedness secured by this Mortgage and immediately due and payable, with interest at the rate of nine per cent per annum, when paid or incurred by Mortgagee or holders of the Note in connection with: (a) any action, suit or proceeding, including but not limited to probate and bankruptcy proceedings, to which either of them shall be a party, either as plaintiff, claimant or

defendant, by reasons of this Mortgage or any indebtedness secured by this Mortgage; or (b) preparations for the commencement of any suit for the foreclosure hereof after accrual of such right to foreclose whether or not actually commenced; or (c) preparations for the defense of any threatened suit or proceeding which might affect the premises or the security hereof, whether or not actually commenced.

8. The proceeds of any foreclosure sale of the premises shall be distributed and applied in the following order of priority: First, on account of all costs and expenses incident to the foreclosure proceedings, including all such items as are mentioned in the preceding paragraph; second, all other items which under the terms hereof constitute secured indebtedness additional to that evidenced by the Note, with interest as herein provided; third, all principal and interest remaining unpaid; fourth, any surplus to Mortgagors, their heirs, legal representatives or assigns as their rights may appear.

9. Upon or at any time after the filing of a complaint to foreclose this Mortgage, the Court in which such complaint is filed may appoint a receiver of the premises. Such appointment may be made either before or after sale, without notice, without regard to the solvency or insolvency of Mortgagors at the time of application for such receiver and without regard to the then value of the premises or whether the same shall be then occupied as a homestead or not and the Mortgagee hereunder may be appointed as Mortgagee in possession. Such receiver shall have power to collect the rents, issues and profits of the premises during the pendency of such foreclosure suit and, in case of a sale and a deficiency, during the full statutory period for redemption, whether there be redemption or not, as well as during any further times when Mortgagors, except for the intervention of such receiver, would be entitled to collect such rents, issues and profits, and all other powers which may be necessary or are usual in such cases for the protection, possession, control, management and operation of the premises during the whole of the period. The Court from time to time may authorize the receiver to apply the net income in his hands in payment in whole or in part of: (1) The indebtedness secured hereby, or by any decree foreclosing this Mortgage, or any tax, special assessment or other lien which may be or become superior to this lien or of such decree, provided such application is made prior to foreclosure sale; (2) the deficiency in case of a sale and deficiency.

10. No action for the enforcement of this Mortgage lien or of any term or condition of this Mortgage shall be subject to any defense which would not be available in a breach of contract action on the Note.

11. Mortgagee or the holders of the Note shall have the right to inspect the premises at all reasonable times and access thereto shall be permitted for that purpose.

12. Mortgagee has no duty to examine the title, location, existence, or conditions of the premises, nor shall Trustee be obligated to record this Mortgage or to exercise any power given by this Mortgage unless expressly obligated to do so by the terms of this Mortgage, nor be liable for any acts or omissions hereunder, except in case of his own gross negligence or misconduct or that of the agents or employees of Mortgagee, and he may require indemnities satisfactory to him before exercising any power herein given.

13. Mortgagee shall release this Mortgage and the lien created thereby by proper instrument upon presentation of satisfactory evidence that all indebtedness secured by this Mortgage has been fully paid; and Mortgagee may execute and deliver a release to and at the request of any person who shall either before or after maturity, produce and exhibit to Mortgagee the principal Note, representing that all indebtedness secured by this Mortgage has been paid, which representation Mortgagee may accept as true without inquiry. Where a successor trustee requests that a release be executed by a successor mortgagee, the Mortgagee may accept as genuine any note which bears a certificate of identification which is purportedly executed by a prior mortgagee or which conforms in substance to the Note as described herein and which is purportedly executed by the Makers. Where a release is requested of the Mortgagee and the Mortgagee has never executed a certificate on any document identifying it as the principal note, the Mortgagee may accept as the original Note any note which is presented and which conforms in substance with the description of the Note in this Mortgage and which appears to be executed by the Makers.

14. The terms and conditions in this Mortgage shall extend to and be binding upon the Mortgagors and all persons claiming under or through Mortgagors, and the word "Mortgagors" shall include all such persons and all persons at any time liable for the payment of the indebtedness or any part thereof, whether or not such persons shall have executed the principal note, or this Mortgage.

15. The Mortgagors on their own behalf and on behalf of each and every person acquiring any interest in or title to the premises subsequent to the date of this Mortgage, hereby waive any and all rights of redemption, including all rights under 735 I.L.C.S. 5/15-1603 from any judgment, order or decree of foreclosure of this Mortgage and from any sale under any judgment, order, or decree of foreclosure of this Mortgage.

16. At the election of the Holder of the Note, and without notice, the principal amount remaining unpaid on the Note, together with accrued interest thereon, shall become at once due and payable at the place of payment in the event Mortgagors, or those succeeding to (his/her/their) interest, directly or indirectly, transfers, assigns, convey, or contracts to convey any interest in the

premises of the beneficial interest in the Mortgagor.

17. The Mortgagor, on its behalf and on behalf of each and every person acquiring any interest in or title to the premises subsequent to the date of this Mortgage shall keep the premises fully repaired and in strict compliance with Village of Oak Park zoning ordinances, building code ordinances, and Code of the Village of Oak Park including provisions relating to housing, health, and fair housing.

The name of a record owner is: Jeanne M. Riordan

Signed by the Mortgagors on the day and year first above written.

_____ (Seal)	_____ (Seal)
Jeanne M. Riordan	
_____	_____
_____ (Seal)	_____ (Seal)
_____	_____

State of Illinois, County of Cook ss.

I _____
a notary public in Cook County, Illinois, certify that Jeanne M. Riordan
personally known to me, appeared before me in person,
on _____
and voluntarily signed this document including the release and waiver of the right homestead.

Notary Public

DELIVER TO: BOX 321

NOTE

\$24,999.00

Oak Park, Illinois, January 18, 2011

FOR VALUE RECEIVED, Jeanne M. Riordan promises to pay to the Village of Oak Park, Illinois the principal sum of Twenty-Four Thousand Nine Hundred Ninety-Nine and 00/100 Dollars Dollars and no interest except as follows: The principal shall be payable in full upon the earliest of the following occurrences or date:

1. The conveyance or transfer of any interest in the following described real estate by the maker or the estate of the maker;
2. January 18, 2031

The principal unless paid when due shall bear interest after maturity at the then highest rate permitted by law or nine percent per annum whichever is greater. Payments are to be made at the office of the Finance Director, Village of Oak Park, 123 Madison Street, Oak Park, Illinois 60302 or such banking house or trust company, as the Village may appoint in writing.

The payment of this Note is secured by a Mortgage, bearing the same date as this Note, on the following described real estate in the County of Cook, Illinois ("the Premises"):

Lot 83 in South Ridgeland a Subdivision in the Southeast 1/4 of Section 18, Township 39 North, Range 13, East of the Third Principal Meridian in Cook County, Illinois.

Permanent Real Estate Index Number(s): 16-18-419-009-0000

Address(es) of Real Estate: 1122 S Scoville Avenue
Oak Park, Illinois 60304

Without the prior written consent of the Village of Oak Park, the maker or makers shall not convey or encumber title to the Premises.

It is agreed that at the election of the Village of Oak Park without notice, the principal sum together with accrued interest, shall become at once due and payable in case of default. Default includes the failure to make any payment when due, the conveyance or encumbrance of title to the Premises without the written consent of the Village, or any other default or breach of the terms and conditions of the Mortgage or this Note which occurs and continues for three days (in which event election may be made at any time after the expiration of three days, without notice). A violation notice from the Village of Oak Park shall be *prima facie* evidence of a default in the performance of the mortgagor's agreement to keep the premises fully repaired and in compliance with the Code of the Village of Oak Park including the provisions relating to Housing, Building, Zoning, and Fair Housing, as set forth in paragraph 1(17) of the Mortgage.

No delay in such election after actual or constructive notice of default shall be construed as a waiver of remedies or acquiescence in any such default.

The parties each waive presentment for payment, notice of dishonor, protest and notice of protest.

Jeanne M. Riordan

IMPORTANT - Preserve this note after payment to obtain release of Mortgage.

Exhibit B

VILLAGE OF OAK PARK

COMMUNITY DEVELOPMENT SINGLE-FAMILY REHABILITATION LOAN/GRANT PROGRAM

AGREEMENT SFR-037

Agreement made by the Village of Oak Park, a municipal corporation, hereinafter referred to as "Village", and Jeanne M. Riordan, 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 \$24,999.00, and a lead hazard reduction grant in the amount of \$12,000.00, to be used for the following improvements to the Owner's residence located at 1122 S Scoville Avenue, Oak Park, County of Cook, State of Illinois.

Improvements: See attached specifications.

Which residence is legally described as:

Lot 83 in South Ridgeland a Subdivision in the Southeast 1/4 of Section 18, Township 39 North, Range 13, East of the Third Principal Meridian in Cook County, Illinois.

P.I.N. #: 16-18-419-009-0000

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) January 18, 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) January 18, 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 \$24,999.00. 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.

REVIEWED AND APPROVED
AS TO FORM

JAN 11 2011

LAW DEPARTMENT

THE VILLAGE OF OAK PARK

BY: _____

Exhibit C

ATTEST:

Teresa Powell
Village Clerk

OWNER(S): _____

DATE: _____

VILLAGE OF OAK PARK

M

CITIZEN ADVISORY BOARD AND COMMISSION RECOMMENDATION

AGENDA ITEM COMMENTARY

Item Title: Recommendation to Reduce the Current Posted Speed Limit from 30mph to 25mph on Division Street and Chicago Avenue from Harlem Avenue to Austin Avenue. On Lake Street from Forest Avenue to Ridgeland Avenue, and on Oak Park Avenue from Roosevelt Road to North Avenue.

Resolution or Ordinance No. _____

Date of Board Action: January 18, 2011

Submitted by: Paul Aeschleman, Chairperson of the Transportation Commission

Village Engineer _____
Jim Budrick

Village Manager's Office: _____

Citizen Advisory Board or Commission Issue Processing (Dates of Related Commission Meetings):

11/22/10 Transportation Commission – Recommendation to reduce the current posted speed limit from 30mph to 25mph on Division Street and Chicago Avenue from Harlem Avenue to Austin Avenue. On Lake Street from Forest Avenue to Ridgeland Avenue and on Oak Park Avenue from Roosevelt Road to North Avenue.

Item Policy Commentary (Previous Board Review, History Key Points, Current Issue, Commission Recommendation):

At its June 7, 2010 meeting, the Village Board of Trustees reviewed and acted on the Transportation Commission's recommendations for the Division and Woodbine Intersection. During its review, the Village Board voted unanimously to refer to the Transportation Commission a work item to take a broader look at reducing the speed limit on Division Street to 25 mph between Austin Boulevard and Harlem Avenue and in similar areas and to establish a park zone street on Division Street between Forest and Kenilworth Avenues with a 20 mph speed limit and in other park areas.

