

**VILLAGE OF HINSDALE
VILLAGE BOARD OF TRUSTEES
MINUTES OF THE MEETING
November 4, 2014**

The regularly scheduled meeting of the Hinsdale Village Board of Trustees was called to order by President Tom Cauley in Memorial Hall of the Memorial Building on Tuesday, November 4, 2014 at 7:30 p.m.

Present: President Tom Cauley, Trustees Christopher Elder, J. Kimberley Angelo, William Haarlow, Gerald J. Hughes, Laura LaPlaca and Bob Saigh

Absent: None

Also Present: Village Manager Kathleen A. Gargano, Assistant Village Manager/Finance Director Darrell Langlois, Police Chief Brad Bloom, Fire Chief Rick Ronovsky, Director of Community Development/Building Commissioner Robb McGinnis, Acting Assistant Director of Public Works Dawn Wucki-Rossbach and Village Clerk Christine Bruton

PLEDGE OF ALLEGIANCE

President Cauley led those in attendance in the Pledge of Allegiance.

APPROVAL OF MINUTES

Trustee Hughes provided corrections to the draft minutes. Trustee Hughes moved to **approve the draft minutes of the regularly scheduled meeting of October 21, 2014, as amended.** Trustee Saigh seconded the motion.

AYES: Trustees Elder, Angelo, Haarlow, Hughes, LaPlaca and Saigh

NAYS: None

ABSTAIN: None

ABSENT: None

Motion carried.

CITIZENS' PETITIONS

None.

VILLAGE PRESIDENT'S REPORT

No report.

CONSENT AGENDA

President Cauley explained that Trustee Hughes was intending to pull an item from the Consent Agenda for further discussion. Due to the fact that there are only two items on the Consent Agenda, each item was addressed separately.

Ordinance Amending Title 14 (Historic Preservation), Chapter 4 (Withdrawal of Landmark Designation), Relative to Standards for Withdrawal of Landmark Designations

Trustee Saigh moved to approve an **Ordinance Amending Title 14 (Historic Preservation), Chapter 4 (Withdrawal of Landmark Designation), Relative to Standards for Withdrawal of Landmark Designations**. Trustee Elder seconded the motion. Trustee Hughes explained he had concerns regarding Section 14-4-1(E) which is the condition for withdrawal that references financial hardship that will 'negatively impact the ability of the owner to adequately maintain the structure, building or site'. He says this is clear and on the surface makes sense, however, he wondered if the Board wants to be charged with evaluation based this criteria. In order to do so, the Board would need to understand a homeowner's financial hardship and situation and determine whether that will lead to a negative impact on their ability to provide structural maintenance to the property. In addition to administering this aspect of landmark designations, it seems to work against what the Village is trying to accomplish with this designation in the first place.

President Cauley stated his thought was this would be less exacting; people sought out landmark designation voluntarily; the Board would take them at their word if they were having financial issues. Trustee Saigh recalled the original ordinance passed in 2000 where economic hardship could be cited as a reason to remove the designation and it would be up to the property owner to disclose as much as they want, even anecdotally as in the most recent case of the Barrows. President Cauley said the spirit of the change is a middle ground; not a rigorous test, but a standard to allow people out. Trustee LaPlaca said the language about adequate maintenance is unnecessary, and suggested language that is more vague, but states the designation is creating a significant and continuing financial hardship.

Trustee Saigh withdrew his motion on the table. Trustee LaPlaca moved to approve an **Ordinance Amending Title 14 (Historic Preservation), Chapter 4 (Withdrawal of Landmark Designation), Relative to Standards for Withdrawal of Landmark Designations, with revised language in Section 14-4-1(E) that states 'the owner of the structure, building or site demonstrates that the landmark designation creates significant and continuing financial hardship'**.

Trustee Elder seconded the motion.

AYES: Trustees Elder, Angelo, Haarlow, Hughes, LaPlaca and Saigh

NAYS: None

ABSTAIN: None

ABSENT: None

Motion carried.

**Refer Application to the Plan Commission for Review and Consideration of a
Text Amendment to Section 11-401, as it Relates to Requirements for a
Certificate of Zoning Compliance**

President Cauley introduced the item; the purpose is to take more routine requests out of the realm of requiring a certificate of zoning compliance. He has trouble with the language in Section 4 because of the double negatives in the section. He suggested clearer language and noted he is not changing the substance, just the language. He suggested Section 4 read as follows: 'building or other permits pertaining to the construction, reconstruction, remodeling, alternation, or moving of any structure or the use of any land or structure shall not be issued by the village, provided that a Certificate of Zoning Compliance shall not be required for the following uses'. Trustee Saigh pointed out that Items A-I, listed in this section, can be modified, but the Committee felt it would be helpful to provide examples. Trustee LaPlaca moved to **Refer Application to the Plan Commission for Review and Consideration of a Text Amendment to Section 11-401, as it Relates to Requirements for a Certificate of Zoning Compliance, including the amendments as outlined by the Village President.** Trustee Elder seconded the motion.

AYES: Trustees Elder, Angelo, Haarlow, Hughes, LaPlaca and Saigh

NAYS: None

ABSTAIN: None

ABSENT: None

Motion carried.

ADMINISTRATION AND COMMUNITY AFFAIRS

Accounts Payable

Trustee Hughes moved **Approval and Payment of the Accounts Payable for the Period of October 18, 2014 through November 4, 2014 in the aggregate amount of \$1,545,859.04 as set forth on the list provided by the Village Treasurer, of which a permanent copy is on file with the Village Clerk.** Trustee LaPlaca seconded the motion.

AYES: Trustees Elder, Angelo, Haarlow, Hughes, LaPlaca and Saigh
NAYS: None
ABSTAIN: None
ABSENT: None

Motion carried.

ZONING AND PUBLIC SAFETY

Award Bid #1569 to Midwest Office Interiors in the Amount of \$31,259.31 for Replacement Carpeting in the Fire/Police Facility; and

President Cauley introduced the item that had previously been reviewed by the Zoning & Public Safety Committee; however, they could not take action on the item as it was inadvertently omitted from the agenda. The companion item, following, was unanimously approved by Committee. Trustee Saigh moved to **Award Bid #1569 to Midwest Office Interiors in the Amount of \$31,259.31 for Replacement Carpeting in the Fire/Police Facility**. Trustee Haarlow seconded the motion.

AYES: Trustees Elder, Angelo, Haarlow, Hughes, LaPlaca and Saigh
NAYS: None
ABSTAIN: None
ABSENT: None

Motion carried.

Award Bid #1570 to Go Painters in the Amount of \$31,980 for interior painting in the Fire/Police Facility

Trustee Elder moved to **Award Bid #1570 to Go Painters in the Amount of \$31,980 for interior painting in the Fire/Police Facility**. Trustee Haarlow seconded the motion.

AYES: Trustees Elder, Angelo, Haarlow, Hughes, LaPlaca and Saigh
NAYS: None
ABSTAIN: None
ABSENT: None

Motion carried.

Approve a Resolution to Enter into an Intergovernmental Agreement for Membership with the DuPage Public Safety Communications (DU-COMM) to provide Emergency 9-1-1 Police and Fire Dispatch Services effective May 1, 2015

Police Chief Brad Bloom introduced Mr. Brian Tegtmeyer, the Executive Director of DuPage Public Safety Communications (DU-COMM) who recapped the power-point presentation he previously made to the Zoning & Public Safety Committee and which was included in each Trustee packet. He outlined the membership, organization and operations of DU-COMM stating they are a unit of government comprised of their member agencies. Mr. Tegtmeyer stated that DU-COMM is the largest consolidated 9-1-1 center in Illinois and has been in operation for 39 years. They have a \$14 million budget and serve over 800,000 people, primarily in DuPage County, but also in neighboring Cook, Lake and Kane Counties. He described the internal organization structure; administration, operations and support services. He described their dispatch system; stating they average 1,000 calls per day; dispatchers receive ongoing training simulations and re-certifications. They meet industry standards for fire dispatch and emergency medical dispatch. They also employ a highly qualified staff to focus on the technology needs of their members.

Discussion followed regarding DU-COMM plans for a second facility and the potential financial commitment of its members. President Cauley noted that Southwest Central Dispatch (SWCD) is also considering a second facility. Chief Ronovsky and Chief Bloom endorsed DU-COMM in terms of service enhancements and improved efficiencies. Mr. Tegtmeyer described the governance of their Board and the rotation of their Board members.

Trustee Elder moved to **Approve a Resolution to Enter into an Intergovernmental Agreement for Membership with the DuPage Public Safety Communications (DU-COMM) to provide Emergency 9-1-1 Police and Fire Dispatch Services effective May 1, 2015.** Trustee Saigh seconded the motion.

President Cauley provided historical background and financial information regarding the elimination of in-house dispatch services in 2010 and how we came to be a member of SWCD, which has resulted in more than \$500,000 in savings. Due to the fact that SWCD is contemplating a second facility; and there is a strong likelihood of additional wireless surcharge fees; and a lack of governing transparency, now seems like an opportune time to make this change. Additionally, there are consolidation efforts in Illinois, and it would be beneficial to Hinsdale to be affiliated with a primarily DuPage County organization instead of a Cook County group.

In terms of cost, it was noted that fees are calculated based on Equalized Assessed Value (EAV), which does not benefit Hinsdale, however, there is some indication this might be changed. Mr. Tegtmeyer commented that when changing the funding formula there are winners and losers, but at this time no Board member should expect this to change.

AYES: Trustees Elder, Angelo, Haarlow, Hughes, LaPlaca and Saigh

NAYS: None

ABSTAIN: None

ABSENT: None

Motion carried.

REPORTS FROM ADVISORY BOARDS AND COMMISSIONS

No reports.

NEW BUSINESS

None.

OTHER BUSINESS

None.

STAFF REPORTS

No reports.

CITIZENS' PETITIONS

None.

TRUSTEE COMMENTS

None.

ADJOURNMENT

There being no further business before the Board, President Cauley asked for a motion to adjourn into Closed Session. Trustee Haarlow **moved to adjourn the meeting of the Hinsdale Board of Trustees of June 3, 2014 into Closed Session under 5 ILCS 120/2(c)(1) appointment, employment compensation, discipline, performance or dismissal of specific employees or legal counsel, and not to reconvene.** Trustee Elder seconded the motion.

AYES: Trustees Elder, Angelo, Haarlow, Hughes, LaPlaca and Saigh

NAYS: None

ABSTAIN: None

ABSENT: None

Motion carried.

Meeting adjourned at 8:43 p.m.

ATTEST: _____
Christine M. Bruton, Village Clerk

ba.

DATE November 18, 2014

REQUEST FOR BOARD ACTION

AGENDA Administration and Community SECTION NUMBER Affairs Committee	ORIGINATING DEPARTMENT Parks and Recreation
ITEM Permission for Installation of Melin Park Ice Rink	APPROVED Gina Hassett, Director of Parks & Recreation

PERMISSION TO INSTALL ICE RINK AT MELIN PARK

For the last six years, with the permission of the Village Board, a group of residents has constructed an ice skating rink at Melin Park. The residents are asking for permission to construct a rink that is 40'x 80' at the east end of Melin Park for the 2014-15 winter season. In the past the Village crews have filled the rink and the Village covered the cost of the water used. The resident group maintains the ice and contacts the Village if additional water is needed. The residents are asking for the Village to provide and pay for the water for the upcoming season.

The Melin Park ice rink provides additional skating opportunities for residents. If approved, Public Service staff will inspect the rink to ensure the site is safe. The cost of water is estimated to be less than \$100, and staff time and the costs to produce signs is estimated to be \$450. The rink will be open to all for skating. Public Service crews will provide signs to be posted by the residents at the rink that will allow them to notify when the rink is open or closed for skating.

Should the Committee concur with Staff's recommendation, the following motion would be appropriate:

MOTION: To recommend to the Board of Trustees to approve the construction of an ice rink at Melin Park by the residents of the Village and that the Village will supply water for the 2014-15 winter season.

Parks & Recreation APPROVAL	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL
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COMMITTEE ACTION:

The Committee vote unanimously to recommend to the Board of Trustees to approve the construction of an ice rink at Melin Park by the residents of the Village and that the Village will supply water for the 2014-15 winter season.

BOARD ACTION:

DATE: November 18, 2014

REQUEST FOR BOARD ACTION

AGENDA SECTION NUMBER ACA	ORIGINATING DEPARTMENT Administration
ITEM To Approve an Ordinance Amending Various Sections of the Village Code of Hinsdale Relative to Class A1 Supermarkets and Limited Retail Licenses to Allow the Sale of Premium Spirits and Limited Tasting of Beer, Wine, and Premium Spirits	APPROVAL Timothy J. Scott, AICP, CNU-A Director of Economic Development & Urban Design 

At the October 13, 2014 meeting of the Administration and Community Affairs (ACA) Committee, Whole Foods Market Hinsdale requested the ability to sell premium spirits and allow the limited tasting of beer, wine, and premium spirits.

Irene Bahr, legal counsel for Whole Foods Market Hinsdale, presented the request. Also in attendance to describe the request and answer questions were Mike Kowalski, Store Team Leader, and Joel Braver, Executive Coordinator of Operations for Whole Foods Market's Midwest Region. The Whole Foods team relayed that their request to sell premium spirits emanated from customer inquiries and that the limited sale of premium spirits occurs at their other nearby locations in the region. The Whole Foods team noted that their request to sell premium spirits would be within the five percent of floor area permitted for the sale of alcohol by their license.

