

Handbook

Village Board of Trustees

Updated Dec. 2020



BRIEF HISTORY OF OAK PARK

I. Origin and Early Development

The Village of Oak Park evolved from the purchase of land of early settler Joseph Kettlestrings. In 1837, Kettlestrings, a native of England, paid \$215.98 for 172.78 acres of land in the area now bordered by Chicago Avenue and Lake Street, and Oak Park and Harlem Avenues. Kettlestrings' residence became a haven for worn and weary travelers, going to and from the Chicago market.

In the 1850s, Kettlestrings began to subdivide his land of "Oak Ridge," as it had become known, selling it to "good people who were against saloons and for good schools and churches." By 1871, the population had grown to 500 and the settlement continued to boom as a result of the Great Chicago Fire. At this time, Oak Ridge was renamed Oak Park to match the name of the Post Office serving the area. The name was reinforced further in 1872 when the railroad station serving the area was named Oak Park.

In July of 1901, petitions from citizens were submitted to Judge Orrin N. Carter, sole presiding judge of the County Court of Cook County, in the effort to organize the "Village of Oak Park." In September of that same year, Judge Carter decreed that, in light of the petitions submitted, a special election was to be held on November 5, 1901, regarding the organization of the Village. Based on a majority of affirmative votes in the election, Judge Carter declared the Village of Oak Park as established. In December of 1901, another election was held to elect Village officers. On January 2, 1902, the first meeting of Village officials occurred and on January 25, 1902, Judge Carter ordered, declared and decreed the "Village of Oak Park" duly organized as a village. Oak Park's population was 9889 at the time of incorporation. At the time, Oak Park was approximately half developed, predominantly by single-family residences mixed with large areas of apartment houses and fringed with commercial development.

II. Key Oak Park Dates

1673: The explorers Marquette and Joliet traversed the Des Plaines River area inhabited by Pottawatomie, Sac, and Fox Native American tribes

1818: State of Illinois joined the union; Oak Park area made part of Crawford County

1831: Boundaries of Illinois counties changed; Oak Park area made part of Cook County

1833: Kettlestrings claimed the 125 acres that became Oak Park

1835: Kettlestrings built house in what is now Downtown Oak Park

1843: Kettlestrings family moved to Chicago and rented out farm

1855: Kettlestrings family built a home at Grove and Lake and began to sell land

1857: The first school was formed. Cook County gives governance of area to Cicero Township.

1871: Post Office named Oak Park- Chicago fire caused boom in Oak Park real estate; Train station named Oak Park; Oak Park becomes official name of area

1888: Library built

1889: Frank Lloyd Wright built his home in Oak Park

1895: Oak Park attempt to separate from Cicero Township defeated

1902: Village of Oak Park established as a self-governing municipality, with the first elected President, Clerk, and Trustees. A High school district was created.

1904: A new municipal building created (now location of Prairie Court apartments)

1907: Oak Park Hospital created

1914: West Suburban Hospital created

1920: Oak Park population tops 40,000

1929: Village Board approves overnight on-street parking ban

1940: Oak Park Population reaches 66,014

1952: Village Manager form of municipal government approved by voters by a 3-1 ratio in a special referendum

1963: A Citizens Committee for Human Rights and the Community Relations Commission is established

1969: Village Board approves one of the nation's first local Fair Housing Ordinances, outlawing discrimination

1970: Oak Park population is 65,521

1973: Village Board first approves the Oak Park Diversity statement

1976: Village of Oak Park designated All-America City for the downtown mall, Frank Lloyd Wright Home and Studio and the Housing Center

1977: Elementary School District 97 reorganized to enhance social diversity

1980: Oak Park population is 54,887

1984: Village Board approves ban on possession of handguns

1985: Special referendum to repeal handgun ordinance defeated 8031 to 6358

1990: Oak Park population is 53,648

2000: Oak Park population – 52,524

2010: Oak Park population – 51,878

2017: Village Board amends Human Rights Ordinance to become a Welcoming Village

2019: Village Board approves Inclusionary Housing Ordinance

2019: Unity Temple, designed by Frank Lloyd Wright and constructed in Oak Park beginning in 1906, was one of the eight major works of 20th-Century Architecture of FLW inscribed on the UNESCO World Heritage List.