The Transportation Commission reviewed the recommendation from the Village Board at its November 22, 2010 meeting. The Commission listened to both the staff presentation and public testimony. The Commission reviewed the traffic volumes and posted speed limits of bordering communities to ensure that Oak Park posted speed limits are consistent with the adjoining communities.

The item regarding establishing Park Zone designated streets will be taken up in 2011 Transportation Commission meetings.

After considerable deliberation, the Commission voted unanimously to make the following recommendation.

1. Approve the reduction of the current posted speed limit from 30mph to 25mph on Division Street and Chicago Avenue from Harlem Avenue to Austin Avenue. On Lake Street from Forest Avenue to Ridgeland Avenue and on Oak Park Avenue from Roosevelt Road to North Avenue.

If the Village Board concurs with this recommendation tonight then staff will prepare the necessary draft ordinance for adoption at its future meeting.

The following is a list of attached exhibits:

- **Exhibit A** – Map Of Posted Speed Limits In The Village And In The Surrounding Communities

Staff Commentary:

Analysis

Village staff concurs with the Transportation Commission recommendation. Staff performed field observations of the posted speed limits of the adjoining communities to Oak Park. To the west River Forest and Forest Park both have posted speed limits of 25mph while to the north and east the City of Chicago is posted 30mph. To the south Berwyn is posted 25mph. The reduction of the posted speed limit from 30mph to 25mph will be consistent when vehicles enter or exit streets from adjoining communities to the west and south while require traffic entering Oak Park boundaries from the north and east to slow down. Reducing speed limits is proven to enhance safety by reducing risks imposed by drivers speed choices. The intent is to reduce disparities in speeds and reduce the potential for vehicle conflicts, ultimately achieving consistency regarding safety, enforcement and driver behavior.

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

Staff estimates that it will cost less than \$6,000 to implement the Transportation Commission's recommendations. Monies are available in the Public Works Sign budget. The work will be funded by account number 1001-43740-773-560634.

Proposed Action: Approve the (Insert Resolution or Ordinance)

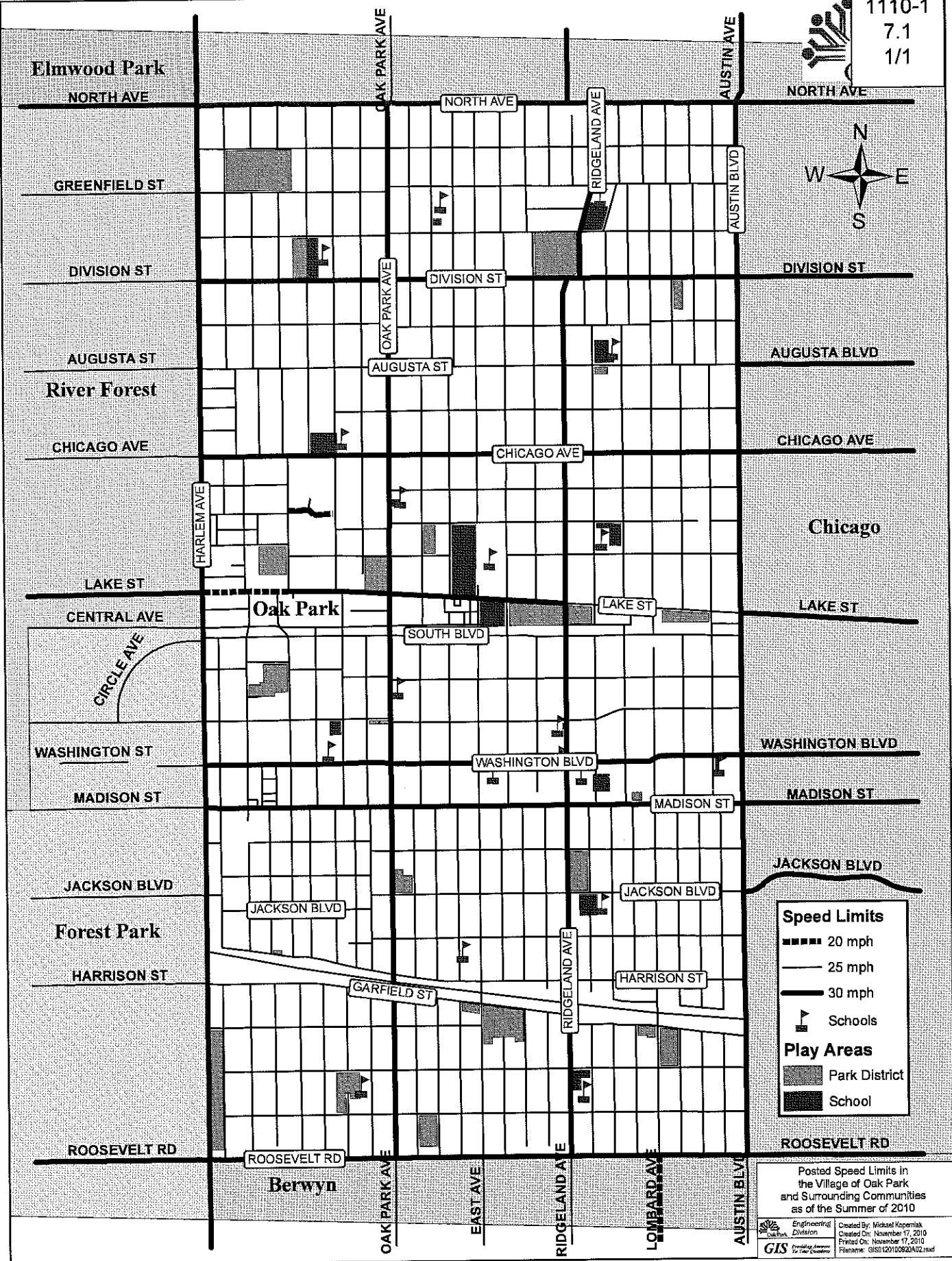
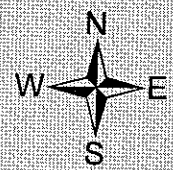
1. Recommend the reduction of the current posted speed limit from 30mph to 25mph on Division Street and Chicago Avenue from Harlem Avenue to Austin Avenue. On Lake Street from Forest Avenue to Ridgeland Avenue and on Oak Park Avenue from Roosevelt Road to North Avenue.

Village of Oak Park

Parking and Traffic Commission and Staff Comparison Matrix			
Recommendation to Reduce the Current Posted Speed Limit from 30mph to 25mph on Division Street and Chicago Avenue from Harlem Avenue to Austin Avenue. On Lake Street from Forest Avenue to Ridgeland Avenue and on Oak Park Avenue from Roosevelt Road to North Avenue.			
<i>Number</i>	<i>P&T Commission Recommendation</i>	<i>Staff Recommendation</i>	<i>Remarks</i>
1	1. Recommendation to Reduce the Current Posted Speed Limit from 30mph to 25mph on Division Street and Chicago Avenue from Harlem Avenue to Austin Avenue. On Lake Street from Forest Avenue to Ridgeland Avenue and on Oak Park Avenue from Roosevelt Road to North Avenue.	concur	

EXHIBIT A 1-1

1110-1
7.1
1/1



Speed Limits

- ▬▬▬▬ 20 mph
- ▬▬▬▬ 25 mph
- ▬▬▬▬ 30 mph
- ▲ Schools

Play Areas

- Park District
- School

Posted Speed Limits in the Village of Oak Park and Surrounding Communities as of the Summer of 2010

- **Exhibit C** – Condition Diagram
- **Exhibit D** – Collision Diagram
- **Exhibit E** – Traffic Data

Staff Commentary:

Analysis

Village staff concurs with the Transportation Commission recommendation. Staff reviewed the 36 month crash history at the intersection and prepared a sketch of the area showing all the traffic controls in proximity to the intersection along with a condition diagram. A traffic study was conducted to obtain vehicle traffic volumes and speed on the residential street system.

Currently there are no stop signs on Division between the traffic signals at Ridgeland Avenue and Austin Avenue. After analysis of the data, staff found that one right angle collision occurred at the intersection within a 36 month period. The traffic volume shows that as you head eastbound on Division from Ridgeland there is a marked increase in vehicle volume within the subject area. Based on traffic data there are 200-300 vehicles entering and exiting Division Street on each block from Harvey to Humphrey. The vehicle speeds on Division are within the posted speed limit of 30 mph, whereas the speeds of vehicles on Hayes are consistent in a southbound to northbound direction and slightly higher in a northbound to southbound direction entering the intersection of Division Street. The pedestrian counts during the peak hour of 4:15 PM to 5:15 PM on the two days in the count average 35, pedestrians per day.

In summary, petitioners collected substantially more signatures from the residents within this area supporting the installation of the all way stop at Division Street and Hayes Avenue. Petitioners are concerned with the near misses of traffic incidents and their ability to cross Division Street safely to access Anderson Playground. The Transportation Commission after weighing all the criteria and the possibility of reducing the speed limit from 30mph to 25mph on Division Street voted 4 to 3 in favor of the requested stop sign change.

If the Village Board decides to approve the petitioned request for upgrading from two-way to all-way STOP signs at Division Street and Hayes Avenue, then Village staff recommends installing ALL WAY STOP placards on all four corners of sign posts.

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

Staff estimates that it will cost less than \$500 to implement the Transportation Commission's recommendations. Monies are available in the Public Works Sign budget. The work will be funded by account number 1001-43740-773-560634.

Proposed Action: Approve the (Insert Resolution or Ordinance)

1. Recommend to upgrade stop signs from two-way to all-way for traffic at the intersection of Division Street and Hayes Avenue.