To help ensure that premium spirits would not end up in the hands of those under 21 years of age, members of the ACA Committee recommended that sales of premium spirits less than 750 milliliters (ml) must be in a locked cabinet, possess a security cap, or be packaged in a sealed gift box wherein the aggregate amount of bottles contained therein is not less than 750 ml and that in no event shall any individual bottle be sold that is less than 350 ml.

In addition to Whole Foods' request for the retail sale of premium spirits, Ms. Bahr also requested that tastings of premium spirits, beer, and wine follow state law. This request is reflected in the attached ordinance.

To ensure proper sales transactions and tastings, the attached Ordinance requires that the register clerk completing retail sales transactions and staff providing tasting of beer, wine, and premium spirits must have completed Beverage Alcohol Sellers and Servers Education and Training (BASSET) or Training and Intervention Procedures for Servers Training (TIPS) training.

MOTION: To Approve an Ordinance Amending Various Sections of the Village Code of Hinsdale Relative to Class A1 Supermarkets and Limited Retail Licenses to Allow the Sale of Premium Spirits and Limited Tasting of Beer, Wine, and Premium Spirits

APPROVAL	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL 
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COMMITTEE ACTION: At the November 3, 2014 meeting of the ACA Committee, members voted unanimously, 4-0, to approve the ordinance amending various sections of the Village Code of Hinsdale Relative to Class A1 Supermarkets and Limited Retail Licenses to Allow the Sale of Premium Spirits and Limited Tasting of Beer, Wine, and Premium Spirits.

BOARD ACTION:

**VILLAGE OF HINSDALE
ORDINANCE NO. O2014-__**

**AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE
VILLAGE CODE OF HINSDALE RELATIVE TO
CLASS A1 SUPERMARKETS AND LIMITED RETAIL LICENSES TO
ALLOW THE SALE OF PREMIUM SPIRITS AND LIMITED TASTING
OF BEER, WINE, AND PREMIUM SPIRITS**

WHEREAS, the Liquor Control Act of 1934 (235 ILCS 5/1-1 et seq.) grants to the Village of Hinsdale the power, by general ordinance or resolution, to determine, among other things, the number, kind and classification of licenses for sale of alcoholic liquor not inconsistent with the Act; and

WHEREAS, the Village of Hinsdale carefully licenses and regulates the sale and service of alcoholic liquor in the Village;

WHEREAS, among the Village's existing alcoholic liquor regulations are limits on the permitted sale hours in each license class; and

WHEREAS, the President and Board of Trustees of the Village of Hinsdale have determined that it is appropriate and in the best interests of the Village and its residents to amend Subsection 3-3-5-A-1 relative to permitted alcoholic liquor service sales and tasting for a supermarket as provided below in this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hinsdale, DuPage and Cook Counties and State of Illinois, as follows:

Section 1. Recitals. The foregoing recitals are hereby incorporated into this Ordinance as findings of the President and Board of Trustees.

Section 2. Amendment of Subsection 3-3-5.A.3. Subsection 3-3-5-A-1 ("Class A1 Supermarket License") of the Village Code of Hinsdale is hereby amended to read in its entirety as follows:

- "1. Class A1 Supermarket License: A class A1 supermarket license shall authorize the retail sales of beer and wine only in the original package, ~~and the limited tasting of wine only, the limited retail sale of premium spirits in the original package, and the limited tasting of beer, wine, and premium spirits~~ at a supermarket. Such license shall be subject to all of the following conditions:

- a. Hours Limited: Sales of beer and, wine, and premium spirits are permitted only between the hours of seven o'clock (7:00) A.M. and ten o'clock (10:00) P.M. Monday through Saturday and ten o'clock (10:00) A.M. and eight o'clock (8:00) P.M. on Sunday.
- b. Off Premises Consumption Only: Sales of beer, and wine, and premium spirits shall be for consumption off the licensed premises only.
- c. Sales of premium spirits less than 750 milliliters (ml) must be in a locked cabinet, possess a security cap, or be packaged in a sealed gift box wherein the aggregate amount of bottles contained therein is not less than 750 ml and in no event shall any individual bottle be sold that is less than 350 ml.
- d. The register clerk completing retail sales transactions of beer, wine, and premium spirits must have completed Beverage Alcohol Sellers and Servers Education and Training (BASSET) or Training and Intervention Procedures for Servers (TIPS) training as required by subsection 3-3-8(H)
- e. Limited Display: No more than five percent (5%) of the total display and sale space of the licensed premises shall be allocated to the display and sale of beer and, wine, and premium spirits.
- f. Tasting Without Compensation Only: Tasting of wine, beer and premium spirits at the licensed premises shall be subject to the provisions of subsection 3-3-9D of this chapter. No charge, cost, fee, or other consideration of any kind shall be levied for any such tasting, except ~~only~~ for preregistered events or classes when the supermarket is closed to the general public."

Section 3: Amendment of Subsection 3-3-9.D. Subsection 3-3-9.D ("Sales of Alcoholic Liquor; Tasting Requirements") of the Village Code of Hinsdale is hereby amended to read in its entirety as follows:

D. Tasting Requirements: The provisions of subsection C of this section shall not prohibit the dispensation of wine, beer and premium spirits by a class A1 supermarket licensee, or the dispensation of wine by a class A2 gourmet food store licensee or the dispensation of wine or premium beer by a class A3 wine boutique, without charge, in small and limited amounts for tasting purposes only, incident to the sale of wine or, beer, premium beer or premium spirits, as applicable, in the original package for consumption off the premises in accordance with the terms of such license. No charge, cost, fee, or other consideration of any kind shall be levied for any such tasting, except for preregistered events or classes when the store is closed to the general public.

Such free dispensation, however, shall be subject to the following conditions and limitations: (Ord. O2004-33, 6-15-2004; amd. Ord. O2005-34, 7-19-2005)

1. The tasting shall be attended by and supervised by a full time or part time employee that has completed Beverage Alcohol Sellers and Servers Education and Training (BASSET) or Training and Intervention Procedures for Servers (TIPS) training as required by subsection 3-3-8(H) and shall occur only in the same room, and same area, as the display of wines, beer-~~or~~, premium beers, and premium spirits, as applicable;

2. The actual amount of wine, beer-~~or~~, premium beer, or premium spirits, as applicable, ~~tasted may not exceed one ounce;~~ is subject to the following:

(a) Retailer, distributor, importing distributor, manufacturer and nonresident dealer licensees may conduct product sampling for consumption at a licensed retail location. Up to three (3) samples, consisting of no more than (i) one quarter (1/4) ounce of distilled spirits, (ii) one (1) ounce of wine, or (iii) two (2) ounces of beer may be served to a consumer in any one day.

(b) Notwithstanding the provisions of subsection (a), an on-premises retail licensee may offer for sale and serve more than one (1) drink per person for sampling purposes provided the total quantity of the sampling package, regardless of the number of containers in which the alcoholic liquor is being served, does not exceed one (1) ounce of distilled spirits, four (4) ounces of wine, or sixteen (16) ounces of beer.

3. Except for preregistered events or classes when the store is closed to the general public, it shall be unlawful to advertise the availability of any "tasting" through any public media or other means of communication other than inside the premises itself, which inside communication shall not be visible from outside said premises. (Ord. O2004-33, 6-15-2004)

Section 4: Severability and Repeal of Inconsistent Ordinances. Each section, paragraph, clause and provision of this Ordinance is separable, and if any section, paragraph, clause or provision of this Ordinance shall be held unconstitutional or invalid for any reason, the unconstitutionality or invalidity of such section, paragraph, clause or provision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 5: **Effective Date.** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this November 18, 2014.

AYES:

NAYS:

ABSENT:

APPROVED this 18th day of November, 2014.

Village President

ATTEST:

Village Clerk

REQUEST FOR BOARD ACTION

AGENDA	ORIGINATING
SECTION NUMBER ACA	DEPARTMENT Administration
ITEM Approval of a resolution determining amounts of money to be raised through ad valorem property taxes	APPROVAL Darrell J. Langlois Asst. Village Manager <i>me</i>

In order to comply with the regulations under the Truth in Taxation Act, the Village is required to pass a resolution requesting the levying of property taxes prior to the adoption of the annual tax levy Ordinance.

Under the Property Tax Extension Limitation Law (PTELL or the Tax Cap) the Village is allowed to increase its levy from the previous year's levy by an amount of the lower of the CPI or 5% plus "new construction". The Illinois Department of Revenue stipulated that the 2014 Tax Levy increase will be held to 1.5% (CPI as of January 1, 2014).

Tax Levy	2014 Proposed Tax Levy	2013 Extended Tax Levy	Dollar Increase Decrease	Percent Difference
Village Special Levies	3,716,739	3,700,866	15,873	0.43%
Village Pension Levies	2,438,035	2,290,125	147,910	6.46%
Village Debt Service Levies	169,408	174,472	(5,065)	-2.90%
Total Village Levies	6,324,181	6,165,463	158,718	2.57%
Library Levy	2,862,721	2,786,790	75,931	2.72%
Total Village and Library Levies	9,186,902	8,952,253	234,649	2.62%

The total requested levy for the 2014 Property Tax is summarized above and explained in greater detail on the attached memo.

Should the Committee concur with staff's request, the following motion would be appropriate:

MOTION: To Approve the Attached Resolution Determining Amounts of Money to be Raised Through Ad Valorem Property Taxes for the Village of Hinsdale in the Amount of \$9,186,902.

APPROVAL	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL <i>KG</i> <i>eb</i>
COMMITTEE ACTION: At its meeting on November 3, 2014 the ACA Committee unanimously recommended approval.				
BOARD ACTION:				

**VILLAGE OF HINSDALE
RESOLUTION NO. R2014- _____**

**RESOLUTION DETERMINING
AMOUNTS OF MONEY
TO BE RAISED THROUGH
AD VALOREM PROPERTY TAXES**

WHEREAS, the Truth-in-Taxation Act, 35 ILCS 200/18-60, provides that the corporate authorities of each taxing district, including the Village of Hinsdale, shall determine the amount of money, exclusive of any portion of that levy attributable to the cost of conducting an election required by general election law, estimated to be necessary to be raised by taxation for the current fiscal year upon the taxable property in the taxing district;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Hinsdale, DuPage and Cook Counties and State of Illinois, as follows:

Section 1. Tax Levy Determination. The President and Board of Trustees of the Village of Hinsdale hereby estimate that \$9,186,902, exclusive of amounts to be levied which are attributable to the costs of conducting elections required by the general election law, shall be raised by means of ad valorem property taxes for fiscal year 2015-2016. The President and Board of Trustees hereby find that this amount is less than 105 percent of the amount, exclusive of election costs, which has been extended upon the levy of the preceding year.

Section 2. Effective Date. This resolution shall be in full force from and after its passage and approval in the manner provided by law.

PASSED: This 18th day of November 2014.

AYES:

NAYS:

APPROVED: This 18th day of November 2014.

Village President

ATTEST:

Village Clerk

M E M O R A N D U M

Date: October 31, 2014

To: Chairman Hughes and ACA Committee Members

From: Darrell J. Langlois, Assistant Village Manager/Finance Director *DL*

RE: 2014 Proposed Tax Levy

Attached for the Committee's consideration is the proposed 2014 tax levy. The proposed Village tax levy for 2014 amounts to \$6,324,181, which represents an increase of \$158,718 (2.57%) from the 2013 extended taxes. When combined with the Library Board's request for a 2.72% increase in their levy, the total Village and Library levy amounts to \$9,186,902, which represents an increase of \$234,649 (2.62%) from the 2013 extended taxes.

Tax Levy	2014 Proposed Tax Levy	2013 Extended Tax Levy	Dollar Increase Decrease	Percent Difference
Village Special Levies	3,716,739	3,700,866	15,873	0.43%
Village Pension Levies	2,438,035	2,290,125	147,910	6.46%
Village Debt Service Levies	169,408	174,472	(5,065)	-2.90%
Total Village Levies	6,324,181	6,165,463	158,718	2.57%
Library Levy	2,862,721	2,786,790	75,931	2.72%
Total Village and Library Levies	9,186,902	8,952,253	234,649	2.62%
Total Village Levy subject to the Tax Cap				
Village Corporate Levy	0	0	0	0.00%
Village Special Levies	3,645,539	3,628,988	16,551	0.46%
Village Pension Levies	2,397,109	2,253,385	143,724	6.38%
Total Village Portion	6,042,648	5,882,373	160,275	2.72%
Library Levy	2,862,721	2,786,790	75,931	2.72%
Total For Tax Cap	8,905,369	8,669,163	236,206	2.72%
Non-Capped Funds				
Recreation Programs for Handicapped	71,200	71,878	(678)	-0.94%
Firefighters Pension PA 93-0689	40,926	36,740	4,186	11.39%
Debt Service (Net of \$1,818,303 Abatements)	169,408	174,472	(5,065)	-2.90%
Total Village Non-Capped Levy	281,534	283,090	(1,557)	-0.55%
Total Village & Library Levy	9,186,902	8,952,253	234,649	2.62%
Total Village and Library Levy Subject to Truth in Taxation (all levies except Debt Service)	9,017,495	8,777,781	239,714	2.73%

The total tax levy less the debt service extension and non-capped levies is subject to the Tax Cap Act of 1991. The proposed tax levy portion that is subject to the Tax Cap Act amounts to \$8,905,369, which is \$236,206 (2.72%) higher than the 2013 extended taxes and is greater than the 1.5% increase (CPI as of December, 2013) allowed under the Tax Cap Act. The Tax Cap Legislation also provides the ability to levy above the limit to capture "new growth construction". The Village's estimate of new growth in EAV of \$18,333,333 (based on 1/3 of the 2013 adjusted building permit construction value of \$55 million) will allow the Village to capture the additional taxes. Should the final new growth amount be less than this, the county clerk will reduce the tax levy according per Village direction.