2020: Oak Park population – 52,381

2020: Oak Park's first positive case of COVID-19 is reported on March 18 – 274 days later on December 17 with 1,963 positive cases in Oak and 45 deaths, the first shipment of vaccine containing 685 doses is received by the Public Health Department

III. Village Profile

Oak Park is a thriving community of about 52,000 people, known for its architectural heritage. Within its 4.5 square miles live a diverse mix of people of different cultures, races, ethnicities, professions, lifestyles, religions, ages and incomes. Primarily a residential community proximate to the City of Chicago, Oak Park is the birthplace and childhood home of novelist Ernest Hemingway. An annual festival has traditionally been held to celebrate Hemingway's July birthdate with special festivities in 1999, the 100th anniversary of his birth. Architect Frank Lloyd Wright lived in Oak Park from 1889-1909, and 25 buildings in the village were designed by him, including his first public building, Unity Temple, a Unitarian Universalist church. His restored home and studio is open for daily tours. There are many architecturally significant homes, ranging from Victorian to Prairie style, in the village's two historic districts. Other famous Oak Parkers include Edgar Rice Burroughs, the creator of *Tarzan*; Percy Julian, chemist whose research led to the development of Cortisone; Joseph Kerwin, an astronaut on the first NASA Skylab team; Ray Kroc, the founder of McDonald's; 1953 Heisman Trophy winner Johnny Lattner; dancer and choreographer Doris Humphrey, considered the mother of modern dance; 1991 Miss America Marjorie Judith Vincent; fashion blogger Tavi Gevinson; comedian and actor Bob Newhart; actor John Mahoney; Saturday Night Live player Cecily Strong; rapper and Emerson Middle School alum Ludacris; and Olympic speed skater Emery Lehman.

Form and Structure of Government

I. Overview

Oak Park operates under the council-manager form of government, in which a council, consisting of a president and six trustees, hires a professional manager to oversee the day-to-day operation of government services and programs. In Oak Park the council is known as the Village Board.

For the first 50 years of its existence, the Village of Oak Park operated as a village government with a president and six trustees, who not only set policy, but also oversaw all government operations, from fire and police to public works and finance. These tasks proved to be an enormous undertaking for private citizens who also had full-time jobs. In the early 1950's partisan bickering, divisiveness, poor services, shoddy management, and patronage drove residents to replace this form of government with a more progressive administrative structure.

In 1952, Oak Parkers voted to change their government to the current council-manager form. A referendum on the November 4, 1952, ballot asked, "Shall the Village have a village-manager form of government?" 25,718 residents voted yes, while only 8,018 voted no.

II. Council Manager Form of Government

The council-manager form of government combines the leadership of elected officials with the experience of a professional manager who acts as the administrative and executive head of the government. The elected officials set Village policy, determine the tax rate and approve the annual budget. The manager serves in the capacity set out by State of Illinois statute as the Village Board's chief adviser, carrying out its policies, recruiting and hiring the government staff and preparing the annual budget for the Board's approval.

Oak Park continues to be incorporated as a village but under a council-manager form of government. As such the Village Board retains power vested in it by the voters, and employs the manager as its full-time executive who carries out the Board's decisions.

A. Village President and Board of Trustees

The Village Board is comprised of seven members: a President and six trustees who are elected at large. The length of each term is four years. With overlapping election terms, only one-half of the Trustees are elected every two years. This ensures some carryover in experience and background on the Board at all times. The Village President is elected at-large and separately from the Trustees. The Village President, by statute and ordinance, has additional several duties such as serving as official signatory for Village expenditures and Liquor Control Commissioner. On September 8, 2015, the Village Board approved an Ordinance amending the Village Code which

provided "The President of the Board of Trustees may be referred to as Mayor of the Village." The terms "Village President" or "President of the Board of Trustees" as used in this Code or in any ordinance, resolution, motion or other action of the corporate authorities shall be construed as meaning the Mayor and the term "Mayor" wherever so used shall be construed to mean the Village President or President of the Board of Trustees." As a result, the term Mayor is used in day-to-day Village communications and the term Village President is used on any and all official actions of the Office.