Village of Oak Park

Parking and Traffic Commission and Staff Comparison Matrix			
Recommendation to Approve the Petition to Upgrade from Two Way to All Way STOP Signs at the Intersection of Division Street and Hayes Avenue.			
Number	<i>P&T Commission Recommendation</i>	<i>Staff Recommendation</i>	Remarks
1	1. Recommend to upgrade stop signs from two-way to all-way for traffic at the intersection of Division Street and Hayes Avenue.	concur	

Rocio Muñoz
David Dallam
Gabriel Dunbar

907 Hayes
Oak Park, IL 60302
(708) 650-0900
rocio.munoz@comcast.net

The Transportation Commission
Attention: Mr. John Kloak
The Village of Oak Park
Public Works Center
201 South Boulevard
Oak Park, IL 60302

August 30, 2010

Dear Mr. Kloak and Members of the Transportation Commission:

Please find enclosed our completed Petition For Traffic Regulation requesting that 4-way stop be placed at the intersection of Division Street and Hayes Avenue in Oak Park. The reasons for this request are as follows:

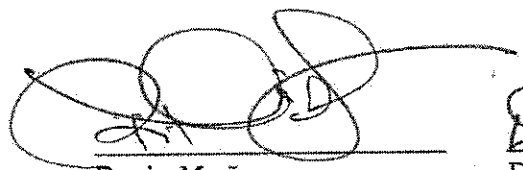
1. At the present time there is a 2-way stop at the intersection, which applies to traffic travelling on Hayes but not to traffic circulating on Division;
2. There are painted stripes on the road and two "Pedestrian Crossing" signs applying to traffic circulating on Division, which consistently fail to slow down traffic when pedestrians are waiting to cross the intersection;
3. The intersection of Hayes and Division is heavily used by pedestrians, especially young children, who make use of the facilities, camps, pre-school, and programs at Andersen Park on a daily basis;
4. Division is a road heavily used by people driving across Oak Park. There are no stop signs or traffic lights at the present time to slow down or stop traffic on Division between Ridgeland and Austin. Vehicles travelling through this stretch of Division even when not speeding present a significant danger to pedestrians attempting to cross the street;
5. We are aware of the 2009 collision that took place on Hayes/Division, and many of us have witnessed "near miss" accidents at the same intersection. Traffic accidents taking place between vehicles travelling at the speed limit (30 mph) are very worrisome, but a collision between a pedestrian and a vehicle moving at the speed limit could likely be fatal;
6. On Tuesday, August 10th, at approximately 7:45 AM, after looking both ways for incoming traffic, we started to cross Division at Hayes from Andersen Park. Our group included one adult, one child, and two dogs. A speeding west-bound taxi driver did not even look and almost hit us. We called 911 to report this incident. Many of our neighbors have similar stories, and some have indicated their reluctance to use Andersen Park because of the difficulty in safely crossing Division;

- 7. The only other park in Oak Park with Division frontage is Field Park, between Oak Park Avenue and Harlem Avenue. There are now two stop signs on Division that allow pedestrians to cross Division to access the park: one at Kenilworth and a new one at Woodbine. We were glad to see the Village of Oak Park respond so quickly to the recent accident involving a child being hit by a moving vehicle at Woodbine and Division, and we hope that the Village will prevent a similar accident from happening by placing a 4-way stop at Division and Hayes.


As you can see from the signatures obtained, there is an overwhelming support for the placement of a 4-way stop at Hayes and Division. All of the households with Hayes/Division corner frontage (843, 900, and 901 N. Hayes) support this petition. So do the households with Division frontage in the immediate vicinity of the proposed 4-way stop (900, 901, and 846 N. Lombard, and 901 N. Taylor). In less than one week, we collected 134 signatures. They include 60% of the households with actual street frontage where the traffic regulation is being requested (33 signatures collected out of 55 homes), as well as 101 additional signatures from the immediate neighborhood and the community at large.

In summary, we respectfully submit what we believe to be ample sustainable cause and support for the placement of a 4-way stop at Hayes and Division. Please let us know if there is anything else we can do to facilitate this process, and keep us updated on the progress in the reviewing and due consideration of the present petition. Thank you very much.

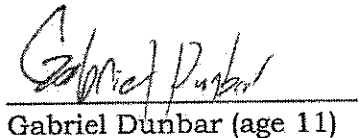
Cordially,



Rocio Muñoz



David Dallam



Gabriel Dunbar (age 11)

PETITION FOR TRAFFIC REGULATIONS

We, the undersigned, respectfully petition the Transportation Commission to recommend to the Oak Park Board of Trustees that traffic regulations be established in the 900 + 800 block of HAYES in the Village of Oak Park, Illinois.

We further petition the Commission to regulate traffic in this manner: _____

PLACE A 4-WAY STOP AT
INTERSECTION OF
HAYES AND DIVISION

* = This petition is being circulated by: (list name, address and telephone number)

	Name	Address and Phone No.
①	*ROCIO MUÑOZ	907 HAYES. 708.660.0900
2.	Mitch Pierce	904 HAYES 708 524 8762
3.	Rene Hutchinson	906 HAYES - 708-524-1306
4.	Karen Walsh	910 Hayes 708/383-2018
5.	Elyse Smith	915 Hayes 708-261-9207
6.	ANN RYAN	917 HAYES 708 445 1592
7.	Lisbet PAULSON	921 HAYES 708-383-4641
8.	Thomas Nealon	923 Hayes 708-383-8466
9.	Roseann Roberts	927 Hayes 708-386-8312
10.	Quintia M. Williams	931 Hayes 708-383 4156
11.	Sung Ahn	943 Hayes 708-386-0205
12.	Regina Murphy	937 Hayes 708-386-9269
13.	CICHY ALENA	946 HAYES 847-254 0223
14.	MICHAEL MARIA	940 Hayes 708-460-0607
15.	Julia Inzetter	930 Hayes 708-383-8112

This petition should be signed by residents representing at least 51% of the street frontage where the traffic regulations are being requested. Also, **ATTACH A LETTER EXPLAINING WHY THIS PETITION IS BEING REQUESTED.**

Return to: The Transportation Commission, Attention: John Kloak, The Village of Oak Park, Public Works Center, 201 South Boulevard, Oak Park, IL 60302

The Transportation Commission is an advisory body to the Village Board of Trustees and meets on the fourth Monday of each month at 7:30 p.m. in Village Hall to discuss matters relating to parking and traffic. Upon receipt of your completed signed petition, the circulator will be advised as to when the Commission will meet to review this petition.

PETITION FOR TRAFFIC REGULATIONS

We, the undersigned, respectfully petition the Transportation Commission to recommend to the Oak Park Board of Trustees that traffic regulations be established in the 800 +
900 block of HAYES in the Village of Oak Park, Illinois.

We further petition the Commission to regulate traffic in this manner: _____

PLACE A 4-WAY STOP AT
INTERSECTION OF
HAYES AND DIVISION

* = This petition is being circulated by: (list name, address and telephone number)

	Name	Address and Phone No.
①	* ROLIO MURDOZ	907 HAYES 708-660-0900
2.	Karen M. Smith	928 Hayes Ave. 708-358-8598
3.	Esther Brodsky	926 Hayes 708 848-0442
4.	Donna Budokas	922 Hayes 386 7324
5.	M. R. Brown	905 HAYES 708-524-1356
6.	Anna Bramfeld	901 Hayes Ave 708-445-1124
7.	FLAN. MARESSO	911 HAYES AVE 708-386-5971
8.	Rumin Pilditch	947 Hayes Ave. 708-383-3386
9.	Kara Miller	1001 Hayes Ave 7083580852
10.	ZVI KREMER	1006 Hayes Ave 7086601044
11.	Kurt Reskopf	1010 Hayes Ave 708 383 0639
12.	Jesse Vitusen	1008 Hayes Ave 708-445-8458
13.	Julie DeAngelis	1014 Hayes Ave. 708-763-9075
14.	Joelle Literas Fiorechi	1028 Hayes Ave 708-386 0263
15.	Dolores Kostrecka	1042 Hayes Ave 708-524-1460

This petition should be signed by residents representing at least 51% of the street frontage where the traffic regulations are being requested. Also, ATTACH A LETTER EXPLAINING WHY THIS PETITION IS BEING REQUESTED.

Return to: The Transportation Commission, Attention: John Kloak, The Village of Oak Park, Public Works Center, 201 South Boulevard, Oak Park, IL 60302

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PETITION FOR TRAFFIC REGULATIONS

We, the undersigned, respectfully petition the Transportation Commission to recommend to the Oak Park Board of Trustees that traffic regulations be established in the 800 / 900 block of HAYES in the Village of Oak Park, Illinois.

We further petition the Commission to regulate traffic in this manner: _____

PLACE A 4-WAY STOP AT INTERSECTION OF HAYES + DIVISION

* = This petition is being circulated by: (list name, address and telephone number)

	Name	Address and Phone No.
1.	<u>*Rocio M... 8</u>	<u>907 HAYES - 708 660-0900</u>
2.	<u>Deey J. Hase</u>	<u>1040 HAYES - 708-398-1936</u>
3.	<u>Monica L. Halloran</u>	<u>1119 N Taylor Ave 848-8760</u>
4.	<u>Dea Hammond</u>	<u>1037 N. Humphrey 383-3757</u>
5.	<u>Lisa Braude</u>	<u>1095 Hayes Ave 312-848-1559</u>
6.	<u>FRANK SORDICLA</u>	<u>1024 Hayes Ave 708 524 9165</u>
7.	<u>JAN MAR</u>	<u>1043 HAYES AVE 708-383-6652</u>
8.	<u>Terna Pickenll</u>	<u>1023 Hayes Ave 708-386-3587</u>
9.	<u>Garn Daley</u>	<u>1033 Hayes Ave 708-660-9766</u>
10.	<u>Mara Maas</u>	<u>1017 Hayes Ave 312-343-2484</u>
11.	<u>Juliana Palmar</u>	<u>50 Chicago Avenue 708 386-5663</u>
12.	<u>ADRIANA BUTIERRE</u>	<u>1011 HAYES Ave 708-386-7268</u>
13.	<u>Anthony Ross</u>	<u>1009 HAYES AV 708-660-0309</u>
14.	<u>Felicia</u>	<u>1007 Hayes Av 312-925-2994</u>
15.	<u>Tom Hall</u>	<u>1018 Hayes Av 708-514-0702</u>

This petition should be signed by residents representing at least 51% of the street frontage where the traffic regulations are being requested. Also, ATTACH A LETTER EXPLAINING WHY THIS PETITION IS BEING REQUESTED.

Return to: The Transportation Commission, Attention: John Kloak, The Village of Oak Park, Public Works Center, 201 South Boulevard, Oak Park, IL 60302

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PETITION FOR TRAFFIC REGULATIONS

We, the undersigned, respectfully petition the Transportation Commission to recommend to the Oak Park Board of Trustees that traffic regulations be established in the 8007 900 block of HAYES in the Village of Oak Park, Illinois.

We further petition the Commission to regulate traffic in this manner: PLACE A 4-WAY STOP AT INTERSECTION OF HAYES AND DIVISION

* = This petition is being circulated by: (list name, address and telephone number)

Table with 2 columns: Name and Address and Phone No. containing 15 entries of names and addresses with phone numbers.

This petition should be signed by residents representing at least 51% of the street frontage where the traffic regulations are being requested. Also, ATTACH A LETTER EXPLAINING WHY THIS PETITION IS BEING REQUESTED.

Return to: The Transportation Commission, Attention: John Kloak, The Village of Oak Park, Public Works Center, 201 South Boulevard, Oak Park, IL 60302

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PETITION FOR TRAFFIC REGULATIONS

We, the undersigned, respectfully petition the Transportation Commission to recommend to the Oak Park Board of Trustees that traffic regulations be established in the 800 + 900 block of HAYES in the Village of Oak Park, Illinois.