Village Corporate, Special, Pension and Non-Capped Levies

The total tax levy requested for the Corporate, Special, Pension and Non-capped levies amounts to a 2.57% increase and anticipates capturing the total "New Growth Value" of new construction and any property that was previously tax-exempt. Significant changes in tax levies for specific levies include:

- The Police Protection and Fire Protection levies have increased by \$3,072 respectively. The manner in which these levies have been calculated is that after individually calculating all of the special and pension levies, the remaining amount available under the tax cap is divided equally between Police Protection and Fire Protection.
- The Liability Insurance levy increased by \$13,986 due to recent claims experience and not knowing how much if any interest income credit will be received from IRMA in 2014.
- The IMRF levy decreased by \$28,838 due to a reduction of 7% in the employer rate beginning on January 1, 2015.
- The Social Security levy increased by \$45,022 due to budgeted payroll growth and the fact that the 2013 tax levy for this line item was artificially low by \$19,100 in 2013 as this levy was reduced to offset the fact that collections of the 2012 levy exceeded actual social security expenditures by \$19,100
- The Police and Firefighters' Pension levies have been calculated based on an independent actuarial study performed by Timothy Sharpe, the Village's actuary. We also expect to receive actuarial data from the State of Illinois Department of Professional Regulation within the next 30-45 days (the Village is not obligated to use State numbers). Chairman Hughes, President Cauley and I have reviewed the draft study of Timothy Sharpe, and there are no changes in the actuarial assumptions being recommended this year. Based on the Village's actuarial study, the recommended Police Pension tax levy is \$739,507, an increase of \$36,209 or 5.1% from the 2013 extension. For the Firefighters' Pension tax levy, the recommended contribution (including the tax cap exempt amount allowed by PA 93-0689) is \$818,528, an increase of \$95,517 or 11.7% from the 2013 extension. The large increase in the Firefighters' Pension Fund tax levy is derived from cost increases resulting from the application of the state-mandated "projected unit credit" funding method which results in costs being typically higher later in a firefighter's career.

- By law the pension funds are required to request a tax levy amount for each fiscal year. I have received this information from the Police Pension Fund and would expect to receive this information from the Firefighters' Pension Fund within the next 14 days. Both of these reports will be sent to the Village Board under separate cover prior to finalizing the tax levy in December. Should the Village Board consider either of these reports and increase the contribution, an offsetting reduction in the other levies will be required.

Debt Service Levy

The Debt Service Levy (net of abatements of \$1,818,303) is \$5,065 less than the 2013 extended taxes.

Library Levy

The Library levy has been discussed with Library staff as well as several of their Trustees but has not been formally approved by the Library Board, meaning the Library levy could change slightly prior to being finalized. The proposed levy has increased by \$75,931 (2.72%). By State Statute, the Village has no ability to change the Library levy and is required to adopt the levy as approved by the Library Board.

Truth In Taxation Law

Because the total levy increase is less than the 5% maximum allowed under the Tax Cap, the Village is not required to hold a public hearing on the 2014 tax levy.

Recommendation

It is recommended that the proposed total net levy of \$9,186,902 be adopted. If the Committee concurs, the following motion would be appropriate:

Motion: To recommend to the Board of Trustees approval of a Resolution Determining Amounts of Money to be Raised Through Ad Valorem Property Taxes

Village of Hinsdale
2014 Tax Levy Worksheet

Projected Village Tax Change Is		2.57%	Levy	Proposed 2014 Levy		2013	Dollar	Percent
Projected Village & Library Tax Change Is		2.62%	Request	Rate 100/EAV	Amount	Extended	Increase	Increase
						Taxes	(Decrease)	(Decrease)
Assessed Valuation								
EAV - January 1, 2013	\$		1,519,476,517					
1/3 Value 2013 Building Permits as adjusted	\$	18,333,333						
Estimated Value of Annexed Property	\$	<u>0</u>						
Subtotal	\$	18,333,333						
New Growth Estimate			18,333,333					
Estimated EAV - January 1, 2014			<u>1,537,809,850</u>					
General Corporate Purpose								
(Rate Limit .2660)								
2014 Property Tax Levy with CPI Plus New Growth			6,042,648					
Less: Special & Pension Levies			<u>(2,687,609)</u>					
Tax Cap levy remaining			3,355,039					
General Corporate Property Tax Required			0	0.0000	0	0	0	0.0%
Liability Insurance								
Current General Fund estimate for 2014			265,000	0.0172	265,000	251,014	13,986	5.6%
Police Protection								
Levied At 1/2 remaining tax cap funds			1,677,519	0.1091	1,677,519	1,674,447	3,072	0.2%
Fire Protection								
Levied At 1/2 remaining tax cap funds			1,677,519	0.1091	1,677,519	1,674,447	3,072	0.2%

Village of Hinsdale
2014 Tax Levy Worksheet

Projected Village Tax Change Is Projected Village & Library Tax Change Is	2.57% 2.62%	Levy Request	Proposed 2014 Levy		2013 Extended Taxes	Dollar Increase (Decrease)	Percent Increase (Decrease)
			Rate 100/EAV	Amount			
FY 14-15 Contract Estimate (No Rate Limit)		25,500	0.0017	25,500	29,080	(3,580)	-12.3%
Total Special Levies		3,645,539	0.2371	3,645,539	3,628,988	16,551	0.5%

Village Audit

FY 14-15 Contract Estimate (No Rate Limit)

Total Special Levies

IMRF

FY 14-15 Estimated Costs

Less: 4/30/13 Reserve per CAFR

2014 Tax Levy (No Rate Limit)

Social Security

FY 14-15 Estimated Costs

Less: 4/30/13 Reserve per CAFR

2014 Tax Levy (No Rate Limit)

Police Pension

2014 Levy Requirement per Tim Sharpe

Firefighters Pension

2014 Levy Requirement per Tim Sharpe Less PA 93-0689

Total Village Pension Levies

Total Village Corporate, Special & Pension Levies

2014 levy wp

Village of Hinsdale
2014 Tax Levy Worksheet

Projected Village Tax Change Is Projected Village & Library Tax Change Is	2.57% 2.62%	Levy Request	Proposed 2014 Levy		2013 Extended Taxes	Dollar Increase (Decrease)	Percent Increase (Decrease)
			Rate 100/EAV	Amount			
0							
Library Operations (Fund 99000)							
2014 Tax Levy Request (Rate Limit - 0.02500)		2,609,321	0.1697	2,609,321	2,518,941	90,380	3.6%
Library Social Security (Fund 99000)							
2014 Tax Levy Request (No Rate Limit)		93,000	0.0060	93,000	90,303	2,697	3.0%
Library IMRF (Fund 99000)							
2014 Tax Levy Request (No Rate Limit)		135,400	0.0088	135,400	139,282	(3,882)	-2.8%
Library Liability Insurance (Fund 99000)							
2014 Tax Levy Request (No Rate Limit)		25,000	0.0016	25,000	38,264	(13,264)	-34.7%
Total Library		2,862,721	0.1861	2,862,721	2,786,790	75,931	2.72%
Increase For Tax Cap Purposes							
Recreation Programs for Handicapped							
2013 Tax Levy (Rate Limit - 0.02000)		71,200	0.0046	71,200	71,878	(678)	-0.9%
\$69,073 2013 Gateway + 1.7%							
Firefighters Pension							
2005PA 93-0689 Levy Requirement per Tim Sharpe		40,926	0.0027	40,926	36,740	4,186	11.4%
Increase For Truth In Taxation Purposes		9,017,495	0.5863	9,017,495	8,777,781	239,714	2.73%

Village of Hinsdale
2014 Tax Levy Worksheet

Projected Village Tax Change Is	2.57%	Levy Request	Proposed 2014 Levy		2013 Extended Taxes	Dollar Increase (Decrease)	Percent Increase (Decrease)
			Rate 100/EAV	Amount			
Projected Village & Library Tax Change Is	2.62%						
<u>Debt Service (Fund 32000)</u>							
2008 W&S Alternate Revenue Bonds		492,293.76	**				
2009 Non-Referendum Bonds		169,407.50					
2011 IMRF ERI Bonds		263,022.50	**				
2012A Sales Tax Alternate Bonds		323,962.50	**				
2013 Library Refunding		209,712.50	**				
2014A Water Alternate Bonds		168,137.50	**				
2014B Sales Tax Alternate Bonds		361,174.03	**				
Total		1,987,710					
Less: Abatements		(1,818,303)					
Net Debt Service Levy		169,408	0.0110	169,408	174,472	(5,065)	-2.90%
<u>Total 2014 Village Levy</u>							
		6,324,181	0.4112	6,324,181	6,165,463	158,718	2.57%
<u>Total 2014 Village and Library Levy</u>							
		9,186,902	0.5973	9,186,902	8,952,253	234,649	2.62%

**Village of Hinsdale
2014 Tax Levy
Tax Cap Calculation**

	Current
2013 Tax Cap Extension	5,882,373
2014 Tax Cap Multiplier (2013 CPI)	<u>1.015</u>
Maximum 2014 Levy	<u><u>5,970,609</u></u>
2013 Final EAV less New Construction	1,519,476,517
Estimated 2014 Limiting Tax Rate	0.3929
Estimated New Construction Growth	18,333,333
Estimated Annexation Amount	-
Cushion	<u>-</u>
Estimated Total "New Construction"	<u><u>18,333,333</u></u>
Estimated New Construction Tax \$	72,039
Estimated Maximum Tax Levy with New Construction	<u><u>6,042,648</u></u>
\$ Increase from 2013 Extension	160,275
% Increase from 2013	2.72%
\$ Increase from 2013 Levy	153,424
% Increase from 2013 Levy	2.61%

6000e

DATE November 18, 2014

REQUEST FOR BOARD ACTION

AGENDA Administration and Community SECTION NUMBER Affairs Committee	ORIGINATING DEPARTMENT Parks and Recreation
ITEM Landscape Maintenance	APPROVED Gina Hassett, Director of Parks & Recreation

Landscape Maintenance

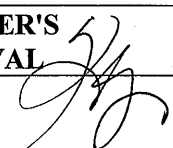
The attached memo outlines the matter related to landscape maintenance. As noted in the memo it is requested that the Village Board ratify the FY 2014/15 payments made to date in the amount of \$79,118 to Zenith Landscaping for landscape maintenance. Staff is also requesting that the Village Board authorize the issuance of a purchase order in the amount of \$35,382 to Zenith Landscaping in order to authorize the spending up to the total projected amount of \$114,500.

Should the Committee concur with Staff's recommendation, the following motions would be appropriate:

MOTION: To recommend the Board of Trustees to waive the competitive bid process and ratify payments made in the amount of \$79,118 to Zenith Landscaping for landscape maintenance.

MOTION: To recommend the Board of Trustees to waive the competitive bid process and authorize the issuance of a purchase order in the amount of \$35,382 to Zenith Landscaping for landscape maintenance.

STAFF APPROVALS

Parks & Recreation APPROVAL	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL 
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COMMITTEE ACTION:

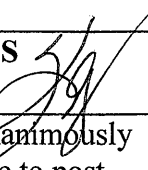
The Committee vote unanimously to recommend to the Board of Trustees to waive the competitive bid process and ratify payments made in the amount of \$79,118 to Zenith Landscaping for landscape maintenance.

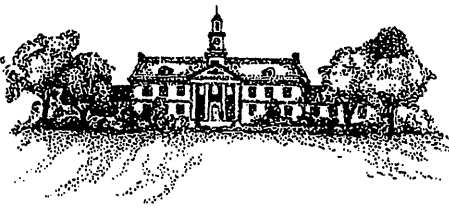
The Committee vote unanimously to recommend to the Board of Trustees to waive the competitive bid process and authorize the issuance of a purchase order in the amount of \$35,382 to Zenith Landscaping for landscape maintenance.

BOARD ACTION:

6f

DATE: November 18, 2014**REQUEST FOR BOARD ACTION**

AGENDA SECTION NUMBER ACA				ORIGINATING DEPARTMENT Administration
ITEM To Recommend Authorization of a Reorganization in the Engineering and Public Services Departments				APPROVAL Kathleen A. Gargano, Village Manager
<p>For budgetary and staffing reasons discussed in the memo attached hereto, Village staff seeks authorization to reorganize staff in the Engineering and Public Services Departments.</p> <p>Should the Board concur with this recommendation, the following motion would be appropriate:</p> <p>MOTION: To Recommend Authorization of a Reorganization in the Engineering and Public Services Departments</p>				
APPROVAL	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL 
<p>COMMITTEE ACTION: The Administration and Community Affairs Committee (ACA) voted unanimously to recommend that the Village Board approve the motion. In addition, ACA voted to allow the Village to post positions in advance of formal Board approval.</p>				
BOARD ACTION:				



Village of Hinsdale

Memorandum

Date: October 31, 2014

To: Village President and Board of Trustees
Kathleen A. Gargano, Village Manager

From: Robb McGinnis, Director of Community Development
Dan Deeter, Village Engineer
Darrell Langlois, Assistant Village Manager
George Franco, Public Services Director
Dawn Wucki-Rossbach, Interim Assistant Public Services Director

Subject: **Recommended Staffing Changes in the Engineering and Public Services Departments**

Recommendation

The Administration and Community Affairs Committee (ACA) recommend that the full Board approve a reorganization in the Engineering and Public Services Departments to provide for the deletion of the Construction Inspector, addition of a Civil Engineer, part-time Administrative Assistant for Public Services and Part-time Inspector for Engineering.