B. Village Clerk

The Village Clerk also is elected in the general election to a four-year term. The Clerk serves as the recording secretary for the Village Board and as the local election officer for all municipal elections. The Clerk is responsible for the filing, safekeeping and storage of official documents of the Village Board of Trustees including, but not limited to ordinances, resolutions, minutes, licenses, agreements and contracts.

C. Village Manager

The Village Manager is appointed by the Village Board for an indefinite term, but may be removed from office at any time by a majority vote of the Board. The Village Manager is usually extended an employment agreement with the Village stating the terms and conditions of employment and dismissal. The Board reviews the Manager's performance annually, and any increased level of compensation is determined by the Board at that time.

The primary powers and duties of the Village Manager, as stipulated in state law and outlined in the Oak Park Village Code, are summarized below:

- Enforces all laws and ordinances within the Village.
- Attends all meetings of the Village Board and may take part in discussions, but has no vote.
- Recommends for adoption by the Village Board any action that may be deemed necessary or expedient for the welfare of the Village.
- Appoints and removes all Village employees.
- Employ legal counsel for the Village.
- Exercises control over all Village departments and divisions.
- Prepares and submits to the Village Board budget estimates for the current fiscal year.
- Authorizes the purchase of equipment, material, supplies, and services, not to exceed \$25,000, necessary for Village operations. All purchases and contracts in excess of \$25,000 must have the prior approval of the Village

Board and must be secured through competitive bidding or be authorized by a bid waiver. All construction projects of \$10,000 or more require Village Board approval.

- Prescribes rules and regulations regarding the conduct of all Village employees.
- Performs other duties as prescribed by state statute, the Oak Park Village Code, and any ordinance or resolution adopted by the Village Board.

III. Home Rule Authority

In 1970, by virtue of a population above 25,000 people, the Village of Oak Park achieved home rule status with the passage of the revised Constitution of Illinois. As a home rule community, Oak Park has the authority to exercise any power or perform any function pertaining to its government and affairs including, but not limited to, the powers to regulate for the protection of the public health, safety, morals, and welfare, and to license, tax, and incur debt. Home rule communities have far greater authority and latitude to make their own decisions than non-home rule municipalities.

Even though the state of Illinois has granted home rule units flexibility and authority to enact taxes, borrow money, regulate local activities, alter their government structure, and seek innovative solutions to local problems, the General Assembly has imposed several restrictions on the use of home rule powers. First and foremost, home rule units may not tax income, earnings, and/or occupations, or license for revenue unless authorized to do so by the General Assembly; define or punish for felonies; or incur debt payable from property taxes that matures more than 40 years from the date of issuance.

Furthermore, the General Assembly may restrict or pre-empt home rule powers by three-fifths majority vote of the legislature.

IV. Village Departments

In addition to the Village Manager's Office and the Office of the Village Clerk, Village Departments have been authorized to administer programs in related functional areas as authorized by the Board.

Most of the departments are located at Village Hall at 123 Madison Street. The Police Department is headquartered in the lower level of Village Hall, and has strategically located satellite substations throughout the Village. The Fire Department has three stations, each with firefighting equipment: the Central Station with administrative offices at North Boulevard and Euclid, the North Station at Augusta between Harvey and Lombard, and the South Station at Garfield and East Avenue. The Public Works Department's main pumping station is 129 Lake Street, the Public Works Service Center is located at 121-131 South Boulevard (under construction) between Harvey and Taylor, and the Parking Services division maintains a downtown

parking office on the north side of the ground floor of the Holley Court parking garage and at offices at Village Hall.