We further petition the Commission to regulate traffic in this manner: _____

PLACE A 4-WAY STOP AT
INTERSECTION OF
HAYES AND DIVISION

* = This petition is being circulated by: (list name, address and telephone number)

	Name	Address and Phone No.
1.	* Rocio Munoz	907 HAYES. 708.660.0900
2.	Alyssa Ryan	414 Augusta St. 708-386-3163
3.	Robin Feuk	841 N. Taylor Ave 728 368 7011
4.	Emily Hauser	825 N. Lombard 386-9681
5.	Michelle Maldonado	710 N. Hayes 380-1961
6.	Kesha Locke	306 Chicago Ave 773-931-8605
7.	Stacy Oster	8326 Harvey Ave 708-413-5107
8.	Gold Okrut	900 HAYES Ave 708 357 7597
9.	Charlie Kelly	843 " " "
10.	Kristen Comin	841 Hayes Ave 380 5116
11.	Sarah Hoffmen	843 N. Elmwood 763-9121
12.	Sally Lemke	806 Mapleton Ave 358-1966
13.	Heinrich Lubinos	1217 N. Madem Av 670 7534
14.	Stephanie Kiesling	918 N. Kentwork
15.	Kelly Matyas	415 N. Taylor 445-8575

This petition should be signed by residents representing at least 51% of the street frontage where the traffic regulations are being requested. Also, ATTACH A LETTER EXPLAINING WHY THIS PETITION IS BEING REQUESTED.

Return to: The Transportation Commission, Attention: John Kloak, The Village of Oak Park, Public Works Center, 201 South Boulevard, Oak Park, IL 60302

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PETITION FOR TRAFFIC REGULATIONS

We, the undersigned, respectfully petition the Transportation Commission to recommend to the Oak Park Board of Trustees that traffic regulations be established in the 800+900 block of HAYES in the Village of Oak Park, Illinois.

We further petition the Commission to regulate traffic in this manner: _____

PLACE A 4-WAY STOP
AT INTERSECTION OF
HAYES AND DIVISION

* = This petition is being circulated by: (list name, address and telephone number)

	Name	Address and Phone No.
1.	* Rocio Newoor	907 HAYES 708 660-0900
2.	Craig Bonnell	629 Bellekorn 708 524-1846
3.	Julie Kanton	936 Hayes 708 434-5446
4.	Michael Stetzer-Jocks	814 Humphrey 708-209-9134
5.	William Blane	100 East Blane, Oak Park IL 60301 773 209 7711
6.	Matt Clend	823 N. Humphrey Ave 60302 708 714 7877
7.	Christine Mondragon	601 N Woodbine 708 383-5674 7877
8.	Noah Styer	806 Hayes 708 386 3426
9.	Gabrielle Husbands	809 N. Hayes (708) 848-2795
10.	Ann Collins	809 N. Hayes
11.	Stacey Hess	1109 Clinton Ave. 708-524-4661
12.	Barbara Ciancio	526 N. HUMPHREY 708-848-6196
13.	IAN FRIEDMAN	616 S. ELLIOT AVE. 708-660-1330
14.	VICKY TUCKER	708 S. Ridgeland 708-386 3228
15.	Beth Franken	1111 Hayes Ave 708-386-8321

This petition should be signed by residents representing at least 51% of the street frontage where the traffic regulations are being requested. Also, ATTACH A LETTER EXPLAINING WHY THIS PETITION IS BEING REQUESTED.

Return to: The Transportation Commission, Attention: John Kloak, The Village of Oak Park, Public Works Center, 201 South Boulevard, Oak Park, IL 60302

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PETITION FOR TRAFFIC REGULATIONS

We, the undersigned, respectfully petition the Transportation Commission to recommend to the Oak Park Board of Trustees that traffic regulations be established in the 800+900 block of HAYES in the Village of Oak Park, Illinois.

We further petition the Commission to regulate traffic in this manner: _____

PLACE A 4-WAY STOP
AT INTERSECTION OF
HAYES AND DIVISION

* = This petition is being circulated by: (list name, address and telephone number)

	Name	Address and Phone No.
1.	<u>Rocio Hernandez</u>	<u>907 HAYES 708 660-0900</u>
2.	<u>Betsy Adelstein</u>	<u>117 N. Euclid Ave 708 383 1983</u>
3.	<u>Kim Neppel</u>	<u>915 N. Euclid 708 763-9169</u>
4.	<u>Jill Christie</u>	<u>1118 N. Grove 708-763-0298</u>
5.	<u>Miss Malagoli</u>	<u>831 N. Dundee 708-383-6849</u>
6.	<u>Tom J.</u>	<u>1124 N. Harvey 708-386-1967</u>
7.	<u>Susie Malagoli</u>	<u>627 Forest 708 383-4061</u>
8.	<u>Julian Foster</u>	<u>1205 Columbian 383-6546</u>
9.	<u>Ametto Oishi</u>	<u>624 Westey Ave. 708.660.0963</u>
10.	<u>Bill Sullivan</u>	<u>721 N. CUYLER 708 524-1773</u>
11.	<u>Debbie Dibbern</u>	<u>734 Belleforte 708-524-1444</u>
12.	<u>Jill Harren</u>	<u>831 Belleforte 708.660.9532</u>
13.	<u>Silvane Santilli</u>	<u>907 N. Grove 708 445-0734</u>
14.	<u>Catherine M Morgan</u>	<u>1027 N. Kenilworth 708 660-8891</u>
15.	<u>Sharon O'Mara</u>	<u>811 Clarence O.P. 848-6871</u>

This petition should be signed by residents representing at least 51% of the street frontage where the traffic regulations are being requested. Also, ATTACH A LETTER EXPLAINING WHY THIS PETITION IS BEING REQUESTED.

Return to: The Transportation Commission, Attention: John Kloak, The Village of Oak Park, Public Works Center, 201 South Boulevard, Oak Park, IL 60302

The Transportation Commission is an advisory body to the Village Board of Trustees and meets on the fourth Monday of each month at 7:30 p.m. in Village Hall to discuss matters relating to parking and traffic. Upon receipt of your completed signed petition, the circulator will be advised as to when the Commission will meet to review this petition.

PETITION FOR TRAFFIC REGULATIONS

We, the undersigned, respectfully petition the Transportation Commission to recommend to the Oak Park Board of Trustees that traffic regulations be established in the 800 + 900 block of HAYES in the Village of Oak Park, Illinois.

We further petition the Commission to regulate traffic in this manner:

PLACE A 4-WAY STOP
AT INTERSECTION OF
HAYES AND DIVISION

* = This petition is being circulated by: (list name, address and telephone number)

	Name	Address and Phone No.
1.	* ROCIOMWOOD	907 HAYES 708-660-0900
2.	Nicole Turner	645 N Grove Oak Park 312-844-41
3.	Fergus O'Connell	1647 N. Kenilworth Ave
4.	John Linnels	746 S. Lombard Ave
5.	Ruth Schoenmeyer	819 S. Ridgeland, OP, IL 708-383-2569
6.	SEKOU SIDINE	722 S. LYMAN, OP, IL
7.	Alon Lewis Sidine	same household
8.	Pete Konowski	619 N Cuyler OP. 708-997-0670
9.	Jeanne Rusk	730 S Cuyler OP 708-848-8522
10.	[Signature]	830 S. Cuyler OP 60304 524-9970
11.	[Signature]	85 S. Cuyler OP 60304 524-9970
12.	SARAH DARRISH	1100 S. Elmwood Ave OP. 60304
13.	Liz Humphrey	835 N Marion ST OP 60302
14.	Melissa Halmarson	538 S. Scoville Ave. OP 60304
15.	Maura O'Hara	1019 N. Kenilworth OP 60302

This petition should be signed by residents representing at least 51% of the street frontage where the traffic regulations are being requested. Also, ATTACH A LETTER EXPLAINING WHY THIS PETITION IS BEING REQUESTED.

Return to: The Transportation Commission, Attention: John Kloak, The Village of Oak Park, Public Works Center, 201 South Boulevard, Oak Park, IL 60302

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PETITION FOR TRAFFIC REGULATIONS

We, the undersigned, respectfully petition the Transportation Commission to recommend to the Oak Park Board of Trustees that traffic regulations be established in the 800+900 block of HAYES in the Village of Oak Park, Illinois.

We further petition the Commission to regulate traffic in this manner:

PLACE A 4-WAY STOP
AT INTERSECTION
OF HAYES + DIVISION

* = This petition is being circulated by: (list name, address and telephone number)

	Name	Address and Phone No.
1.	* Rocio MUDOR	907 HAYES 708 660-0900
2.	Darlene Carter	941 N. Hayes 613-5108
3.	MA Pomezniek	1322e Monroe 60302
4.	Di G. V. [unclear]	942 N. LOMBARD 386-8209
5.	[unclear]	1140 ROSSEN AVE. 393-0869
6.	[unclear]	946 N Lombard Ave 445-8006
7.	[unclear]	938 N Lombard Ave 60302 383-2578
8.	[unclear]	932 N Lombard Ave 60302
9.	[unclear]	936 N. Lombard Ave 60302 708-163-8442
10.	SANDRA OLIVA	932 N. LOMBARD AVE. 60302 708-948-3570
11.	JOSABANA GAROLLA	603 WASHINGTON 60302 339-5250
12.	VICTOR VANEK	819 S. ELWOOD 60304 386-2034
13.	Kitty Conkley	928 N. Lombard OP 60302 763-8766
14.	[unclear]	901 N. Taylor Ave. OP 60302 445-9545
15.	Judy Weli	922 N Lombard OP 60302 708-386-4461

Some names

This petition should be signed by residents representing at least 51% of the street frontage where the traffic regulations are being requested. Also, **ATTACH A LETTER EXPLAINING WHY THIS PETITION IS BEING REQUESTED.**

Return to: The Transportation Commission, Attention: John Kloak, The Village of Oak Park, Public Works Center, 201 South Boulevard, Oak Park, IL 60302

The Transportation Commission is an advisory body to the Village Board of Trustees and meets on the fourth Monday of each month at 7:30 p.m. in Village Hall to discuss matters relating to parking and traffic. Upon receipt of your completed signed petition, the circulator will be advised as to when the Commission will meet to review this petition.

PETITION FOR TRAFFIC REGULATIONS

We, the undersigned, respectfully petition the Transportation Commission to recommend to the Oak Park Board of Trustees that traffic regulations be established in the 800/900 block of WAYES in the Village of Oak Park, Illinois.

We further petition the Commission to regulate traffic in this manner:
PLACE A 4-WAY STOP
AT INTERSECTION
OF WAYES + DIVISION

* = This petition is being circulated by: (list name, address and telephone number)

	Name	Address and Phone No.
1.	* Rocio Munoz	907 WAYES 708 660 0900
2.	Megan Gossett	914 N. Lombard 708-386-4901
3.	Nancy Guyer	938 N. Lombard 708-383-2598
4.	Judith Klon	901 N. Lombard 708.524 8374
5.	LISA CHERVINSKY	1140 ROSSEVE AVE 708-303-0850
6.	Antje Toffiero	911 N. Lombard Ave. 708 386 1567
7.	Richard J. Osby III	935 Washington Ave - 708-522-7277
8.	WR Miller	846 N LOM PARK
9.		OAK PARK IL 60302
10.	Diana Anderson	900 N. Lombard Avenue 60302
11.		
12.		
13.		
14.		
15.		