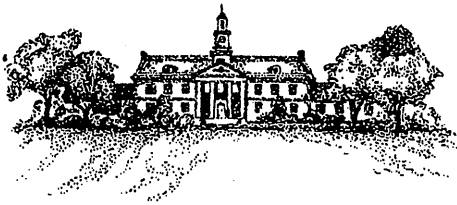
Background

Engineering

The 2014/2015 Budget provides that the Village Engineering Department is staffed as follows:

Position	Hours	Salary
Village Engineer	2,080	\$109,450
Asst. Engineer	2,080	\$96,132
Construction Inspector	1,950	\$90,465
Temporary Assistance	990	\$39,600
Total	7,100	\$335,647

In 2014, the Village budgeted and is on pace to complete over \$12 million of infrastructure improvements. The Engineering Division had handled 977 drainage complaints, inspection and routine calls for service not inclusive of the Oak Street Bridge project or any of the infrastructure work being constructed so far this year. This is in addition to the numerous complaints that come in after heavy rain events that most recently tracked to be 51 for the July rain event. It took the Engineering staff well over a week to respond to the calls received due to the rain event. By way of background, on



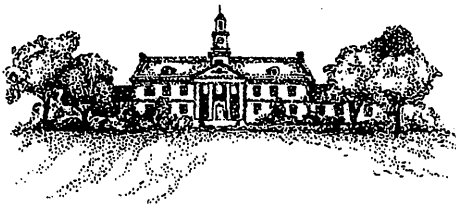
average, it takes about an hour per visit to the resident's property to view the conditions present and discuss options that may be available.

Recently, the Village received the retirement of the Construction Inspector. Due to the tenure of this employee, the position was budgeted for and receiving top pay. Turnover, especially through attrition, provides an opportunity for re-evaluation of the allocation of resources and current staffing models to determine how we might use the existing budget to make improvements to the Village's service delivery to its residents. When assessing the needs of the Department it has become increasingly apparent that the project workload will be very intensive over the next few years due to the Oak Street Bridge project that will break ground in early 2015 along with the significant amount of capital work that is programmed as part of the Village's master infrastructure improvement project (MIP). In addition to this, there has been an increase in the amount of drainage complaints and the Village's response to these complaints. While the drainage complaints are cyclical and dependent on the weather, these require a significant amount of time to devote to properly address the concerns and meet our constituents' service delivery expectations.

Understanding that the Village Engineer and the Assistant Engineer's energies should be focused on the successful completion of the Oak Street Bridge and MIP work, there still is ample work that needs to be completed that includes:

- Designing plans for future improvement projects. As you are aware, the planning for projects starts at a minimum a year in advance of the construction.
- Inspection of the ongoing public improvement projects to ensure they are being built according to specifications.
- Inspection and plan review for certain aspects of public and private site improvements made during residential and non-residential construction. Staff expects that there will be a significant increase in this area due to the increase in permit activity in 2014.
- Topographic and construction surveys upon request of residents and Village staff.
- Responding to citizen complaints and requests.

As part of the Village's 2014 /2015 Budget process, the Village Board approved the addition of a temporary Engineer to work in a part-time capacity due to the significant workload challenges facing the Engineering Department. The request for additional Engineering support to the Department was predicated on the fact that the Construction Inspector was not a trained Engineer. While the Construction Inspector could handle basic drainage complaints and simple inspections, he did not have the skill set of an Engineer in that he could not provide technical guidance on complex issues related to drainage issues in addition to oversight of complicated MIP work involving multiple utilities and the technical issues that come with this type of work.



Village of Hinsdale

Memorandum

Date: October 31, 2014

To: Village President and Board of Trustees
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From: Robb McGinnis, Director of Community Development
Dan Deeter, Village Engineer
Darrell Langlois, Assistant Village Manager
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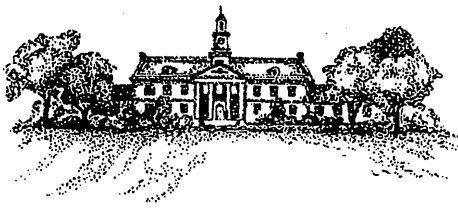
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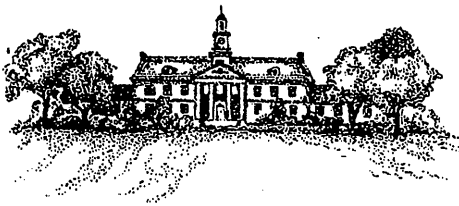
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Village of Hinsdale

Memorandum

With the resignation of the Construction Inspector, staff revisited the existing staffing model and determined that if the Village were to have the same salary dollars available, it would certainly staff the Department differently to better meet the needs of the residents.

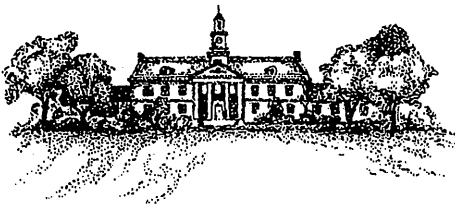
Rather than having a part-time Engineer with a full-time Construction Inspector, it makes sense that the roles are reversed and that the Village have a full-time Civil Engineer and a part-time Inspector to pick up the overflow that the Engineer or Assistant Engineer cannot handle.

The addition of a full time Engineer will provide significant support to the Village and Assistant Engineer as often times residents are first visited by the Construction Inspector who is only skilled to address concerns to a certain point and the matter is then turned over to the Engineer or Assistant Engineer for final resolution. This is a very inefficient process and certainly not cost effective. Having a person trained in all the disciplines of the current Construction Inspector with the added expertise of being formally trained in Engineering will afford greater flexibility in the duties that may be delegated by the Village Engineer or the Assistant Engineer.

In addition to eliminating the Construction Inspector position and replacing it with a Civil Engineer, staff is also recommending that the temporary Engineer position be eliminated and replaced with a part-time Inspector. The part-time Inspector would be trained to perform the basic engineering activities that would not normally need the response from a trained Engineer such as inspecting and completing plan review for public and private residential and non-residential construction. This position also would be expected to assist the Community Development Department with its inspections and code enforcements activities as staff expects that due to the permit activity there will be great demand next year for inspectional services.

The following table summarizes the proposed reorganization:

Position	Hours	Salary
Village Engineer	2,080	\$109,450
Asst. Engineer	2,080	\$96,132
Civil Engineer replaces Construction inspector	2,080	\$75,000
Part-time Inspector replaces Temporary Engineer	1,300	\$32,500
Total	7,540	\$313,082



If you compare the existing approved staffing to the proposed model, you will note that the Village will receive 440 more work hours, with greater flexibility due to skill set, while reducing the overall salaries by \$22,565.

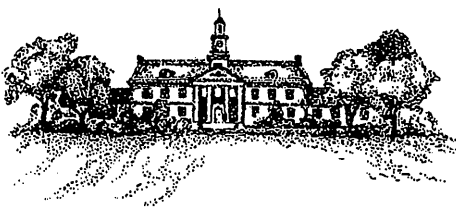
Public Services

As you are aware, the Village is in the process of filling the positions of Director and Assistant Director in the Public Services Department. Similar to Engineering, the Assistant Director and Director due to longevity with the Village were at the top end of the pay ranges. The 2014/2015 Budget provides for combined salaries of the Department Director and the Assistant Director totaling \$250,892. It is anticipated that after filling these two positions the Village will realize a budgeted salary savings of at least \$10,000 (note that the salary savings are prior to accounting for the retirement agreement with the current Director).

If you combine the budgeted salary savings from the reorganization in Engineering with the budgeted salary savings, as a result of turnover in the Public Services Department, there is approximately \$32,500 in total salary savings. Staff is proposing that this salary savings be utilized to fund a new position of part-time Administrative Assistant at 28 hrs per wk. in the Public Services Department. This position would serve as the first point of contact with those that request services or interact with the Public Services Department. This individual would provide administrative support to the management staff and those individuals that manage programs such as the Department Mechanic.

Currently, the Public Services staff does not have any person designated to answer resident calls/concerns during the day. The current process provides that if a resident calls in to the Public Services Department and, if a supervisor including the Director or the Assistant is not in the field, they take the call otherwise the call goes to voicemail or the resident calls different extensions until they get a live person. This situation becomes more frustrating for a resident when they are experiencing a flooding situation and for obvious reasons, the staff are all out in the field and unavailable to immediately speak with them regarding their concern.

In addition to the opportunity to increase the level of customer service provided to the residents, adding a part-time administrative assistant will more appropriately align tasks. For example, the current structure requires that the Director and/or Assistant Director or Program Manager, such as the Department Mechanic is responsible for all administrative tasks no matter how routine. This includes certain items that are time consuming such as obtaining quotes prior to acquiring services. While obtaining quotes is certainly an important aspect of completing a task, it is not the highest and best use of the mechanic's time to be chasing down vendors or calling for quotes when we have one person responsible for maintaining a fleet of 128 vehicles and equipment. Having someone that can process the mundane routine and time consuming administrative



Village of Hinsdale

Memorandum

tasks will free up the management staff to redirect their time to managing those administrative and operational aspects of the Department, which require expertise.

Next Steps

Attached please find job descriptions for the positions discussed above and the salary tables for the positions. Should the ACA Committee agree with staff's recommendation, it is requested that the full Board consider this at its November 18 meeting. However, staff requests to be allowed to begin the recruitment process for all positions prior to final approval on November 18.

Attachments:

Job Description – Civil Engineer

Job Description – Part-time Secretary-Public Services

Job Description – Part-time Inspector-Engineering

Salary tables



VILLAGE OF HINSDALE POSITION DESCRIPTION

POSITION: Civil Engineer
DATE: October 29, 2014
DEPARTMENT: Public Services & Engineering
REPORTS TO: Village Engineer
PAY GRADE: M104
FLSA STATUS: Exempt

Position Purpose:

Assists with managing municipal engineering activities of the Village.

Supervision Exercised:

None

Job Duties:

Essential Functions:

- Designs civil engineering plans for future public improvement construction projects.
- Inspects all phases of civil engineering and public improvement projects to ensure completion in accordance with plans and specifications. Conducts site management inspections.
- Assists with the preparation and administration of contracts for a variety of activities including sidewalk construction, curbs and gutters, asphalt and concrete paving, tree planting and contracted sanitary and storm sewer work. Conducts plan review, physical surveys and prepares plan drawings.
- Assists with preparing bid specifications. Assists with evaluations bids and developing recommendations for award.
- Conducts basic topographic and construction surveys. Provides survey assistance to other departments to identify dimensioning and to locate property lines.
- Coordinates activities between contractors, Village departments and local agencies.
- Receives citizen complaints and requests. Responds to requests for information and assistance from citizens and outside agencies and organizations.
- Assists in directing and managing the review of plans, specifications and construction activities for the Park and Recreation Department.

- Assists with the review of private and public stormwater issues and solutions.
- Prepares AutoCAD maps for Village use. Provides technical assistance on engineering and mapping functions to all Village departments.
- Operates all tools and equipment needed to perform job duties while adhering to all safety rules and practices.

Marginal Functions:

- Other duties as assigned.

Environmental Factors:

The work environment generally includes an office setting and construction sites. The incumbent is subject to inclement weather conditions, high levels of noise for an extended period of time, exposure to fumes or disagreeable odors and working in high vehicle traffic areas.

Physical Requirements:

The individual must be able to perform the following physical activities with or without a reasonable accommodation:

Physical Activity	Frequency	Importance
Climbing	3	1
Balancing	3	0
Stooping	4	1
Kneeling	4	1
Crouching	3	1
Crawling	2	0
Reaching	5	2
Standing	5	2
Walking	5	2
Pushing	2	0
Pulling	2	0
Lifting	3	1
Fingering	5	2
Grasping	3	1
Feeling	1	1
Talking	5	2
Hearing/Listening	5	2
Seeing/Observing	5	2
Repetitive Motions	4	2

Physical Requirements	Frequency	Importance
Sedentary Work	4	2
Light Work	4	2
Medium Work	2	1

Heavy Work	0	0
Very Heavy Work	0	0

Frequency		Importance	
0	Never	0	Not important
1	Annually	1	Somewhat Important
2	Quarterly (at least 3 per year)	2	Very Important
3	Monthly (at least 8 per year)		
4	Weekly (at least 3 per month)		
5	Daily (at least 3 per week)		

Knowledge, Skills and Abilities:

- Knowledge in the principles and practices of municipal engineering and applicable laws and regulatory codes relevant to construction and design of public improvement projects.
- Knowledge of surveying techniques, instruments, tools and Auto-CAD.
- Frequent contact with other Village employees, vendors, contractors/builders, architects, realtors, other government agencies, community groups and the public; must be able to communicate verbally and demonstrate good customer relations.
- Ability to analyze and interpret engineering plans and specifications. Ability to explain engineering issues to lay personnel.
- Must be able to modify established processes and procedures due to changes in federal, state and local law and Village policy.
- Ability to learn, understand and adhere to all applicable safety precautions and procedures.
- Ability to conduct basic engineering surveys.
- Frequently prepares written reports; must be able to communicate in writing.
- Ability to handle multiple tasks simultaneously and in a timely manner.
- Must be able to maintain accurate records. Must be skilled in file maintenance and organization.
- Ability to work with minimal supervision.