The following is a list of Village departments and their primary responsibilities:

Adjudication

The Adjudication Department was established in 2002. The Department hears a wide range of cases involving violations of municipal ordinances that were once heard in the Cook County Circuit Court. Having hearings at Village Hall expedites resolutions, reduces litigation expenses and allows the Circuit Court to focus on more serious offenses. Hearings at Village Hall also are more convenient for residents who wish to contest a ticket or other citation. Regulations, together with the Village of Oak Park Municipal Code, control the conduct of hearings.

Communications

The Communication Department coordinates and distributes all information to the public, including via a newsletter (six times a year), website, social media, cable television station and news media relations.

Development Customer Services

The Development Customers Services Department oversees building and property standards, neighborhood services such as housing, Community Development Block Grant (CDBG) programs, business support services, planning, zoning, historic preservation and parking. The department's emphasis is on projects designed to strengthen the economic and housing base of the community as well as promote its diversity. The department enforces the building, zoning and housing codes, property maintenance inspections of multi-unit residential buildings, exterior inspections of single-family houses, buildings up to three units, mixed-use commercial/residential buildings inspections, issues all building construction and renovation permits and inspects construction sites. The department administers the CDBG grant program, and several loan and grant programs to support single and multi-family residential rehabilitation, security, and diversity. The Parking & Mobility Services Division oversees the allocation and coordination of parking resources, the parking revenue collection systems and the assessment and monitoring of the maintenance of Village-owned parking structures, surface lots, parking meters, pay stations and other parking-related equipment.

Community Relations

The Community Relations Department is engaged in community strengthening activities, including organizing and coordinating block clubs and parties, community safety programs, special events like *A Day in Our Village*. It enforces the Village's Human Rights Ordinance (Chapter 13 of the Village Code), its Fair Housing Policy and promotes Oak Park's Racial Diversity Policy. The department conducts multi-cultural training, networks with community agencies and groups, and provides an important link to residents through its customer service personnel and its community outreach and intervention services.

Finance

The Finance Director is the chief financial officer and treasurer for the Village. The Finance Department assures accurate accounting of all Village receipts and expenditures, provides financial trend analysis of various funds, oversees and develops purchasing procedures, prepares financial and budget reports, and maintains financial reporting systems and records. The department also directs water and sewer billing, administers the Village payroll and accounts payable, and oversees the Village Hall cashier's office and mailroom.

Fire

The Fire Department provides emergency services including fire suppression, basic and advanced life support, hazardous materials mitigation, and fire and special rescues. Non-emergency activities include training, public education on topics such as fire prevention and CPR, station tours, pre-fire planning, as well as annual inspections of every commercial and public building in the Village for compliance with fire safety code.

Human Resources

The Human Resources Department supports the Village Manager's Office with labor relations, personnel administration, equal opportunity and training. The department is responsible for recruiting and screening of prospective employees, benefits administration, developing and facilitating training programs, and the monitoring of compliance with laws, ordinances, and policies. The department also provides employee relations support for the Board of Fire and Police Commissioners and the Citizen Police Oversight Committee.

Information Technology

The Information Technology Department is responsible for developing, planning, and executing the internal computer information system and services for the Village government. The Department assesses and plans for current and future organizational technology needs and requirements. The Department is also responsible for maintenance and trouble-shooting of the computer systems, and acquisition of hardware and software.

Law

The Village Attorney heads the Law Department and serves as general counsel to the President and Board of Trustees, Village Manager and the Village government. The Law Department directs the services of, and acts as liaison to, all outside counsel retained by the Village under the Village Manager's authority to appoint legal counsel for the Village. In-house legal counsel is responsible for the preparation and review of all legal documents and ordinances, enforcement of municipal code, and defends the Village from lawsuits including civil liability.

Police

The Police Department enforces laws, maintains order, and protects Constitutional rights. The Department investigates reported criminal incidents, apprehends violators of the law, preserves the peace, controls traffic and is involved in crime prevention. The department operates under a community policing strategy in

providing all of its services. Resident beat officers assigned to each area of the Village provide neighborhood police customer services and problem solving. The department co-sponsors safety programs with neighborhood meetings. With the assistance of non-sworn officers and civilian personnel, the department operates the school crossing guard program, conducts security examinations of multi-family residences, citizen volunteer programs, and emergency dispatching services.