This petition should be signed by residents representing at least 51% of the street frontage where the traffic regulations are being requested. Also, **ATTACH A LETTER EXPLAINING WHY THIS PETITION IS BEING REQUESTED.**

Return to: The Transportation Commission, Attention: John Kloak, The Village of Oak Park, Public Works Center, 201 South Boulevard, Oak Park, IL 60302

The Transportation Commission is an advisory body to the Village Board of Trustees and meets on the fourth Monday of each month at 7:30 p.m. in Village Hall to discuss matters relating to parking and traffic. Upon receipt of your completed signed petition, the circulator will be advised as to when the Commission will meet to review this petition.

10

PETITION FOR TRAFFIC REGULATIONS

We, the undersigned, respectfully petition the Transportation Commission to recommend to the Oak Park Board of Trustees that traffic regulations be established in the 800-900 block of HAYES in the Village of Oak Park, Illinois.

We further petition the Commission to regulate traffic in this manner: _____

**PLACE A 4-WAY STOP
AT INTERSECTION OF
HAYES + DIVISION**

* = This petition is being circulated by: (list name, address and telephone number)

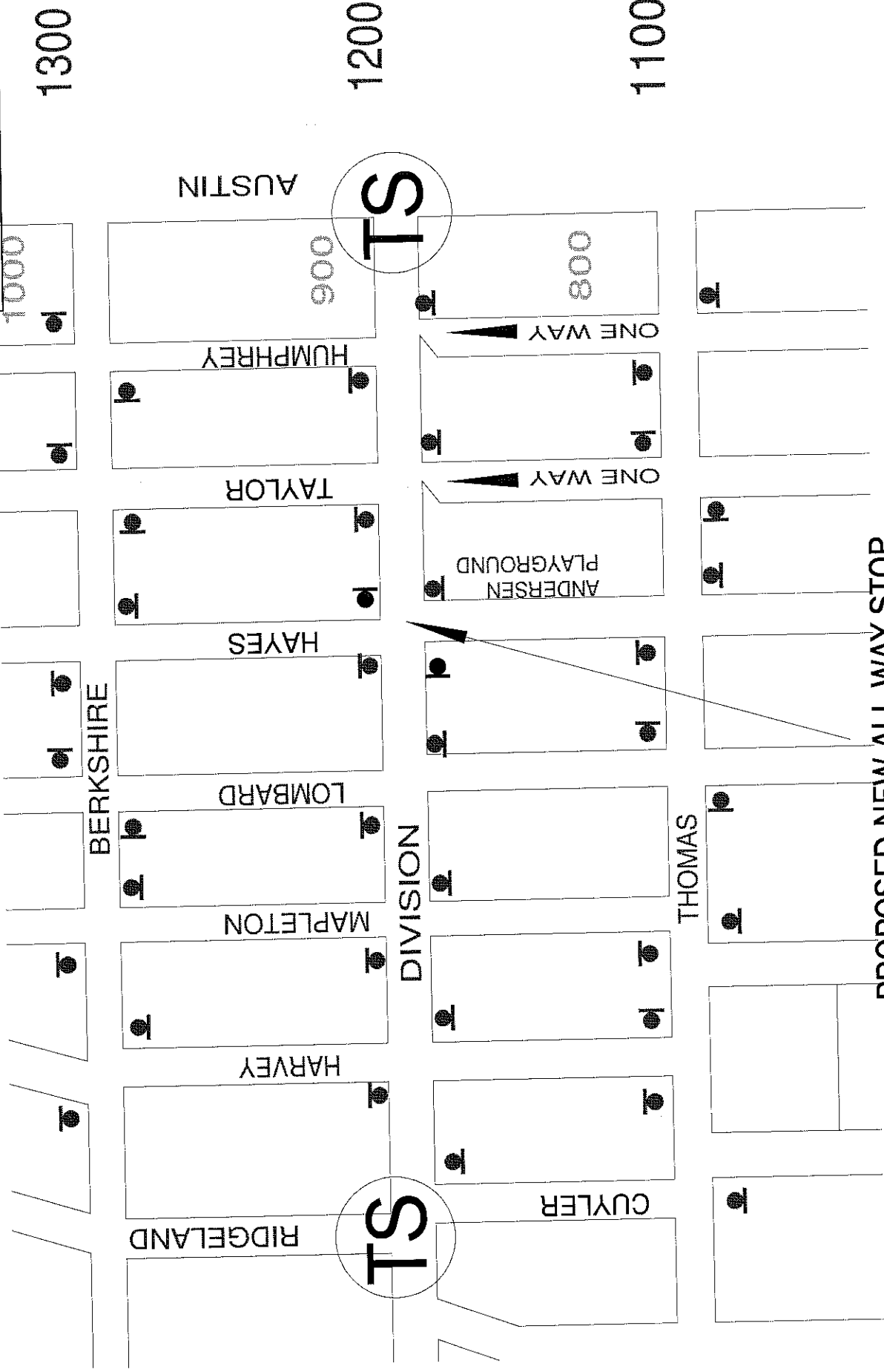
	Name	Address and Phone No.
1.	* ROCIO MUÑOZ	907 HAYES, 708-660-0900
2.	MARLAINE McCLUSKEY	1016 HAYES, 708-445-0624
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

This petition should be signed by residents representing at least 51% of the street frontage where the traffic regulations are being requested. Also, ATTACH A LETTER EXPLAINING WHY THIS PETITION IS BEING REQUESTED.

Return to: The Transportation Commission, Attention: John Kloak, The Village of Oak Park, Public Works Center, 201 South Boulevard, Oak Park, IL 60302

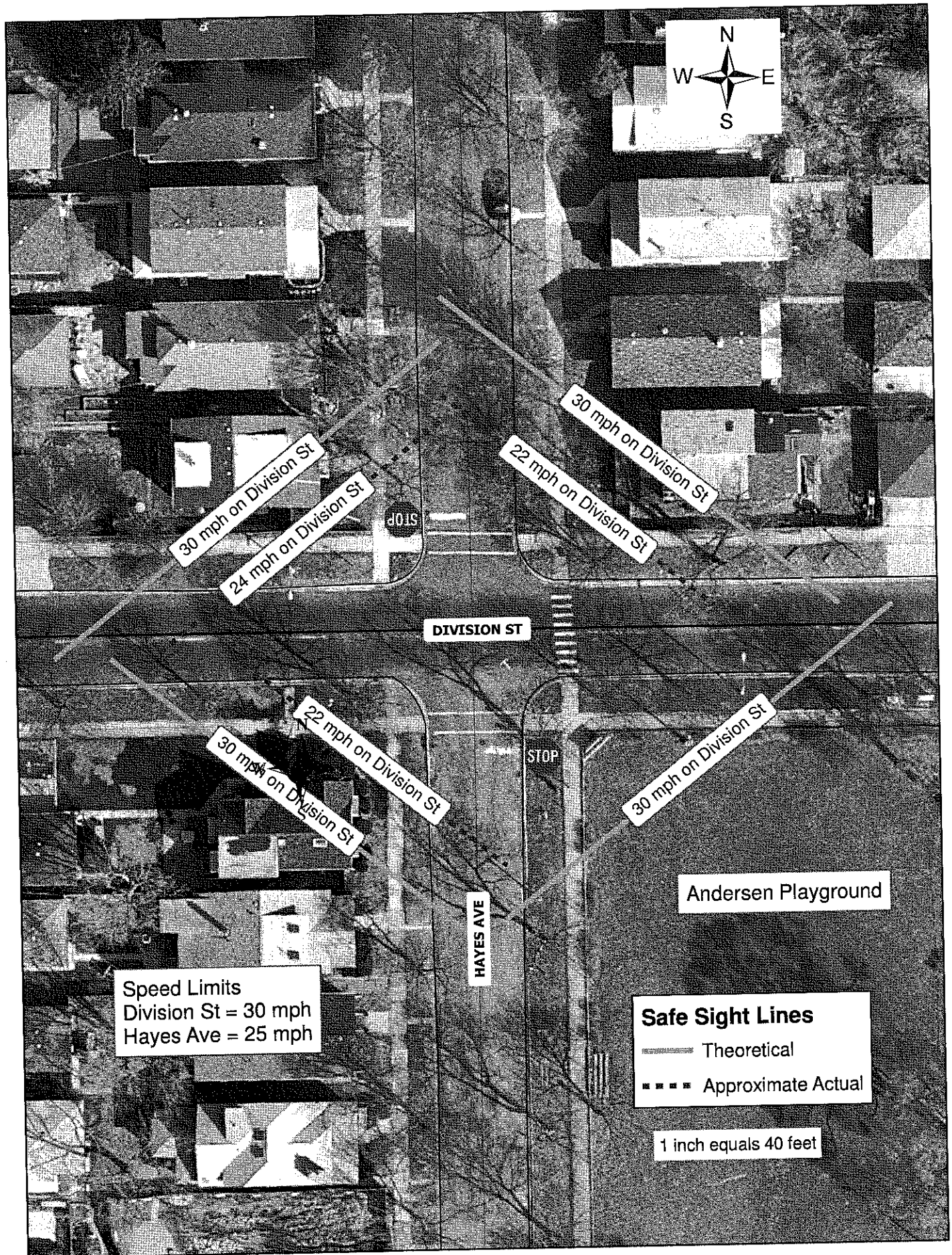
The Transportation Commission is an advisory body to the Village Board of Trustees and meets on the fourth Monday of each month at 7:30 p.m. in Village Hall to discuss matters relating to parking and traffic. Upon receipt of your completed signed petition, the circulator will be advised as to when the Commission will meet to review this petition.

EXHIBIT B 1-1

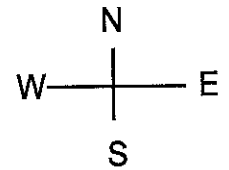


PROPOSED NEW ALL-WAY STOP

SKETCH OF AREA



VILLAGE OF OAK PARK
COLLISION DIAGRAM



HISTORICAL DATA
SEPT 2007 - SEPT 1010
OF CRASHES = 1
ADT = 7993
1997 CRASH RATE=0.11 Acc/MEV

01/15/09 16:00
Clear - Dry

DIVISION STREET

HAYES AVENUE

2007 = 0
2008 = 0
2009 = 1
2010 = 0



SYMBOLS

- ← MOVING VEHICLE
- ←←← BACKING VEHICLE
- - - PEDESTRIAN
- ▣ PARKED VEHICLE
- FIXED OBJECT
- FATAL ACCIDENT
- INJURY ACCIDENT

TYPES OF COLLISIONS

- ←←← REAR END
- ←→ HEAD ON
- ←→ SIDE SWIPE
- ← OUT OF CONTROL
- ← LEFT TURN

RIGHT ANGLE

1. Date and Time
2. Weather and Road Surface Conditions

INTERSECTION of Division Street and Hayes Avenue
 PERIOD: 36 Months FROM: September 2007 TO: September 2010
 BY: J. Kloak DATE: November 19, 2010 @ SCALE

VILLAGE OF OAK PARK

P

AGENDA ITEM COMMENTARY

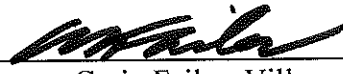
Item Title: Ordinance Amending Chapter 2, Article 12, Section 1 Of The Village Code Entitled "Administration; Madison Street Coalition; Establishment And Composition"

Ordinance No. _____

Date of Board Action:

January 18, 2011

Submitted by:



Craig Failor, Village Planner

Village Manager's Office:



Lisa Shelley, Deputy Village Manager

Commission Issue Processing:

At the February 20, 2007 Village Board meeting the Village Board adopted the Coalition's formation for the Madison Street Corridor. The Board indicated that the Coalition will provide an advisory role in the development and business activities along Madison Street. The formation of the Coalition was set with representation from business, resident, municipal, and property owners along the Madison Street corridor. Since the adoption of the Coalition, some of the members have left the Coalition for one reason or another. The attached amendment indicates replacements for those individuals while maintaining the preset general categories of; municipal employee, resident at large, and business representative. Staff seeks Board approval of the new members as identified in the ordinance.