Computer Knowledge Requirements:

Proficiency with Microsoft Office and Auto-CAD.

Educational Requirements:

A Bachelor's Degree in Civil Engineering or a related field.

Certificates, Licenses or Special Skill Requirements:

Valid Illinois Driver's License

Experience Requirements:

2-3 years' experience in a similar position preferred.



VILLAGE OF HINSDALE POSITION DESCRIPTION

POSITION: Secretary
DATE: October 29, 2014
DEPARTMENT: Public Services & Engineering
REPORTS TO: Director of Public Services & Engineering
PAY GRADE: NM4
FLSA STATUS: Non-Exempt, Part-Time

Position Purpose:

Performs administrative/clerical support services for the Public Services Department primarily for the Public Works division including roadway, water, forestry, parks and building maintenance.

Supervision Exercised:

None

Job Duties:

Essential Functions:

- Answers, screens and routes callers. Answer questions and provide relevant information. Refers complaints and difficult, complex inquiries to appropriate personnel.
- Processes Public Services work order requests including brush/leaf pick-up, water service, street/sidewalk repair, and snow removal.
- Processes invoices for payment. Works with the Finance Department to ensure timely payment of invoices.
- Prepares timesheets for Public Works division personnel. Maintains overtime records
- Assists customers/visitors. Answer questions and provides general information. Refers complaints and difficult, complex inquiries to appropriate personnel.
- Opens and distributes mail and correspondence.
- Types and processes a variety of administrative and statistical materials and correspondence.
- Assists with the preparation of bid packets for Public Services. Types, copies and distributes bid packets.

- Types, copies and may distribute correspondence and meeting packets for Village Board and other committee, commissions and task forces as required. May attend committee, commission and task force meetings as required and take and prepare minutes.
- Maintains accurate filing systems, databases and spreadsheets for Public Services projects. Routinely audits filing systems, databases and spreadsheets to ensure accurate and timely information. Purges information as needed.
- Schedules and coordinates meetings and other events.
- Operates all tools and equipment needed to perform job duties while adhering to all safety rules and practices.

Marginal Functions:

- Assists with the management of the 50/50 sidewalk program.
- Assists with Village Forester notification of disease treatment/management programs.
- Provide clerical support for the Engineering Division
- Other duties as assigned.

Environmental Factors:

The work environment generally includes an office setting in the Public Works garage. The incumbent may be subject to high levels of noise and exposure to fumes or disagreeable odors.

Physical Requirements:

The individual must be able to perform the following physical activities with or without a reasonable accommodation:

Physical Activity	Frequency	Importance
Climbing	0	0
Balancing	0	0
Stooping	3	0
Kneeling	0	0
Crouching	0	0
Crawling	0	0
Reaching	5	2
Standing	5	2
Walking	5	2
Pushing	0	0
Pulling	0	0
Lifting	0	0

Fingering	5	2
Grasping	3	1
Feeling	1	1
Talking	5	2
Hearing/Listening	5	2
Seeing/Observing	5	2
Repetitive Motions	4	2

Physical Requirements	Frequency	Importance
Sedentary Work	5	2
Light Work	2	0
Medium Work	0	0
Heavy Work	0	0
Very Heavy Work	0	0

Frequency		Importance	
0	Never	0	Not important
1	Annually	1	Somewhat Important
2	Quarterly (at least 3 per year)	2	Very Important
3	Monthly (at least 8 per year)		
4	Weekly (at least 3 per month)		
5	Daily (at least 3 per week)		

Knowledge, Skills and Abilities:

- Frequent contact with other Village employees, vendors, contractors/builders, architects, realtors, other government agencies, community groups and the public; must be able to communicate verbally and demonstrate good customer relations.
- Frequently prepares written reports; must be able to communicate in writing.
- Ability to handle multiple tasks simultaneously and in a timely manner.
- Must be able to learn, understand and adhere to Village municipal and zoning codes.
- Must be able to modify established processes and procedures due to changes in federal, state and local law and Village policy.
- Ability to learn, understand and adhere to all applicable safety precautions and procedures.
- Must be able to take and prepare accurate meeting minutes.
- Extensive knowledge of office practices and procedures, terminology and equipment.
- Must be able to maintain accurate records. Must be skilled in file maintenance and organization.

- Ability to work with minimal supervision.

Computer Knowledge Requirements:

Proficiency with Microsoft Office.

Educational Requirements:

Associates degree in office administration preferred.

Certificates, Licenses or Special Skill Requirements:

None.

Experience Requirements:

2-3 years' experience in a similar position preferred.



VILLAGE OF HINSDALE POSITION DESCRIPTION

POSITION: Engineering Inspector
DATE: October 31, 2014
DEPARTMENT: Public Services
REPORTS TO: Assistant Village Engineer
PAY GRADE: NM7
FLSA STATUS: Non-Exempt, Part-Time

Position Purpose:

Responsible for ensuring compliance with applicable codes and ordinances, engineering inspection, and support services. Plan review and inspection on smaller projects as needed.

Supervision Exercised:

None

Job Duties:

Essential Functions:

- Inspects construction sites for violations of applicable codes and ordinances. Routinely patrols community for violations of codes and ordinances.
- Responds to complaints of potential code violations.
- Conducts investigations, gathers evidence and questions complainants. Compares facts or code requirements, makes findings and issues warnings, correction notices or citations.
- Reviews and explains code violations to property owners. Secures code compliance.
- Prepares site management reports. Maintains records of inspections, violations and court files.
- Inspects civil engineering and public improvement projects to ensure completion in accordance with plans and specifications. Conducts site management inspections.
- Maintains and updates project files. Files documents/plans with county government.

- Answer questions from property owners and residents regarding codes and ordinances.
- Receives citizen complaints and requests. Responds to requests for information and assistance from citizens and outside agencies and organizations.
- Operates all tools and equipment needed to perform job duties while adhering to all safety rules and practices. Reports all accidents and injuries according to Village policy and procedure.

Marginal Functions:

- Assist with the plan review process.
- Other duties as assigned.

Environmental Factors:

The work environment generally includes an office setting, building sites and the outdoors. The incumbent may be subject to inclement weather conditions, high levels of noise for an extended period of time, exposure to fumes, disagreeable odors, and/or construction debris and working in high vehicle traffic areas.

Physical Requirements:

The individual must be able to perform the following physical activities with or without a reasonable accommodation:

Physical Activity	Frequency	Importance
Climbing	2	1
Balancing	0	0
Stooping	3	1
Kneeling	2	1
Crouching	2	1
Crawling	2	1
Reaching	5	2
Standing	5	2
Walking	5	2
Pushing	1	0
Pulling	1	0
Lifting	3	1
Fingering	5	2
Grasping	5	2
Feeling	2	1
Talking	5	2
Hearing/Listening	5	2
Seeing/Observing	5	2
Repetitive Motions	4	2

Physical Requirements	Frequency	Importance
Sedentary Work	5	2
Light Work	3	1
Medium Work	3	1
Heavy Work	0	
Very Heavy Work	0	

Frequency		Importance	
0	Never	0	Not important
1	Annually	1	Somewhat Important
2	Quarterly (at least 3 per year)	2	Very Important
3	Monthly (at least 8 per year)		
4	Weekly (at least 3 per month)		
5	Daily (at least 3 per week)		

Knowledge, Skills and Abilities:

- Considerable knowledge of the principles and practices of construction.
- Considerable knowledge of building and property maintenance codes and ordinances. Ability to enforce codes with consistency and arbitrarily.
- Knowledge in the principles and practices of municipal engineering and applicable laws and regulatory codes relevant to construction and design of public improvement projects.
- Knowledge of surveying techniques, instruments and tools.
- Knowledge of Auto-CAD.
- Ability to read blueprints, plans and maps.
- Knowledge of municipal administration and organization.
- Frequent contact with other Village employees, contractors, developers, other government agencies and the public; must be able to communicate verbally, and demonstrate good customer relations.
- Frequently prepares written reports; must be able to communicate in writing.
- Excellent file maintenance and organization skills required.
- Ability to handle multiple tasks simultaneously and in a timely manner.
- Ability to work with minimal supervision.

- Familiarity with DuPage County Stormwater Ordinance and stormwater best management practices.
- Ability to learn, understand and adhere to all applicable safety precautions and procedures.

Computer Knowledge Requirements:

Proficiency with Microsoft Office and ability to learn and be proficient with Department's permit software.

Educational Requirements:

Associates degree in related field preferred.

Certificates, Licenses or Special Skill Requirements:

Valid Drivers License required.

Experience Requirements:

1-2 years' experience in a similar position preferred.

VILLAGE OF HINSDALE
FY 14/15 PAY SCALE
FULL-TIME EMPLOYEES - 2% COLA
NON-UNION

Classification	Grade	Annual Hours	Exempt from OT	Title	Annual Minimum	Annual Maximum
Management	M140	2080	Y	Assistant Village Manager/ Director of Finance	\$110,380.17	\$163,789.93
Management	M135	2080	Y		\$104,861.85	\$155,599.96
Management	M130	2080	Y	Director of Comm Dev/ Building Commissioner Director of Public Services Police Chief Fire Chief Director of Parks & Recreation	\$99,617.37	\$147,820.14
Management	M125	2080	Y		\$94,637.86	\$140,429.41
Management	M120	2080	Y		\$89,905.32	\$133,408.41
Management	M115	2080	Y	Director of Economic Dev/Urban Design Village Engineer Assistant Director of Public Services Deputy Police Chief	\$85,410.71	\$126,737.60
Management	M110	2080	Y	Assistant Fire Chief	\$81,139.12	\$120,400.55
Management	M105	2080	Y	Assistant Finance Director IT Coordinator Assistant Village Engineer Village Planner	\$74,289.77	\$114,380.85
Management	M104	2080	Y	Civil Engineer	\$61,500.00	\$91,020.00
Management	M103	2080	Y	Management Analyst	\$55,650.00	\$82,362.00
Management	M100	2080	Y	Recreation Supervisor	\$43,124.23	\$62,702.80
Supervisory	S205a	2080	N	Police Sergeant	\$71,035.34	\$108,045.36
	S205b	2764	N	Fire Captain	\$71,035.34	\$108,045.36
Supervisory	S200a	2764	N	Fire Lieutenant	\$64,563.24	\$98,201.22
Supervisory	S200b	2080	N	Roadway Supervisor Village Forester Village Horticulturist Building Maintenance Supervisor Deputy Building Commissioner	\$64,563.24	\$98,201.23
Non-Management	NM370	1950	N		\$63,424.42	\$96,469.07
Non-Management	NM365	1950	N		\$60,528.03	\$92,063.65

VILLAGE OF HINSDALE
FY 14/15 PAY SCALE
FULL-TIME EMPLOYEES - 2% COLA
NON-UNION

Classification	Grade	Annual Hours	Exempt from OT	Title	Annual Minimum	Annual Maximum
Non-Management	NM360	1950	N	Construction Inspector	\$59,477.09	\$90,465.17
Non-Management	NM355	2764	N	Plan Reviewer	\$59,744.49	\$89,863.52
Non-Management	NM350	1950	N	Firefighter/Paramedic	\$56,010.45	\$84,247.06
Non-Management	NM345	1950	N		\$52,765.75	\$76,721.60
Non-Management	NM340	1950	N		\$51,638.09	\$75,081.98
Non-Management	NM335	1950	N	Village Clerk/Executive Assistant	\$49,920.22	\$72,584.18
Non-Management	NM330	1950	N		\$48,010.41	\$69,807.30
Non-Management	NM325	1950	N		\$45,725.28	\$66,484.74
Non-Management	NM320	1950	N	Administrative Assistant	\$43,124.23	\$62,702.80
Non-Management	NM315	1950	N	Secretary	\$41,257.67	\$59,988.81
				Account Clerk		
				Records Clerk		
Non-Management	NM310	1950	N		\$38,880.64	\$56,532.58
Non-Management	NM305	1950	N		\$37,631.35	\$54,614.13
Non-Management	NM300	1950	N		\$35,170.81	\$51,138.49

**VILLAGE OF HINSDALE
FY 14/15 PAY SCALE - 2% COLA
PERMANENT PART-TIME EMPLOYEES**

Classification	Grade	Title	Hourly Minimum	Hourly Maximum
Non-Management	NM 1	KLM Hosts	\$10.20	\$15.30
Non-Management	NM 2	Parking Enforcement Officer Community Service Officer	\$11.44	\$17.69
Non-Management	NM 3	IT Assistant Broadcasting Technician KLM Assistant Manager	\$13.53	\$20.81
Non-Management	NM 4	Records Clerk Cashier/Receptionist Secretary Investigations Assistant	\$15.61	\$23.93
Non-Management	NM 5	KLM Manager*	\$19.77	\$30.17
Non-Management	NM 6	Account Clerk/Data Clerk	\$20.81	\$31.21
Non-Management	NM 7	Building Inspector Fire Inspector Investigative Aide Code Enforcement Officer Accreditation Manager Inspector	\$26.01	\$39.54
Management	M 1	Administration Manager Civil Engineer	\$35.37	\$53.06

*Eligible for bonus based on KLM bookings

69

DATE: November 10, 2014

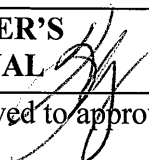
REQUEST FOR BOARD ACTION

AGENDA SECTION NUMBER EPS Agenda Item	ORIGINATING DEPARTMENT Community Development
ITEM 2014 Temporary Engineering Services in Support of the Engineering Division	APPROVAL Daniel M. Deeter Village Engineer

The Village budget includes 1000 hours at \$40/hour for temporary engineering services to support the increased workload required for the infrastructure planning, design, and construction in FY 2014-15. Prior engineering division staffs managed an average of \$2.5M of infrastructure improvements per year. The current engineering division staff has been addressing \$7.5M of infrastructure improvements per year. In FY 2014-15 and 2015-16, staff will be managing \$10M – \$12M of infrastructure improvements per year. Staff did interview and hire a part-time engineer earlier in 2014. However, she accepted a full-time position at DuPage County Department of Environmental Concerns after working only 250 hours.