Public Health

The Public Health Department assesses the health status and needs in the Village, investigates health hazards, develops policies to address health issues, and enforces state and local regulations relating to public and environmental health. Services provided locally include health assessments and screenings, education, prevention services, case management, nursing, counseling and access to other community resources. Environmental health personnel inspect all food establishments and other public facilities with a potential impact on health, oversee nuisance control, administer animal control programs and investigate health-related complaints.

Public Works

The Public Works Department plans and supervises all public infrastructure improvements and provides maintenance for all Village owned properties such as streets, alleys and sidewalks, Village governmental facilities and vehicles, and water and sewer lines. The department provides care and pruning for parkway trees, conducts street cleaning, manages recycling and solid waste disposal, and oversees street and alley lighting and traffic control.

Village Manager

The Village Manager's Office is responsible for overseeing day-to-day operations of the Village and coordinates the operations of all departments as well as external relations. The Village Manager's Office prepares agendas for all Board meetings via the collection and review of materials, and researches and advises Board decision making. The Manager executes the policies and goals of the Board. The Department also provides staff support to the Mayor/Village President and Board of Trustees along with any Committees of the Village Board; manages the Village's Sustainability Office; manages negotiations for the Village's nine collective bargaining agreements; and coordinates the staff liaisons to all of the Citizen Boards and Commissions. The Village Manager's Office also represents the Village on various intergovernmental boards such as those associated with the West Suburban Dispatch Center Board, Oak Park's Business Association Council, Oak Park Economic Development Corporation, the Early Childhood Collaboration Administrative Board, the Oak Park Management Council, the Oak Park Council of Governments and the GIS Consortium Board. The Village Manager position is established pursuant to 65 Illinois Compiled Statutes 5/5-3-7. The General Duties of the Village Manager are stated in §2-4-2 of the Municipal Code and note that the Village Manager shall be the chief administrative officer of the Village and exercise all powers and duties assigned to him or her by Statute and such other authority as may be granted by the Board of Trustees. The Manager is charged with hiring all employees, other than those under tenure of office laws (e.g. sworn police officers and sergeants, firefighters and lieutenants).

V. Village Advisory Boards and Commissions

The Village of Oak Park Village Board has created by ordinance approximately 20 standing citizen boards, commissions and committees appointed to provide recommendations and advice to the Board on matters of public policy. When vacancies occur on these advisory bodies, the Citizen Involvement Committee interviews, Villagers who have volunteered to serve by filling out application forms. The Committee makes recommendations to the Village President, who makes the formal appointments with the consent of the Trustees. The Village Clerk coordinates the selection and appointment process. Village Board Members and Village staff are designated to serve as liaisons and support for the Commissions and Committees, and occasionally as a member.

A. Board Created and Appointed Advisory Commissions

The following are the Village Board's advisory bodies created by ordinance, with members appointed by the Village President and ratified by the Trustees:

Aging in Place Commission

The Aging in Place Commission advises the Village Board in its efforts to facilitate full participation in community activities by its senior residents and to bring persons over the age of 55 into the mainstream of Oak Park life by recognizing policies that support aging in place as highly desirable. The seven-member commission includes residents of the Village who are 55 years age or older or who represent organizations that provide services to seniors in the Village.

Building Codes Advisory Commission

The Building Codes Advisory Commission advises and makes recommendations on Code amendments, updates, and interpretations to the Village of Oak Park's Director of Code Administration. There are 5 members who each serve three-year terms. The membership of the Commission includes a registered architect, a license plumber, a licensed electrician, an HVAC contractor, and a fire protection contractor or a design professional with experience in one of those subjects.