Item Policy Commentary:

Attached is the amending Ordinance changing the membership to the Madison Street Coalition due to resignations.

Staff Commentary:

Staff recommends approval of the Ordinance.

Item Budget Commentary:

There is no financial impact.

Proposed Action:

Approval of the Ordinance creating changes to the membership of the established Madison Street Coalition as an advisory body.

Att- Ordinance

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE 12, SECTION 1 OF
THE VILLAGE CODE ENTITLED "ADMINISTRATION; MADISON
STREET COALITION; ESTABLISHMENT AND COMPOSITION"

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).

SECTION ONE: That Article 12 of the Village Code entitled "Recreation Department" is hereby repealed.

SECTION TWO: That Chapter 2, Article 12, Section 1 of the Village Code entitled "Administration; Madison Street Coalition; Establishment and Composition" is hereby amended to read as follows:

2-12-1 Establishment and Composition

- A. There is hereby established in and for the Village an advisory commission to the President and Board of Trustees to be known as the Madison Street Coalition (hereinafter referred to as the "Commission").
- B. The Commission shall consist of a chairperson and twelve (12) members to be appointed by the Village President and confirmed by the Board of Trustees for three (3) year terms on a staggered basis, with the chairperson and four (4) members initially appointed for one (1) year, four (4) members appointed for two (2) years and four (4)

members appointed for three (3) years. Thereafter, all appointments shall be for full three (3) year terms.

C. Membership on the Commission shall consist of officers and/or employees of the following private, public and not-for-profit entities and citizen members of the following neighborhood organizations as follows:

1. The Director of the Oak Park Park District;
 2. An officer of the Oak Park Development Corporation;
 3. The Director of the Oak Park Residence Corporation;
 4. The President of the Madison Street Business Association;
 5. An officer of the Rush-Oak Park Hospital;
 6. ~~The Chairman of Park National Bank;~~ An officer of US Bank;
 7. A management staff member of School District 97;
 8. A member of the "Neighbors for Madison Renewal" citizens group;
 9. ~~A member of the "Madison Area Community" citizens group;~~
 - 9&10. An Two (2) at-large residents of a Village residential neighborhood adjoining Madison Street;
 11. The Village Planner for the Village of Oak Park;
 12. The Business Services Manager for the Village of Oak Park;
- and

13. The ~~Economic Development~~ Sustainability Manager for the Village of Oak Park.

D. Each entity shall provide to the Village President for appointment the name of the individual who will serve as an ex-officio member of the Commission or recommend the name of an officer, employee or member to the Village President when the Ordinance provides the entity with the discretion to provide the name of one of a number of qualified individuals for its membership slot on the Commission. If an entity with the discretion to recommend one of a number of qualified individuals to fill its slot on the Commission, the Village President may accept the recommendation of the entity or may request another recommendation. If an entity with the discretion to recommend one person from a larger group of qualified persons recommends a number of qualified persons to fill the entity's slot on the Commission, the Village President may choose one of the qualified recommended members to fill the slot of the entity on the Commission or make a request that the entity recommend another qualified member. If the Ordinance requires that an entity's slot on the Commission be filled by a specific officer or employee of the entity, then the entity shall forward the name of that individual to the Village President and that officer or employee shall serve as a voting ex-officio member of the Commission. The Village President shall nominate the at-large resident members of

the Commission. Subject to the above-stated provisions, the Village President shall appoint the Chairperson and members of the Commission subject to the advice and consent of the Board of Trustees.

- E. Failure of an officer or employee of one of the above-referenced entities, who serves as a member of the Commission to maintain his or her employment or affiliation with such entity or the failure of any citizen member to maintain his or her membership with the citizens and his or her residence within the Village, shall automatically disqualify such individual from continued membership on the Commission. In such case, any member appointed to fill a vacancy caused by such automatic disqualification shall be appointed to fill out the remainder of the term of the disqualified member.

SECTION THREE: 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 2011, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 18th day of January 2011.

David G. Pope
Village President

ATTEST:

Teresa Powell
Village Clerk

9

VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

Item Title: Resolution Authorizing the Execution of a Professional Services Agreement To Provide Information Technology Services To West Suburban Consolidated Dispatch Center.


Resolution or Ordinance No. _____

Date of Board Action _____

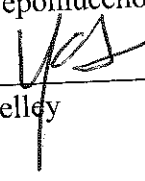
January 18, 2011

Staff Review:

Information Technology Director: _____


Alvin Nepomuceno

Deputy Village Manager: _____


Lisa Shelley

Village Manager's Office: _____

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

Since 2001, the Village of Oak Park has provided information technology services to the West Suburban Consolidated Dispatch Center (WSCDC) pursuant to an Intergovernmental Agreement. Providing this service has resulted in consistency with the technology in the dispatch center and the technology used by the Village's Police and Fire Departments. In addition, it has resulted in cost efficiencies because the Village, as the major funding source for WSCDC, is able to share resources with WSCDC.

The agreement provides for the Village to provide IT services on a flat monthly rate for an annual total of \$50,000. During its budget process for FY 2011, WSCDC determined to reduce its budget for this service from \$90,000 to \$50,000 with the goal of obtaining their own dedicated IT provider.

Because IT staff have provided these services for several years, they are familiar with WSCDC's IT environment and are able to provide the services in a timely and efficient manner.

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

As part of the 2011 contract year, the IT department will perform support, deployment and remedial services as specified in the contract. This Agreement requires WSCDC to pay the Village a flat rate of \$50,000 for FY 2011. This billing arrangement will adequately compensate the Village for its personnel and administrative costs associated with providing the services.

Proposed Action: Approve the Resolution.

RESOLUTION

AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT TO PROVIDE INFORMATION TECHNOLOGY SERVICES TO WEST SUBURBAN CONSOLIDATED DISPATCH CENTER.

BE IT RESOLVED by the President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois, that the Village Manager is hereby authorized and directed to enter into a Professional Services Agreement to Provide Information Technology Services to West Suburban Consolidated Dispatch Center for FY 2011, for which the Village of Oak Park will be paid \$50,000. The Agreement will conform substantially to the Professional Services Agreement attached hereto as Exhibit A.

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

ADOPTED this 18th day of January 2011, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ADOPTED AND APPROVED by me this 18th day of January, 2011.

David G. Pope
Village President

ATTEST:

Teresa Powell
Village Clerk

**PROFESSIONAL SERVICES AGREEMENT
TO PROVIDE INFORMATION TECHNOLOGY SERVICES TO
WEST SUBURBAN CONSOLIDATED DISPATCH CENTER**

The parties to this Agreement are the WEST SUBURBAN CONSOLIDATED DISPATCH CENTER, an intergovernmental cooperation agency organized in accordance with the laws of the State of Illinois (hereinafter referred to as "WSCDC") and the VILLAGE OF OAK PARK, a municipal corporation organized in accordance with the laws of the State of Illinois (hereinafter referred to as "Oak Park").

WHEREAS, WSCDC is an Intergovernmental Cooperation Agency formed by member municipalities for the purpose of providing police, fire and emergency dispatch services to its members; and

WHEREAS, the Village of Oak Park is a member of WSCDC and receives a benefit from its services; and

WHEREAS, the Village of Oak Park employs a professional staff who provide Information Technology services to the Village of Oak Park;

WHEREAS, WSCDC has a need for Information Technology professional services; and

WHEREAS, the Village of Oak Park has the capacity to provide professional Information Technology services to WSCDC, and

WHEREAS, Article VII, Section 10 of the Constitution of the State of Illinois (1970), and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et.seq. authorize and encourage the type of intergovernmental cooperation anticipated by this Agreement; and

WHEREAS, WSCDC and the Village of Oak Park have determined that it is in their respective best interests to enter into this Agreement;

Now Therefore, the parties agree as follows:

1. Term of Agreement

This Agreement shall be in effect from January 1, 2011 to December 31, 2011.

2. Scope of Services

- a. The Village of Oak Park will provide professional Information Technology support services to WSCDC to maintain the WSCDC computer and technology systems and equipment. The WSCDC systems and equipment presently includes 1 IBM iSeries server, 1 general purpose file server, 2 SQL database servers, 1 Web Report server, 1 Application Web server, 6 telephone/radio console workstations, 6 dispatch workstations, 3 supervisor workstations, 1 RUOK workstation, 2 general purpose/

- application workstations, 2 notebooks, 5 routers, 3 printers and various switches and network infrastructure located at River Forest, Oak Park and Elmwood Park to provide dispatch and MDC services.
- b. Oak Park will provide support and administration of Verizon cellular accounts used by all WSCDC member agencies (92 units).
 - c. Oak Park will provide application, installation and remedial support for the 17 MDC's for Village of Elmwood Park.
 - d. Oak Park will provide system documentation and reports, and perform system backup services.
 - e. Oak Park will not provide services for special projects, such as, but not limited to, full scale application development and Geographic Information System (G.I.S.) implementation, other than necessary to provide 911 telephone system integration.
 - f. Oak Park will not provide WSCDC with routine support and clerical services, including but not limited to functions such as buying and ordering parts or software, ordering equipment, maintaining inventory or obtaining software licenses and support services such as copy service, postage and mailing, transportation and telephone service. WSCDC will provide all necessary support and clerical services to Oak Park to allow Oak Park to fulfill the terms of this Agreement.

3. Service Hours

- a. Oak Park shall provide non-emergency professional services during normal work hours - 8:30 a.m. to 5:00 p.m. Monday through Friday, except on Holidays and other days when the Village of Oak Park is not open for business. Non-emergency services will be responded to within 24 hours or the next business day of receipt of the request for service.
- b. Oak Park shall provide emergency services 24 hours a day, 7 days a week and will use its best efforts to have a response time of 1 hour to emergency service requests.

4. Service Location

Oak Park may perform the services at remote locations as it deems appropriate.

5. Service Requests

Oak Park will only respond to requests for services made by the WSCDC Administrator or his designee using mutually agreed upon method of email notification to ITSupport@oak-park.us.

6. Use of Oak Park Personnel to Perform the Services

- a. Oak Park will provide the services solely by use of its own employees and shall not be obligated to hire any new employees or to engage the services of any outside

contractors in order to perform the services. Oak Park agrees to maintain adequate professional staff to perform the services.