Staff has not been successful in identifying another engineer with the desired municipal engineering experience who wants temporary employment. Most engineering consultants who were contacted declined to provide an engineer since the \$40/hour salary did not cover their employees' salary and benefits. K-Plus Engineering offered to provide an engineer for the projected 750 hours at \$40/hour in order to establish a satisfactory working relationship with the Village. Staff would utilize K-Plus Engineering until a new full time engineer and part time engineering technician are hired.

Motion: To Award the Engineering Services Contract in Support of the Engineering Division to K-Plus Engineering in the Amount Not to Exceed \$30,000.

APPROVAL	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL 
COMMITTEE ACTION: At the November 10 th EPS meeting, the Committee unanimously moved to approve the above motion.				
BOARD ACTION:				

VILLAGE OF HINSDALE
19 E. Chicago Ave.
Hinsdale, IL 60521

ENGINEERING PROFESSIONAL SERVICES
AGREEMENT
Temporary Village Engineering Services

PROFESSIONAL SERVICES AGREEMENT

BETWEEN THE VILLAGE OF HINSDALE AND K-PLUS ENGINEERING

This Professional Services Agreement is entered into this ____ day of November 2014, by and between the Village of Hinsdale, an Illinois Municipal corporation (hereinafter referred to as the "Village") and K-Plus Engineering (hereinafter referred to as the "Engineer") (collectively referred to as the "Parties").

Whereas, the Village is seeking professional services for temporary engineering services to support the Village Engineering Division (herein referred to as the "Village Engineering Support");

Whereas, based upon Engineer's competence and the Village's prior experience with Engineer's work quality, the Village, through the Engineering Division, has chosen Engineer for the Village Engineering Support;

NOW THEREFORE, Engineer agrees to perform the services set forth herein and the Village agrees to pay for said services under the following terms and conditions:

SECTION 1. DEFINITIONS.

Whenever used in this Agreement, the following terms shall have the meanings indicated and the singular shall be read to include the plural and vice versa.

A. The term "Agreement" shall mean the entire integrated agreement between Engineer and the Village setting forth the terms and conditions governing the performance of the Village Engineering Support.

B. The term "Change Order" the document signed by Engineer and the Village which authorizes the performance of services beyond the Scope of Work to be supplied under the Agreement, which is issued on or after the Effective Date of this Agreement.

C. The "Engineer" shall mean K-Plus Engineering, its employees, agents, subcontractors, duly authorized representatives or others performing work on its behalf. To the extent any work performed under this Agreement is performed by subcontractors, the term "Engineer" shall include such subcontractors.

D. The term "Deliverable" shall mean the plans, specifications, documents, reports, or other item to be prepared and completed by Engineer pursuant to this Agreement.

E. The terms "Includes" and "Including" shall not be construed as limited to.

F. The term "May" is permissive; except the phrase "no person may" shall mean that no person is required, authorized, or permitted to do the act prohibited.

G. The terms "Provide" "Furnish" and "Perform" shall be deemed to imply an obligation on the part of Engineer to obtain, deliver and pay for any material, product, service or other incidental item required under the Agreement, and includes an obligation on the part of Engineer to supply and pay for all labor and services necessary to properly complete the Work, and/or put into and otherwise make ready for its intended use any deliverable, service, item or other Work required by the Agreement.

H. The term "Shall" is imperative.

I. The term "Village Engineering Support" means the scope, extent, or amount of services, deliverables, items, or labor related to providing engineering, surveying, drafting, construction observation or other services as directed by the Village Engineering Division staff.

J. The terms "Statute," "Law," "Regulation" and "Ordinance" shall be deemed to include all revisions, amendments, and supplements.

K. The term "Village" shall mean the Village of Hinsdale, an Illinois Municipal Corporation, its officers, directors, trustees, authorized representatives and employees.

L. The term "Work" shall mean the all services, labor, materials, equipment, and services provided or to be provided by the Engineer under the Agreement.

SECTION 2. GENERAL REQUIREMENTS-ENGINEER.

A. Engineer agrees to perform services under this Agreement in accordance with generally accepted and currently recognized engineering practices and principles, and in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. Engineer shall have sole responsibility for developing a design that meets the Village's performance expectations and satisfies any applicable state, federal or local laws or regulations.

B. Engineer's role with respect to the Village Engineering Support is solely that of an independent contractor. No right of review; requirement of approval; or other provision of this Agreement or subsequent conduct between the Parties shall be construed to create a relationship between the Parties as that of employer-employee principal and agent, partners, or joint ventures. Engineer shall have no authority or right to enter into any contract, or incur any debt or liability of any nature in the name of, or on behalf of, the Village.

C. Engineer shall not be performing any services with respect to construction oversight. Accordingly, Engineer shall have neither control over or charge of, nor be responsible for the means, methods, techniques, performance or sequence of construction, nor the assurance of site or employee safety. The Village shall cause these contractor responsibilities to be set forth in any subsequent contract to be entered into for

construction and installation. It shall be the authority of the Village, not the Engineer, to stop the work of any contractor or any subcontractor on the Project.

D. Engineer warrants and represents that it shall have the Intellectual Property rights (including, but not limited to, patent, copyright, trademark, service mark, or trade secret rights) to any Deliverable that will be provided to the Village during the performance of this Agreement and that transfer of said Deliverables to the Village shall not violate or infringe upon the Intellectual Property rights of any third party.

E. Engineer agrees to perform no professional services during the term of the contract for any person, firm or corporation, for any project or work that may be subject to the Village's review/inspection, to occur or occurring within the corporate limits of the Village, or contiguous to the corporate limits of the Village without notification to the Village prior to rendering services. Engineer agrees to provide the Village with written notification whenever the services provided under this Agreement shall require Engineer to review or inspect work performed by any other firm or corporation for whom Engineer is or has within the previous twelve (12) months provided professional services, or with any of Engineer's partners or principals have a financial interest. The Village may at its discretion disqualify Engineer from participation as representative of the Village in such projects.

F. Engineer represents that its employees, agents and subcontractors currently hold, and shall maintain throughout the completion of the Work, all required licenses, permits and certificates, and have duly registered and otherwise complied in all respects with any applicable federal, state and local laws, regulations and ordinances applicable to the performance of this Agreement.

G. Engineer agrees to perform the services contemplated under this Agreement in a timely manner, with construction completion no later than November 15, 2014.

SECTION 3. GENERAL REQUIREMENTS-VILLAGE.

A. The Village agrees to provide full information regarding requirements for and about the Village Engineering Support, including the Village's objectives, schedule, constraints, criteria, special equipment, systems and site requirements. To the extent additional information readily available to the Village is requested by Engineer during the performance of the Village Engineering Support, the Village shall provide said information promptly and without cost or expense to the Engineer.

B. The Village agrees to provide timely review of any reports, drafts or other materials as requested by Engineer.

SECTION 4. SCOPE OF SERVICES.

A. The Engineer agrees to provide all labor, materials, expertise, services and consultation to provide engineering, surveying, drafting, construction observation or other services as directed by the Village Engineering Division staff. Terms and Conditions attached thereto.

B. Engineer shall have the sole and ultimate responsibility for providing engineering support services that meet the Village's performance expectations and satisfy all applicable laws, regulations and requirements of any federal, state, local or other regulatory authority.

SECTION 5. COMPENSATION AND PAYMENT FOR ENGINEER'S SERVICES.

A. Contract Amount.

Engineer agrees to provide the professional services and deliverables set forth in the Scope of Work, and the Village agrees to compensate Engineer for said performance, the Contract Amount of not-to-exceed \$30,000.00.

B. Hourly Rates and Costs.

Compensation for the services set forth in the Scope of Work shall be computed on the basis of the schedule of hourly rates for the professional services not to exceed \$40.00 per hour. The Contract Amount includes Engineer's direct costs.

C. The Village agrees to make payments and to pay interest on unpaid balances under the provisions of the Local Government Prompt Payment Act. However, in no event shall Engineer be reimbursed for work performed that exceeds the Contract Amount without the Village's prior written consent and authorization.

D. Engineer shall submit invoices no more than once per month. Invoices shall provide a detailed breakdown of the amount billed, including the name, title, rate of pay, hours worked and services rendered by each individual during the period stated. Invoices shall be submitted in duplicate and shall reflect all prior amounts billed and paid to date. Invoices shall be accompanied by a progress report setting forth the rates of completion for all tasks scoped and for all deliverable products. Invoices shall not be deemed due unless and until a progress report has been submitted.

SECTION 6. DELIVERY AND OWNERSHIP OF DOCUMENTS.

A. All Deliverables, including but not limited to, any plans, specifications, reports, or other project documents prepared by Engineer pursuant to this Agreement shall be the exclusive property of the Village and Engineer shall provide such work product to the Village immediately upon request or upon the expiration or termination of this Agreement.

B. The Deliverables prepared by Engineer pursuant to this Agreement are intended for the express and sole use of the Village. Any reuse by the Village on extensions of the Village Engineering Support or any other project or, any modification of the Deliverables by the Village without the specific written verification or adaptation by Engineer, shall be at Village's sole risk. Engineer shall not be liable for any damage or loss resulting from said reuse or modification by the Village.

C. Engineer shall provide the Village with the Deliverables both printed form and electronically. All reports and related information shall be compatible with "Microsoft Word 2003," by Microsoft Corporation, or latest version; all spreadsheets and related information shall be compatible with "Microsoft Excel 2003" by Microsoft Corporation, or latest version; and all CAD related information shall be compatible with "AutoCAD 2008" by Autodesk Corporation, or latest version. Deliverables in printed form shall be of a quality that assures total reproducibility by the Village.

D. Upon the condition that Engineer has received the prior written consent of the Village, Engineer shall have the right to include representations of the design of the Village Engineering Support, including photographs of the exterior and interior, among the Engineer's promotional and professional materials. The Engineer's materials shall not include the Village's confidential and proprietary information if the Village has previously advised the Engineer in writing of the specific information considered by the Village to be confidential and proprietary.

SECTION 7. INSURANCE.

A. Scope of Coverage and Amounts.

During the term of the Village Engineering Support, Engineer shall procure and maintain insurance against all claims for injury to or death of a person or persons or damage to property, which may arise wholly or in part from the performance of the services hereunder by Engineer. The scope of coverage shall be at least as broad as, and shall be in amounts not less than, the following:

1. Comprehensive General Liability, with the Village as an additional insured, \$1,000,000 combined single limit per occurrence for personal bodily injury and property damage. The general aggregate shall be no less than \$2,000,000.
2. Business Auto Liability, \$1,000,000 combined single limit for bodily injury and property damage;
3. Workers Compensation and Employers' Liability in amounts required by statute (the policy shall include a 'waiver of subrogation');
4. Umbrella Coverage- \$2,000,000 per occurrence; and,
5. Professional Liability – \$1,000,000 each claim covering negligent acts, errors, and omissions in connection with professional services to be provided by Engineer under this Agreement, and providing for indemnification and defense for injuries arising out of same, with a deductible not-to-exceed \$50,000 without prior written approval.

If the policy is written on a claims-made form, the retroactive date must be equal to or preceding the effective date of this Agreement. In the event the policy is cancelled, not renewed or switched to an occurrence form, then Engineer shall purchase supplemental extending reporting period coverage for a period of not less than three (3) years.

B. Upon execution of this Agreement, Engineer shall furnish to the Village satisfactory proof of coverage of the above insurance requirements. Such proof shall

consist of certificates executed by the respective insurance companies together with executed copies of an "Additional Insured Endorsement" in a form acceptable to the Village. Said certificates shall expressly provide that, for the duration of the Agreement, the insurance policy shall not be suspended, cancelled, or reduced in coverage or amount. In addition, said certificates shall list the Village and its corporate authorities, officers, agents and employees as an additional insured on all required insurance policies except the policy for professional liability.

1. All insurance required herein of Engineer shall be valid and enforceable policies, insured by insurers licensed and permitted to do business by the State of Illinois or surplus line carriers qualified to do business in the State of Illinois. All insurance carriers and surplus line carriers shall be rated A-, VII or better by A.M. Best Company.
2. Engineer shall require all subcontractors not protected under the Engineer's policies to take out and maintain insurance of the same nature, in the same amounts and under the same terms as required herein of Engineer. Engineer shall confirm subcontractor compliance with the requirements stated herein prior to the performance of any Work by a subcontractor.
3. Engineer expressly understands and agrees that any bonds or insurance policies required to be maintained pursuant to this Agreement shall in no way limit the degree, amount, or extent of Engineer's responsibility to indemnify, keep and save harmless and defend the Village, their officers, agents, employees, representatives and assigns. Engineer's insurance coverage (both primary and excess) shall be primary as respect to any insurance or self-insurance maintained by the Village, which said insurance of the Village shall solely be excess of Engineer's insurance and shall not contribute with Engineer's insurance coverage.