Board of Fire and Police Commissioners

The Fire and Police Commission supervises appointment and promotion eligibility lists and holds disciplinary hearings regarding the two departments. The commission also serves the civil service role for public safety employees set out by state statute. The commission's three 3 members each serve three-year terms.

Board of Health

The Board of Health is an advisory body to the Director of the Department of Public Health and the Village Board, and as such has the 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/preservation of disease. The board's seven members each serve three-year terms. One of the members may be a high school student.

Citizen Involvement Committee

The Citizen Involvement Committee encourages citizen participation in government and related activities. The committee's 15 members each serve three-year terms.

Citizens Police Oversight Committee

The Citizens Police Oversight Committee receives and then refers complaints from citizens in regard to Police conduct to the Police Chief and thereafter monitors and evaluates the processes of all citizen complaints about police conduct. The committee's seven members each serve three-year terms.

Civic Information Systems Commission

The Civic Information Systems Commission advises the Village Board on technology, information management/resources and policy issues within Village government and related to cable and telecommunications providers who use or are seeking to use the Village right of way, The Commission's seven members each serve three-year terms.

Community Design Commission

The Community Design Commission advises the Village Board on matters related to enhancing the aesthetic quality of life in the Village of Oak Park. Its tasks and projects include providing design advice, developing resource material to aid in private property development, in addition to hearing requests for sign regulation variations. The commission also makes recommendations about selection, planting, maintenance and removal of trees and shrubs within the Village of Oak Park, and also provides public educational and informational programs on matters pertaining to urban forestry. The commission's 13 members each serve three-year terms.

Community Development Citizens Advisory Committee

The Community Development Citizens Advisory Committee evaluates funding requests and formulates recommendations to the Board for the annual allocation of Federal Community Development Block Grant funds for economic revitalization activities targeted to low and moderate income individuals. The committee's nine members each serve 3-year terms.

Community Relations Commission

The Community Relations Commission was created in 1963 to assure all residents of equal service and treatment. The Commission works to improve inter-group relations without regard to race, sex, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status or disability. It works to ensure good human, race and community relations and reduce tensions, and acts as a hearing panel for resolution of discrimination. The commission's 15 members each serve 3-year terms.

Disability Access Commission

The Disability Access Commission advises the Village in facilitating full participation in community activities by 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 to the needs of Villagers with

disabilities. The commission's nine members each serve three-year terms. The Chief Building Official/ADA Coordinator for the Village is an ex-officio member of the Commission.

Environment and Energy Commission

The Environmental and Energy Advisory Commission addresses environmental and energy conservation concerns, and works for a pollution-free environment in Oak Park. The Commission develops methods to promote recycling and to reduce and manage solid waste. The commission's nine members each serve three-year terms. One member may be a high school student.

Farmers Market Commission

The Farmers Market Commission oversees and promotes Village efforts in outdoor food and produce marketing. The Commission conducts the market in downtown Oak Park from 7 a.m. to 1 p.m., Saturdays, mid-May through October. The commission's 11 members each serve three-year terms.

Fire Pension Board

Under state statute, the Fire Pension Board provides for and distributes pension funds to retired and disabled firefighters and to widows and minor children of deceased firefighters. The board's nine members each serve three-year terms.

Historic Preservation Commission

The Historic Preservation Commission, established in 1972, evaluates proposals affecting the Village's landmarks and historic districts. The Commission considers compatibility of development with long-range preservation of historical sites and recommends sites for historic landmark designation. The Commission also reviews building permit applications affecting properties in the Village's three historic districts and historic landmarks throughout the community. The commissions' 11 members each serve three-year terms.

Housing Programs Advisory Committee

The Housing Programs Advisory Committee reviews applications for housing bond loans, the diversity assurance program and security improvement grants and evaluates the Village's residential housing programs. The committee's seven members each serve three-year terms. Two of the seven members are members of the Village Board.

Liquor Control Review Board

The Liquor Control Review Board investigates and reviews all applications and renewals of liquor licenses and advises the Local Liquor Control Commissioner. The board's five members each serve three-year terms. The Local Liquor Control Commissioner, who is also a member of the Village Board of Trustees, serves as a non-voting ex-officio member of the Review Board.