- b. All Oak Park employees who provide the services to WSCDC under this agreement shall remain employees of the Village of Oak Park with all the rights, duties, benefits, and privileges associated therewith.

7. WSCDC's Responsibilities

WSCDC will provide the Oak Park Director of Information Technology or his designee with access to all manuals, operating instructions, licenses and other documents whether in hard copy form or by on-line access for present or newly acquired hardware and software which WSCDC desires Oak Park to support under this Agreement, and shall provide Oak Park IT Staff with any other information, access or passwords necessary to perform the services in this Agreement.

8. Invoices and Payment

Oak Park will bill WSCDC at the rate of \$50,000 per year. Oak Park will provide WSCDC with a monthly invoice in the amount of \$4,166.67. WSCDC will pay Oak Park within 14 days of receipt of the invoice.

9. Working Nature/ Cooperation

The parties understand the working nature of this agreement and agree to maintain a working relationship based upon mutual respect, good faith and cooperation. Each party agrees to use its best efforts to accommodate the reasonable expectation of the other Party within the terms of this Agreement.

10. Indemnification

WSCDC shall indemnify and hold the Village of Oak Park harmless against any and all claims, losses, demands, damages, lawsuits, judgments or liability of any kind arising out of or in any way connected to the Village's performance or failure to perform the services.

11. Warranty Disclaimer

Oak Park provides no warranty, and expressly disclaims any and all warranties, whether express or implied, written, or oral.

12. Limitation of Remedies

For any material breach of this Agreement by Oak Park, WSCDC's remedy and Oak Park's liability will be limited to a refund of the contract price for the service breached.

13. Termination

Either Party may terminate this Agreement by providing the other Party with ninety (90) days written notice of intent to terminate this Agreement. Payments hereunder shall be prorated to the date of termination of this Agreement.

14. Notices

All notices shall be sent to:
Executive Director
WSCDC
400 Park Avenue
River Forest, Illinois 60305

Village Manager
Village of Oak Park
123 Madison St.
Oak Park, Illinois 60302

IN WITNESS WHEREOF, the Parties have executed this Agreement on January ____, 2011.

WEST SUBURBAN CONSOLIDATED
DISPATCH CENTER

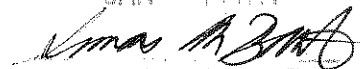
BY: _____
Henry Gralak
Executive Director

VILLAGE OF OAK PARK

BY: _____
Thomas W. Barwin
Village Manager

REVIEWED AND APPROVED
AS TO FORM

JAN 11 2011


Village Manager

VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY


R

Item Title: Resolution Authorizing the Execution of a Professional Services Agreement to Provide Information Technology Services to the Village of River Forest for FY 2011.

Resolution or Ordinance No. _____

Date of Board Action January 18, 2011 _____

Staff Review:

Information Technology Director:  _____
Alvin Nepomuceno

Deputy Village Manager:  _____
Lisa Shelley

Village Manager's Office: _____

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

Since 2001, the Village of Oak Park has provided IT support services to the Village of River Forest pursuant to an intergovernmental cooperation agreement. The intent of these annual agreements has been for both communities to share resources in a manner which is economically efficient.

Through this agreement, the Villages of Oak Park and River Forest share the cost of a full time equivalent employee who is employed by Oak Park and available to River Forest on an as needed basis. The IT department supports River Forest's information systems needs with staffing resources appropriate to the type of service call and the technical skills set required.

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

As part of the 2010 contract year, the IT department performed support, deployment and remedial services as specified by the contract. The Village of River Forest's contribution will remain at \$35,000 in FY 2011. The Agreement requires River Forest to pay Oak Park \$35,000 a year, or \$2,916.67 per month. This amount will adequately cover the personnel and administrative costs associated with providing this service.

Proposed Action: Approve the Resolution.

RESOLUTION

AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT TO PROVIDE INFORMATION TECHNOLOGY SERVICES TO THE VILLAGE OF RIVER FOREST FOR FY 2011

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 authorized and directed to execute a Professional Services Agreement to Provide Information Technology Services to the Village of River Forest for FY 2011, which agreement will require River Forest to pay Oak Park a total of \$35,000. The Agreement will substantially conform to the Agreement attached hereto as Exhibit A.

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

ADOPTED this 18th day of January 2011, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ADOPTED AND APPROVED by me this 18th day of January 2011.

David G. Pope
Village President

ATTEST:

Teresa Powell
Village Clerk

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF OAK
PARK AND THE VILLAGE OF RIVER FOREST FOR
INFORMATION TECHNOLOGY SERVICES**

This agreement is made by and the between the VILLAGE OF RIVER FOREST, an Illinois municipal corporation (hereinafter "River Forest") and the VILLAGE OF OAK PARK, an Illinois municipal corporation (hereinafter "Oak Park").

WHEREAS, River Forest and Oak Park are contiguous units of local government which interact on many levels for the mutual benefit and welfare of the residents of each community; and

WHEREAS, Oak Park employs its own Information Technology staff to provide Information Technology support and related services to the Village of Oak Park; and

WHEREAS, River Forest and Oak Park have similar needs for Information Technology services; and

WHEREAS, the parties have determined that it is in their respective best interests to enter into this agreement; and

WHEREAS, Article VII, Section 10 of the Constitution of the State of Illinois (1970), and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et.seq. authorize and encourage the type of intergovernmental cooperation anticipated by this Agreement;

Now Therefore, the parties agree as follows:

1. Term of Agreement

This Agreement shall be effective from January 1, 2011 to December 31, 2011.

2. Scope of Services

a. Oak Park will provide professional Information Technology support services to River Forest in order to maintain the River Forest computer systems and equipment. The systems and equipment presently consist of 1 file server, 1 mail server, 1 mail security appliance, 1 Web server for ArcGIS Server, SharePoint and public website, 1 application server, 48 workstations, 15 network printer queues, 3 multi-purpose printers/scanners, 16 Toughbook MDC's, 7 notebook computers, 3 wireless access points, 3 routers, Pump Station to Village Hall VPN link, microwave point-to-point link from Village Hall to Public Works.

b. Oak Park will provide system documentation and service reports, and will maintain adequate system backup services. Oak Park will not provide application 'help desk' support.

c. Oak Park will not perform services for special projects, such as but not limited to application development and Geographic Information System (G.I.S.) implementation, other than installation and maintenance.

d. Oak Park will not provide River Forest with routine support and clerical services, including but not limited to functions such as buying and ordering parts or software, ordering equipment, maintaining inventory or obtaining software licenses and support services such as copy service, postage and mailing, transportation and telephone service.

3. Service Hours

a. Oak Park will provide the services during Oak Park's normal business hours, 8:30 a.m. to 5:00 p.m. Monday through Friday, except for Holidays or other days when the Village of Oak Park is not open for business.

b. Oak Park shall use its best efforts to respond to requests for service within 24 hours of the request. Emergency requests for service related to Public Safety equipment and software are governed by the "Professional Service Agreement To Provide Information Technology Services to West Suburban Consolidated Dispatch" upon adoption and execution of that agreement.

4. Service Location

Oak Park may perform the services outside of River Forest as it deems appropriate, except that an Oak Park I.T. staff member will report to the River Forest Village Hall at least once each week to provide routine maintenance and handle IT related tasks as covered in this agreement.

5. Service Requests

Oak Park will only respond to requests for services made by the River Forest Village Administrator or his designee using mutually agreed upon method of email notification to ITSupport@oak-park.us.

6. Use of Oak Park Personnel to Perform the Services

a. Oak Park will provide the services solely by use of its own employees and shall not be obligated to hire any new employees or to engage the services of any outside contractors in order to perform the services. Oak Park agrees to maintain adequate professional staff to perform the services.

b. All Oak Park employees who provide the services to River Forest under this agreement shall remain employees of the Village of Oak Park with all the rights, duties, benefits, and privileges associated therewith.

7. River Forest Responsibilities

a. River Forest will provide all necessary support and clerical services to Oak Park to allow Oak Park to fulfill the terms of this Agreement.

b. River Forest will provide the Oak Park Director of Information Technology, or his designee, with access to all manuals, operating instructions, licenses and other documents whether in hard copy form or by on-line access for present or newly acquired hardware and software which River Forest desires Oak Park to support under this Agreement, and will provide Oak Park IT Staff with any other information, access or passwords necessary to perform the services.

8. Invoices and Payment

River Forest agrees to pay to Oak Park the sum of \$35,000 per year in monthly installments. Oak Park will bill River Forest at the flat rate of \$2,916.67 per year. All payments will be due on the first of the month.

9. Working Nature/ Cooperation

The parties understand the working nature of this agreement and agree to maintain a working relationship based upon mutual respect, good faith and cooperation. Each party agrees to use its best efforts to accommodate the reasonable expectation of the other Party within the terms of this Agreement.

10. Indemnification

River Forest shall indemnify and hold the Village harmless against any and all claims, losses, demands, damages, lawsuits, judgments or liability of any kind arising out of or in any way connected to the Village's performance or failure to perform the services.

11. Warranty Disclaimer

Oak Park provides no warranties, and expressly disclaims any warranty whether express or implied, written, or verbal, for the Information Technology services to River Forest.

12. Limitation of Remedies

For any material breach of this Agreement by Oak Park, River Forest's remedy and Oak Park's liability will be limited to a refund of the price paid pursuant to this Agreement.

13. Termination Either Party may terminate this Agreement with or without cause, by providing the other Party with thirty (30) days written notice of intent to terminate this Agreement. Payments hereunder shall be prorated to the date of termination.

14. Notices

All notices shall be sent as follows:

Village Administrator
Village of River Forest
400 Park Avenue
River Forest, Illinois 60305

Village Manager
Village of Oak Park
123 Madison St.
Oak Park, Illinois 60302

IN WITNESS WHEREOF, the Parties have executed this Agreement January ____, 2011.

VILLAGE OF RIVER FOREST

BY: _____
John Rigas, Village President

VILLAGE OF OAK PARK

BY: _____
Thomas W. Barwin, Village Manager

REVIEWED AND APPROVED
AS TO FORM

JAN 11 2011



VILLAGE OF OAK PARK
AGENDA ITEM COMMENTARY

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Item Title: Motion to Receive the Report of the Citizen Involvement Commission Regarding Revisions to the Enabling Language and Composition of the Advisory Boards and Commissions of the Village Board and Direct Staff to Prepare the Necessary Documents.

Resolution or Ordinance No. _____
Date of Board Action: January 18, 2011
Submitted by: Jim Kelly, Chair, Citizen Involvement Commission
Department Liaison: Teresa Powell
Teresa Powell
Village Manager's Office: [Signature]

Item History:

Advisory boards and commission have been established over the years to address specific concerns and issues in the Village. Many of the boards and commissions advising the Village Board have been in place for decades. In some cases the original composition or purpose of the commission has become obsolete due to new state statutes or other developments. Village Trustees have asked that the Citizen Involvement Commission provide a review of the continued efficacy of the current advisory boards and commissions and make any needed recommendations for change. On July 19, 2010, the Village Board directed the CIC to:

Investigate any needed changes or updates to the current enabling language of boards and commissions, especially as to the size and duties of each commission.