SECTION 8. CHANGES IN WORK.

A. The Village reserves the right to request additional work or services beyond that stated in the Scope of Work or, to delete certain work or services currently set forth in the Scope of Work. Any such changes by the Village shall not invalidate the Agreement or relieve the Engineer of any obligations under this Agreement. Changes to the Work shall be authorized in writing and executed by the Parties. Engineer shall not proceed with any extra work unless and until a Change Order is executed by the Parties.

B. Unless otherwise agreed, the Village shall compensate Engineer for any extra work according to the rates set forth in Exhibit "A" to this Agreement. Engineer shall not be entitled to an adjustment to the Contract Amount for any work performed outside the scope of the Agreement and for which no prior written authorization by the Village was obtained; or, for work which exceeds the Contract Amount or other agreed upon pricing and for which no Change Order was executed prior to exceeding the Contract Amount.

SECTION 9. USE OF SUBCONTRACTORS AND CONFLICTS OF INTEREST.

Except as otherwise stated herein, Engineer may elect to use subcontractors to perform certain portions of the services to be provided under this Agreement; however, Engineer shall perform the majority of the work on the Village Engineering Support. Any use of subcontractors shall require the prior written approval of the Village, said approval shall not

be unreasonably withheld. Engineer shall not be entitled to any payment for services performed by subcontractors for whom prior written approval of the Village was not obtained. Engineer shall remain ultimately responsible for all work performed with respect to the Village Engineering Support and shall ensure that subcontractors comply with the terms stated in this Agreement.

SECTION 10. INDEMNIFICATION.

A. Engineer shall defend, hold harmless, and indemnify the Village, its corporate authorities, trustees, officers, directors, and employees from and against any and all injury, death, loss, property damage, judgments, liens, claims, suits, liabilities, actions, causes of action, demands, expenses, costs, or other liabilities of any character (including reasonable attorneys fees) arising in whole or in part, relating to or resulting from the: (a) failure to comply with, or violation of, any federal, state or local law, statute, regulation, rule, ordinance, order, or governmental directive; (b) acts, omissions or willful misconduct; (c) failure to comply with the terms, conditions, representations, or warranties contained in the Agreement; (d) infringement of any patent, trademark or copyright; and, e) performance under this Agreement by Engineer, its Subcontractors, or others performing or furnishing any Work directly or indirectly on Engineer's behalf. In connection with any such liabilities, the Village, their officers, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice and Engineer shall be solely liable for all costs, fees and expenses of such defense. The terms of this indemnity shall survive the suspension, expiration or termination of this Agreement.

B. The Village shall defend, hold harmless, and indemnify Engineer, its corporate authorities, trustees, officers, directors, agents, assigns, and employees from and against any and all injuries, deaths, losses, judgments, claims, suits, liabilities, actions, demands, expenses, costs, including reasonable attorneys fees, arising in whole or in part or relating to any act, omission, or performance under this Agreement by the Village, its employees, officers, directors, agents, or others working on its behalf, except that arising out of the sole legal cause of the Engineer. Nothing in this paragraph, however, shall be construed to create an obligation, right of action, or right of recovery that would otherwise not exist at law or in equity. Nor shall the terms of this paragraph be construed as a waiver by the Village of any right or defense it has, or otherwise would have had at law or in equity, but for this paragraph.

C. Kotecki Waiver. Engineer (and any subcontractor into whose subcontract this clause is incorporated) agrees to assume the entire liability for all personal injury claims suffered by its own employees and waives any limitation of liability defense based upon the Worker's Compensation Act and cases decided there under. Engineer agrees to indemnify and defend the Village from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, which the Village may sustain as a result of personal injury claims by Engineer's employees, except to the extent those claims arise as a result of the Village's or own negligence.

D. In any contract the Village may subsequently enter into for construction related to the Village Engineering Support, the Village agrees to use its best efforts to require the contractor to indemnify, hold harmless, and defend the Engineer, its officers, employees and agents.

from and against any and all claims, suits, demands, liabilities, losses, damages, and costs, including but not limited to costs of defense, arising in whole or in part out of any act or omission of the contractor, its employees, agents, and subcontractors, or anyone for whose acts contractor may be liable.

SECTION 11. COMPLIANCE WITH LAWS.

A. Engineer agrees and certifies that it will comply with all applicable laws, regulations and rules promulgated by any federal, state, local, or other governmental authority or regulatory body, now in effect or which may be in effect during this Village Engineering Support. The scope of the laws, regulations, and rules referred to in this paragraph include, but in no way are limited to, the Illinois Human Rights Act, Illinois Equal Pay Act of 2003, Occupational Safety & Health Act, all forms of traffic regulations, public utility, Interstate and Intrastate Commerce Commission regulations, Workers' Compensation Laws, Prevailing Wage Laws, USA Security Act, federal Social Security Act (and any of its titles), and any other law, rule or regulation of the Illinois Department of Labor, Department of Transportation, Illinois Department of Human Rights, Human Rights Commission, or EEOC.

B. Without limiting the generality of the foregoing, pursuant to the requirements of Illinois law concerning public contracts, Engineer shall comply with each of the following as may be applicable:

1. Sexual Harassment Policy. Engineer certifies that it has a written sexual harassment policy defining sexual harassment as required in Section 2-105 of the Ill. Human Rights Act. 775 ILCA 5/1-105, *et seq.*

2. Tax Payments. Engineer certifies that it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue as set forth in 65 ILCS 5/11-42.1-1.

3. Equal Pay Act of 2003. Engineer, and all subcontractors thereof, shall at all times comply with the provisions of the Illinois Equal Pay Act of 2003, 820 ILCS 112/1, *et seq.*

4. Public Works Employment Discrimination Act. The Engineer certifies that it will comply with the Illinois Public Works Employment Discrimination Act (775 ILCS 10/0.01, *et seq.*) which prohibits unlawful discrimination by any entity in the contracting for or performance of all public contracts with the State of Illinois and all of its political subdivisions. As required by this State Act, all of its provisions are incorporated herein by reference and are reprinted below.

5. Illinois Human Rights Act-Equal Opportunity Clause. Engineer certifies that it is an "Equal Opportunity Employer" as defined by federal and state laws and regulations, and agrees to comply with the Illinois Department of Human Rights (IDHR) Equal Opportunity clause as required by the IDHR's Regulations (44 Ill. Admin. Code, Part 750, Appendix A), which is considered to be part of any public contract or purchase agreement. As required by State law and IDHR Regulation, the Equal Opportunity clause is reprinted below.

EQUAL EMPLOYMENT OPPORTUNITY

In the event of the Engineer's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Engineer may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the Engineer agrees as follows:

1) That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

2) That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the areas from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

3) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status, or an unfavorable discharge from military service.

4) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Engineer's obligations under the Illinois Human Rights Act and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the Engineer in its efforts to comply with such Act and Rules, the Engineer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations hereunder.

5) That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules.

6) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the

Department's Rules.

7) That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the Engineer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Engineer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

ILLINOIS PUBLIC WORKS EMPLOYMENT DISCRIMINATION ACT

10/1. Discrimination in employment prohibited

§ 1. (a) No person shall be refused or denied employment in any capacity on the ground of unlawful discrimination, as that term is defined in the Illinois Human Rights Act, nor be subjected to unlawful discrimination in any manner, in connection with the contracting for or the performance of any work or service of any kind, by, for, on behalf of, or for the benefit of this State, or of any department, bureau, commission, board, or other political subdivision or agency thereof.

(b) The Illinois Human Rights Act applies to all contracts identified in subsection (a).

10/2. Deemed incorporated in contract

§ 2. The provisions of this Act shall automatically enter into and become a part of each and every contract or other agreement hereafter entered into by, with, for, on behalf of, or for the benefit of this State, or of any department, bureau, commission, board, other political subdivision or agency, officer or agent thereof, providing for or relating to the performance of any of the said work or services or of any part thereof.

10/3. Includes independent contractors, etc.

§ 3. The provisions of this Act also shall apply to all contracts entered into by or on behalf of all independent contractors, subcontractors, and any and all other persons, association or corporations, providing for or relating to the doing of any of the said work or the performance of any of the said services, or any part thereof.

10/4. Deduction from compensation

§ 4. No Engineer, subcontractor, nor any person on his or her behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work for the benefit of the State or for any department, bureau, commission, board, other political subdivision or agency, officer or agent thereof, on account of race, color, creed, sex, religion, physical or mental handicap

unrelated to ability, or national origin; and there may be deducted from the amount payable to the Engineer by the State of Illinois or by any municipal corporation thereof, under this contract, a penalty of five dollars for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of this Act.

10/5. Recovery by injured person

§ 5. Any person, agency, corporation or association who violates any of the provisions of this Act, or who aids, abets, incites or otherwise participates in the violation of any of the provisions, whether the violation or participation therein occurs through action in a private, public or in any official capacity, shall be guilty of a petty offense for each and every violation or participation therein with respect to each person aggrieved thereby, to be recovered by each such aggrieved person, or by any other person to whom such aggrieved person shall assign his cause of action, in the circuit court in the county in which the plaintiff or the defendant shall reside.

10/6. Violations: punishment

§ 6. Any person who or any agency, corporation or association which shall violate any of the provisions of the foregoing sections, or who or which shall aid, abet, incite or otherwise participate in the violation of any of the said provisions, whether the said violation or participation therein shall occur through action in a private, in a public, or in any official capacity, shall also be deemed guilty of a petty offense for each and every said violation or participation or, in the case of non-corporate violators, or participants, of a Class 8 misdemeanor.

10/7. To be inscribed in contract

§ 7. The provisions of this Act shall be printed or otherwise inscribed on the face of each contract to which it shall be applicable, but their absence there from shall in no wise prevent or affect the application of the said provisions to the said contract.

10/8. Partial invalidity: construction

§ 8. The invalidity or unconstitutionality of any one or more provisions, parts, or sections of this Act shall not be held or construed to invalidate the whole or any other provision, part, or section thereof, it being intended that this Act shall be sustained and enforced to the fullest extent possible and that it shall be construed as liberally as possible to prevent refusals, denials, and discriminations of and with reference to the award of contracts and employment hereunder, on the ground of race, color, creed, sex, religion, physical or mental handicap unrelated to ability, or national origin.

SECTION 12. SUSPENSION AND TERMINATION OF SERVICES.

A. Suspension of Work

The Village may, at any time, by written notice to the Engineer require the Engineer to stop all, or any part, of the Work required by the Agreement. Upon receipt of such a notice, the Engineer shall immediately comply with its terms and take all steps to minimize the occurrence of costs allocable to the Work covered by the notice. Engineer shall, upon

receipt of notice of suspension, identify in writing all Work that must be completed prior to suspension of the Work, including all Work associated with suspension that must be performed. With respect to Work so identified by Engineer and approved by the Village, the Village will pay for the necessary and reasonable costs associated with that Work. Engineer shall not be entitled to any claim for lost profits due to the suspension of the Work by the Village.

B. Termination of Agreement

1. The Village reserves the right to terminate the whole or any part of this Agreement, without cause, upon ten (10) calendar days written notice to the Engineer.

2. The Village reserves the right to terminate the whole or any part of this Agreement, upon ten (10) calendar days written notice to the Engineer in the event of default by the Engineer.

a. Default is defined as the failure by Engineer to correct defective Work as required; the persistent failure to carry out the Work in accordance with the Agreement; or, the failure to make sufficient progress to endanger timely completion of the Work.

b. Engineer shall also be deemed in default if the Engineer: 1) is adjudged bankrupt or insolvent, or makes a general assignment for the benefit of creditors or if a trustee or receiver is appointed for the Engineer or for any of the Engineer's property on account of the Engineer's insolvency, and the Engineer or its successor in interest does not provide adequate assurance of future performance in accordance with the Agreement within 10 days of receipt of a request for assurance from the Village; 2) repeatedly fails to supply sufficient skilled workmen or suitable materials or equipment; 3) repeatedly fails to make prompt payments to Subcontractors or suppliers at any tier, or for labor, materials or equipment; 4) disregards laws, ordinances, rules, codes, regulations, orders or similar requirements of any public entity having jurisdiction; or 5) otherwise violates any material term of the Agreement.

c. If Engineer shall assign this Agreement or abandon the Work or shall neglect or refuse to comply with the instructions of the Village relative thereto or shall fail in any manner to comply with the specifications or stipulations herein contained or if at any time the Village shall be of the opinion that the Work is unnecessarily delayed and will not be finished within the prescribed time, or that unnecessary inconvenience is being imposed upon the public or unnecessary expense is being incurred by the Village for inspection and supervision, the Village shall notify the Engineer, in writing, to that effect. If the Engineer does not, within five (5) calendar days thereafter, take such measures as will in the judgment of the Village ensure the satisfactory completion of the Work within the prescribed time or prevent unnecessary inconvenience to the public or prevent unnecessary expense to the Village, then the Village may take such actions as deemed necessary, at the cost to the Engineer, to correct such delay or, the may declare the Engineer to be in default and terminate the Agreement.

3. Upon receipt of notice of termination, Engineer shall identify in writing all Work that must be completed prior to termination of the Work, including all Work associated with termination that must be performed. Only with respect to Work so identified by

Engineer and pre-approved by the Village, the Village will pay for the necessary and reasonable costs associated with that Work. Engineer shall not be entitled to any claim for lost profits due to the termination of the Work by the Village.