Plan Commission

The Plan Commission makes on-going revisions to the Village's comprehensive plan, provides direction and control for growth and development in Oak Park and serves as a Zoning Commission relative to amendments, rezoning and special use permits. The

commission's nine members each serve three-year terms. Six of the members must have training as design professionals.

Police Pension Board

Under state statute, the Police Pension Board processes and distributes pension funds to disabled or retired police officers and the surviving spouses and minor children of deceased officers. The board's five members each serve two-year terms.

Transportation Commission

The Transportation Commission hears parking and traffic concerns and makes recommendations for improving them, for the administration and enforcement of traffic regulations and for public education about traffic safety. The Commission reviews proposals and makes recommendations for placement of cul-de-sacs and diverters. The commission's seven members each serve three-year terms.

Zoning Board of Appeals

As authorized by state statute, the Zoning Board of Appeals rules on zoning variance petitions, special use permits and appeals of interpretations of the zoning ordinance. The board's seven members each serve five-year terms.

B. Other Village Government Committees

The following are Village of Oak Park Committees or Boards comprised of Village staff or citizens or agencies not necessarily created by the Board and not Board appointed:

Chairperson's Committee

This Committee is comprised of all the Chairpersons of all the Village Boards, Commissions and Committees. It discusses the state of operations of the Village Commissions and Committees and provides an opportunity for sharing information about Commission and Committee experiences and priorities, and projects. The committee meets every two to three months, chaired by the Village President.

Day in Our Village Committee

The Day in Our Village is a festival held annually in June. Its purpose is to bring citizens together in a project that highlights the various activities and organizations in Oak Park. The committee is filled annually by citizen volunteers organized by the Community Relations Department.

Management Council

The Management Council is comprised of the chief administrative manager of each of the six Oak Park taxing bodies. The monthly meetings are intended to serve as a mechanism to ensure regular communications between the governmental bodies in Oak Park and explore opportunities for cooperation.

Oak Park Council of Governments

The Oak Park COG has met since the early 1970's and is convened by the Village President every other month when school is in session. The council is comprised of

the chief elected and appointed administrative official of each of the six Oak Park taxing bodies. Meetings are informal and are intended to keep the organizations up to date on each other's activities. The council is not a formally incorporated and has no separate staff or expenses.

Ethics

I. Policy Statement

It is the policy of the Village that its employees and elected and appointed officers should, in all cases, exercise their judgment and performance of their duties for the sole benefit of the citizens of the Village. To this end, all such persons should avoid accepting or retaining any economic benefits or opportunities that could impair or present an actual threat to the exercise of independent judgment. It is further the policy of the Village that all appearances of impropriety be avoided.

II. Conflicts of Interest

Every elected and appointed officer and employee should perform his or her duties with impartiality and without prejudice or bias for the benefit of all citizens of the Village. No officer or employee will give or make available to any citizen, including other officers or employees of the Village, any consideration, treatment, advantage, or favor beyond that which is available to every other citizen.

A. Interest in Village Contracts

The Village of Oak Park prohibits any elected officer, paid or unpaid, to have any interest directly or indirectly in any contract, work or business of the Village, except as permitted by 65 Illinois Compiled Statutes 5/3-14-4 of the Illinois Municipal Code.

B. Disclosure of Interest in Legislative Action

Any member of the Village Board who has financial interest or personal interest in any proposed legislation before the Village Board must disclose on the record of the Village Board the nature and extent of such interest. Personal interest includes an interest arising from blood or marriage relationships, or close business or political association.

C. Disclosure and/or Use of Confidential Information

No elected or appointed officer or employee will, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Village or use such information to advance the financial or other private interest of the officer or employee or others. Contents of Closed or Executive Sessions of the Board are also confidential.

III. State Gift Ban and Ethics Act

In 1998, the State of Illinois enacted a gift ban law that applies to both state and local governments. It has recently been found to be unconstitutional.