1. CIC liaisons should meet with the Chair and staff liaison of their assigned commissions to review enabling language and discuss whether they recommend need for any changes, including the size, duties and number of commissions.
2. Each liaison should prepare a report for their commissions with any recommendations, including the recommendation of "No Change."
3. The reports for each commission should be presented to the Trustee liaison for that board or commission with a request for comment and revisions.
4. Revised recommendations from Trustee liaisons should be compiled.
5. Present final recommendations to the Board of Trustees by November 15, 2010.

Due to the scope of the project and other agenda items before the Village Board, the presentation date was revised to January 18, 2011.

Item Policy Commentary (Previous Board Review, History Key Points, Current Issue):

In the current review of boards and commissions, the CIC recommends elimination of one commission whose purpose has been removed by state statute and technology changes; removal of the duties of another commission into the work of another commission and putting a third commission on hiatus until or unless funding again becomes available to accomplish the purpose of the commission. The size of several other commissions has been recommended for change, and some revisions to enabling language have been recommended. In addition, a new commission to address technology issues, including data integration, internet, social media and other issues and to develop and support a long-term master plan for technology is proposed. No changes are recommended for the remaining commissions.

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

No specific budget impact is anticipated, but by streamlining boards and commissions we can meet quorum requirements more easily and make best use of the volunteer talent available to the Village Board.

Proposed Action:

Accept the report and direct staff to prepare the necessary documents.

REPORT TO THE BOARD OF TRUSTEES CITIZEN ADVISORY BOARDS AND COMMISSIONS

INTRODUCTION

At the Regular Meeting of June 7, 2010, the Village Board asked the Citizen Involvement Commission (CIC) review all of the existing enabling language of the various citizen boards and commissions and report any recommendations back to the Board.

The Board of Trustees is seeking a review of all current citizen commissions, especially as it relates to the size (number of members) and duties of each commission to ensure the commissions are still current with their original mission or perhaps over time a new mission has emerged. In addition, some commissions may have difficulty maintaining a quorum and it may be better served with fewer members.

Members of the CIC have contacted the commission chairs and staff liaisons to obtain their feedback on these questions:

1. How close is the relationship between the enabling language and the work your commission does?
2. Are there any modifications you would like to see in the enabling language?
3. Describe the work commission's work load. (Constant and even throughout the year, slow and intense periods, etc)
4. In your opinion, is the stipulated number of commissioners low, just right, high? Why?
5. If the enabling language for your commission has positions designated for particular professional backgrounds, does the language still articulate the real needs for the work the commission does? If not, what would you change?
6. Many commissions were established to address needs that were acute at that time. Is the work your commission does still timely and relevant? Explain why.
7. Could the work of your commission be accomplished if the activities were incorporated into another commission? If so, what might be the best fit?

The following is a summary of recommendations from the CIC in response to this request. Commissions not listed below reported no changes needed.

**REPORT TO THE BOARD OF TRUSTEES
CITIZEN ADVISORY BOARDS AND COMMISSIONS**

I. RECOMMENDED MAJOR CHANGES

Consolidate the duties of the Forestry Commission into the Community Design Commission

To better coordinate all aspects of Community Design, move the responsibility for Oak Park's urban forest to the Community Design Commission and give the Forestry Commission members an opportunity to be reappointed to the CDC or other commissions.

The primary impetus for establishing the Forestry Commission over 25 years ago was related to combating Dutch Elm disease. At the time, Oak Park's urban forest was essentially a monoculture. Elms outnumbered other tree species by a factor of 8 to 1. The current diversification of our urban forest and availability of forestry staff to manage and protect it satisfies the original purpose for which the commission was established.

Our urban forest today is still a vital and integral part of Oak Park's "look and feel" – a characteristic which fits well into the Community Design Commission's purview of "developing a continuous program to enhance the aesthetic quality of life in the Village with a view to maintaining and strengthening the Village as a flourishing community of growth, quality and beauty."

The duties of the Forestry Commission are listed below. Item E is anachronistic. Items A through D remain relevant; however, we believe that (1) they do not constitute a level of effort that justifies a standing commission, and (2) they are consonant with the stated purpose of the Community Design Commission.

- a. Amendments to the Oak Park Code dealing with forestry, and alterations or revisions to the Arboricultural Specifications Manual;
- b. Policy concerning selection, planting, maintenance and removal of trees and shrubs within the Village;
- c. Establishment of educational and informational programs whereby the public may be notified of any matters pertaining to forestry and to the Arboricultural Specifications Manual;
- d. Issuance of any approval pursuant to this Article; and
- e. Consulting with the Forester and advising the Board in regard to control of Dutch elm disease and other tree and shrub diseases and insect problems.

Disband or put on hiatus the Retail Grant Support Commission

The function of this commission has not been funded for several years. All members' terms have expired. It is recommended that this commission be disbanded or formally placed on hiatus until such time as its function again becomes necessary for the Village.

REPORT TO THE BOARD OF TRUSTEES CITIZEN ADVISORY BOARDS AND COMMISSIONS

Disband the Telecommunications Commission

Consider eliminating this Commission. Recent changes in Illinois state law since the inception of the Telecommunications Commission lessens the need for citizen input on specific advice regarding the legal and financial obligations and relationship between the village and telecommunication companies. This commission currently lacks a quorum to meet and it's difficult to encourage people to serve on a commission whose mandate has been so weakened.

The Commission does have some still relevant duties which could be assumed by other commissions. For example, advice and guidance on the placement and location of specific equipment used by the telecommunications company still needs to be made part of the village citizen review process, perhaps by the Zoning Board of Appeals, Plan or Community Design commissions.

Designate a village staff person to receive, record and distribute citizen complaints about poor service and disruptions to the telecommunications.

Transfer to legal staff and their consultants the negotiation of any new contracts with the telecommunications companies.

Create a Technology Commission

Create a commission to broadly address and advise the Village of Oak Park on technology issues. Members of this commission would have relevant backgrounds to advise the Village on the full range of technology issues, including the following:

1. Master plan for information technology innovations and improvements in the village
2. Internet and website issues; social media; email management
3. Electronic records management
4. Expanded citizen access to technology
5. Technology improvements related to a user-friendly village hall.
6. Other technology developments as assigned by the Board of Trustees

As an inherited function of the Telecommunications Commission, include these duties:

1. Provide clear policy and programmatic advice on how the village can best take advantage of the technology enabled by the village's financial relationships with telecommunication companies. This means specific ways the village can better plan and promote its information services through the cable and telephone supported public access channels.
2. Provide comments to legal department on citizen input regarding any new contracts with telecommunications companies.

**REPORT TO THE BOARD OF TRUSTEES
CITIZEN ADVISORY BOARDS AND COMMISSIONS**

II. OTHER RECOMMENDATIONS

Building Codes Advisory Commission

- 1) Increase membership from seven (7) to nine (9) positions. Six positions would maintain their professional requirements. The two additional positions would carry the same requirement as the current seventh position: "A contractor in any construction trade who currently is licensed to do business in the Village of Oak Park." This change will allow for some overlap of trades representatives.
- 2) Extend commissioner and chair tenure to allow three (3) terms of three (3) years each.
- 3) Add a one-term "emeritus" position that would allow for continuity of "institutional memory." The position would be non-voting and not count towards a quorum.

Citizen Involvement Commission

Reduce the number of commissioners from thirteen (13) to nine (9).

Citizen Police Oversight Committee

Technical changes are now being developed in the Legal Department to conform enabling language to current law.

Community Relations Commission

- 1) Reduce total number of commissioners from thirteen (13) to nine (9) and include an option or requirement for a student member.
- 2) If the number of commissioners is reduced, then also reduce from two positions to one the current requirement for "two attorneys with experience in housing law, employment law, housing or employment discrimination, civil rights or other related areas of the law."

**REPORT TO THE BOARD OF TRUSTEES
CITIZEN ADVISORY BOARDS AND COMMISSIONS**

Environmental and Energy Commission

2-21-2: Duties:

Strike the current duties paragraph:

~~The Commission shall advise the Board of Trustees with regard to the following: energy-related matters of concern to the Village; methods of promoting energy efficiency and energy conservation for the Village government and Village residents; the best methods of maintaining an environment beneficial to the Village and as free from pollution as is practical and is reasonable; methods to promote recycling and reduce waste in the Village; and solid waste management related matters generally in the Village. (Ord. 1997-0-32, 8-4-97)~~

Replace the current duties paragraph with:

The Commission shall advise the Board of Trustees with regard to the following: the best methods of maintaining an environment beneficial to the Village and as free from pollution as is practical and is reasonable; methods to promote energy conservation, environmental sustainability, recycling, waste reduction, water conservation, and reduction of air emissions in the Village and for Village residents.

The replacement paragraph makes explicit that the commission's concerns include energy and waste.

Historic Preservation Commission

- 1) Enabling language: Eight of the eleven positions have professional requirements. Among the eleven positions, consider also designating home-owner representation from historic districts, and/or to encourage recruitment and involvement of the business community, realtors, etc.
- 2) Enabling language: Approximately 2-3 years ago the HPC evaluated the existing ordinance and developed a series of recommended changes. These have not yet been formally submitted for consideration by the Village Board because the HPC also wanted to complete revisions to their Guidelines. They have recently started discussing the possibility of pursuing changes to the administrative portions of the ordinance before the Guidelines are complete. Doug Kaarre in the Planning Dept. has a complete list of the proposed ordinance changes.

REPORT TO THE BOARD OF TRUSTEES CITIZEN ADVISORY BOARDS AND COMMISSIONS

Plan Commission

Enabling Language

Note: The CIC did not investigate whether the recommendations below can be incorporated into the enabling language for the Plan Commission.

The powers and duties section should be updated to include all the Plan Commission's current functions.

1. Specify the tasks, in addition to the comprehensive plan, for which the PC is responsible; e.g. development of business district plans, other planning studies as deemed necessary, review of zoning applications such as planned developments, rezonings, and special uses.
2. Enumerate the planning documents the PC is responsible for: e.g., Comprehensive Plan, zoning ordinance, business district plans, and others as deemed necessary.
3. Reference the PC's ability to review or produce other planning-related documents they may determine necessary. Technically, they have this ability, as directed by the Village Board, but it should be stated.
4. The powers and duties section should be updated to include all the PC's current functions.

Some of the above changes would make the enabling language for the Plan Commission consistent with its duties that are now described only in part 2.1.3 B of the 2002 Oak Park Zoning Ordinance:

B. Jurisdiction

In addition to the powers and duties of the Plan Commission provided for in The Code of the Village of Oak Park, the Plan Commission shall have the jurisdiction and authority to conduct a public hearing and recommend action to the President and Board of Trustees, if so requested by the President and Board of Trustees, on:

1. Applications for special uses including planned development; and
2. Amendments to the text or map of this Zoning Ordinance referred to it by the President and Board of Trustees.