SECTION 13. NOTICES.

All notices, communications and/or demands given pursuant hereto shall be in writing and shall be deemed sufficient if sent by certified mail, return receipt requested, addressed as set forth at the following addresses, or at such other addresses as the Parties may designate by written notice in the manner aforesaid:

If to Village:

Village Manager
Village of Hinsdale
19 E. Chicago Avenue
Hinsdale, Illinois 60521

If to Engineer:

Village Engineer
Village of Hinsdale
19 E. Chicago Avenue
Hinsdale, Illinois 60521

The date of mailing shall be deemed the date of service. Either Party may change the address for notice by the aforesaid procedure.

SECTION 14. MISCELLANEOUS PROVISIONS.

A. Assignment.

Engineer shall not assign this Agreement or any portion thereof. The merger, consolidation, or liquidation of Engineer or any change in the ownership of or power to vote 33 and 1/3% or more of Engineer's capital stock, as held as of the date of execution of this Agreement, shall be deemed an assignment, provided however, that transfer of ownership of shares of capital stock between persons who, on the date of this Agreement, are owners of Engineer's capital stock, shall not constitute an assignment.

B. Governing Law.

For any legal action between the Parties concerning the interpretation, construction and enforcement of this Agreement, or subject matter thereof, venue shall be in DuPage County, Illinois and the laws of the State of Illinois shall govern the cause of action. In any action involving the interpretation or construction of the terms herein, this Agreement shall not be construed in favor of, or against, either Party.

C. Captions.

The captions set forth herein are inserted solely for ease and convenience of reference and are not intended to provide a basis for the construction and interpretation of this Agreement.

D. Entire Agreement.

This Agreement contains all negotiations, agreements, covenants and understandings between the Parties and supersedes any such prior written or oral agreement. This Agreement may not be modified or amended unless such modification or amendment is evidenced in writing, signed by both Parties and dated on the same date as, or later date than, the date of this Agreement.

E. Waiver.

The failure of either Party to enforce any term, condition, or covenant (herein referred to as "provision") of this Agreement shall not be deemed a waiver or limitation of that Party's right to subsequently enforce and compel strict compliance with such provision and every other provision of this Agreement. No provision of this Agreement shall be deemed to have been waived by either Party unless such waiver is in writing by said Party.

F. Third Party Beneficiaries.

Nothing contained in this Agreement shall be construed to create enforceable rights in favor of any third party not a party hereto, or a contractual relationship with, or a cause of action in favor of, any third party against either the Village or Engineer.

F. Survival.

The aforesaid covenants, agreements, representations and warranties shall survive the expiration or termination of the Agreement.

IN WITNESS WHEREOF, the Village of Hinsdale and Engineer, by their duly authorized representatives, have hereunto set their hands.

Accepted this ____ day of November, 2014,

Engineering Consultant

By: _____

(Printed Name and Title)

Accepted this ____ day of November, 2014,

The Village of Hinsdale, Illinois

By: _____

Kathleen A. Gargano, Village Manager

6h

DATE: November 10, 2014

REQUEST FOR BOARD ACTION

AGENDA	ORIGINATING
SECTION NUMBER EPS Agenda Item	DEPARTMENT Community Development
ITEM Alley Vacation Request – 630 S. Bodin St	APPROVAL Dan Deeter Village Engineer

Attached please find an ordinance vacating a portion of a public alley adjacent to 630 S. Bodin Street. The resident at 630 S. Bodin Street has expressed interest in purchasing this portion of the alley. Staff has reviewed the infrastructure requirements for this alley. There are no current infrastructure conflicts on this alley. The alley has previously had vacations approved and is therefore not a through-alley right-of-way. Staff recommends approval of the vacation.

Also included is the appraisal report establishing a fair market value for the vacated property. The appraisal established the value of the property at approximately \$26.00 per square foot. The property to be vacated contains an area of 425 square feet. The total appraised value of the property is \$11,000.

A plat of vacation will be prepared upon approval of this request for recording at DuPage County. To allow for potential future utility use of the alley, the plat of vacation will include a utility and drainage easement across the vacated area.

MOTION: To Recommend Adoption of an Ordinance Vacating Half of a Public Alley Right-of-Way Situated West and Adjoining 630 S. Bodin Street at a Purchase Price of \$11,000.

APPROVAL	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL
COMMITTEE ACTION: At the November 10 th EPS meeting, the Committee unanimously moved to approve the above motion.				
BOARD ACTION:				

VILLAGE OF HINSDALE

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE VACATION OF A CERTAIN PORTION OF AN UNIMPROVED ALLEY SITUATED WEST OF AND ADJOINING 630 S. BODIN STREET IN THE VILLAGE OF HINSDALE, DUPAGE AND COOK COUNTIES, ILLINOIS

WHEREAS, the Village of Hinsdale, DuPage and Cook Counties, Illinois (the "Village") is a duly authorized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

WHEREAS, the property owner of 630 S. Bodin Street, Hinsdale, Illinois, which property is identified by permanent index number ("P.I.N.") 09-11-404-022, has requested that a certain portion of an alley, as more fully described below, be vacated in order to be developed and maintained by said property owner; and

WHEREAS, Section 11-91-1 of the Illinois Municipal Code, 65 ILCS 5/11-91-1 *et seq.* (2007) (the "Code"), authorizes the Village to determine whether or not the public interest is served by vacating an alley, or part thereof, within its corporate boundaries, by an ordinance duly adopted by the affirmative vote of three-fourths of the trustees then holding office; and

WHEREAS, the Code further provides that upon vacation of an alley, or any part thereof, by the Village, title to the vacated property vest in the then owner or owners of land abutting thereon; and

WHEREAS, the Village President and Board of Trustees of the Village of Hinsdale (the "Corporate Authorities") have determined that the relief to the public from the further burden and responsibility of maintaining a certain portion of the alley, as more fully described below, and to return said portion to the tax rolls for the benefit of all taxing bodies is in the public interest.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hinsdale, DuPage and Cook Counties, State of Illinois, as follows:

Section 1. Recitals Incorporated. The above recitals and findings are incorporated herein and made a part hereof.

Section 2. Vacation of Unimproved Alley. Pursuant to the terms of this Ordinance, the Village shall vacate a 8.5' x 50' portion of the unimproved alley

situated east of and adjoining 630 S. Bodin Street, Hinsdale, Illinois (the "Subject Property"), legally described, as follows:

Lots 63 and 64 in the Resubdivision of Block 18 of Stough's Second Addition to the Town of Hinsdale in Section 11, Township 38 North, Range 11, East of the Third Principal Meridian, in DuPage County, Illinois

P.I.N. 09-11-404-022

Section 3. Plat of Vacation Approved. The Plat of Vacation, a copy of which is attached hereto as Exhibit A and made a part hereof, is approved.

Section 4. Conditions of Vacation. The Subject Property is vacated subject to any existing easement of public record for any public or private utility for the maintenance, renewal and construction or reconstruction of public and private utilities and that the Village reserves unto itself as a corporate municipality and to any public utility, its successors or assigns, the right to maintain and relocate any respective facilities in, under, across and along those parts of the public alley as herein vacated, with the right of access thereto at all times for any and all such purposes as may be reasonably required for the construction, maintenance and efficient operation of said equipment pursuant to any existing easement of public record.

Section 5. Payment of Consideration and Title to Vacated Property. Upon the vacation of the Subject Property, title thereto shall be acquired by and vest to the property owner of 630 S. Bodin Street, Hinsdale, Illinois upon the payment of eleven thousand dollars (\$11,000.00) to the Village by the property owner as fair market value for the Subject Property. The vacation of the Subject Property, and the recording of the Plat of Vacation, shall not be effective until said payment is received pursuant to Section 11-91-1 of the Code, 65 ILCS 5/11-91-1.

Section 6. Execution of Documents. The Village President, Village Clerk and all other officials are hereby authorized to take any and all action and execute any and all documents required to implement said vacation and record this Ordinance and the Plat of Vacation with the applicable county recorder of deeds upon the payment of the consideration set forth in Section 5 of this Ordinance.

Section 7. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 8. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this _____ day of _____, 2014.

AYES:

NAYES:

ABSENT:

APPROVED this _____ day of _____, 2014

Thomas Cauley, Village President

ATTEST:

Christine Bruton, Village Clerk



BYRNE BUILDERS

Date: May 6th, 2014

Mr. Dan Deeter
Village Engineer
Community Development Department
Village of Hinsdale
19 E. Chicago Ave.,
Hinsdale, IL 60521

RE: 630 S. Bodin Street, Hinsdale

Dear Mr. Deeter,

I refer to the above property of which Wexway, LLC, a division of Byrne Builders, is the owner. Attached is a copy of the property survey that we have attained. We wish to purchase the eastern half of the vacated alley in the rear of the property, which is currently owned by the Village of Hinsdale. Please find a check for \$450 enclosed for the appraisal fee.

Do not hesitate to contact me with any queries.

Sincerely,

Peter Byrne
President, Byrne Builders, Inc.

cell
708-347-2830
within 6 months

APPRAISAL REPORT

A 8.5' X 50' PORTION OF THE UNIMPROVED
ALLEY SITUATED WEST AND ADJOINING
630 SOUTH BODIN STREET
HINSDALE, ILLINOIS

Prepared For

Mr. Dan Deeter
Village of Hinsdale
19 East Chicago Avenue
Hinsdale, Illinois 60521

Prepared By

C.A. Benson & Associates, Inc.
419 North La Grange Road
La Grange Park, Illinois 60526

C.A. BENSON & ASSOCIATES, INC.
419 North La Grange Road - La Grange Park, IL 60526
P.O. Box 157 - La Grange, IL 60525
(708) 352-6056 Fax (708) 352-6070

May19, 2014

Mr. Dan Deeter
Village of Hinsdale
19 East Chicago Avenue
Hinsdale, IL 60521

Re: Appraisal of a 8.5' x 50' portion of unimproved
alley situated west and adjoining 630 South Bodin
Street, Hinsdale, Illinois

Dear Mr. Deeter:

In accordance with your request, I have inspected the above captioned property and analyzed all pertinent factors relative to it in order to estimate its "as is" market value of the fee simple interest. The property was inspected on May 16, 2014, which is the effective date of this valuation.

The property consists of a 8.5' by 50' portion of unimproved alley located west and adjoining 630 South Bodin Street, Hinsdale, Illinois. It contains 425 square feet and is zoned R-4, Single-Family Residential.

Based on this analysis, it is my opinion that the "as is" Market Value of the subject property as of May 16, 2014 was

<p>ELEVEN-THOUSAND DOLLARS (\$11,000)</p>

This Appraisal Report is intended to comply with the reporting requirements set forth under Standards Rule 2-2(b) of the Uniform Standards of Professional Appraisal Practice. As such, it presents discussions of the data, reasoning and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation concerning the data, reasoning and analyses is retained in the appraiser's file. The depth of discussion contained in this report is specific to the needs of the client and for the intended use stated below. The appraiser is not responsible for unauthorized use of this report.

C.A. Benson & Associates, Inc.

PURPOSE OF THE APPRAISAL:

The purpose of this appraisal is to provide my best estimate of the market value of the subject real property as of the effective date. *Market Value* is defined by the federal financial institutions regulatory agencies as follows:

Market Value means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised, and acting in what they consider their own best interests;
3. A reasonable time is allowed for exposure in the open market;
4. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

(Source: Office of the Comptroller of the Currency under 12 CFR, Part 34, Subpart C-Appraisals, 34.42 Definitions (f))

INTENDED USE: The function of this appraisal is to assist the Village of Hinsdale with a possible sale of the subject.

INTENDED USER: The intended user of this appraisal report is the Village of Hinsdale.

INTEREST VALUED: Fee simple

DATE OF INSPECTION: May 16, 2014

EFFECTIVE DATE OF VALUE: May 16, 2014

DATE OF REPORT: May 19, 2014

APPRAISAL DEVELOPMENT AND REPORTING PROCESS: In preparing this appraisal, I have

- Inspected the subject property;
- Examined the Sidwell Plat Book to obtain the size of the subject;
- Reviewed Public Records, Flood Hazard Rate Map and pertinent real estate tax and zoning information.
- Gathered and confirmed information on comparable sales;
- Applied the Sales Comparison Approach to Value to arrive at an indicated value.

This Appraisal Report is a recapitulation of my data, analyses and conclusions. Supporting documentation is retained in my file.

COMPETENCY OF THE APPRAISER: The appraiser has the appropriate knowledge and experience to complete this assignment competently as illustrated by the Qualifications of the Appraiser statement contained within this report.

C.A. Benson & Associates, Inc.

DESCRIPTION OF REAL ESTATE APPRAISED:

The subject property is situated in the Village of Hinsdale, approximately 20-miles southwest of the City of Chicago's Central Business District. Hinsdale is bordered by Oak Brook to the north, Burr Ridge to the south, Western Springs to the east and Clarendon Hills to the west.

Hinsdale is a residential community that has a population of 16,834 residents as of the 2010 census and an average family income of \$150,024 (2009). Over the past 12 months, the average sale price of a single-family residence in Hinsdale was \$1,076,154, which is an 18% increase over the prior 12 month average sale price of \$912,601. This is a significant increase and is reflective of improving market conditions.

Hinsdale is a substantially built-up community and is one of the communities in the Southern DuPage County suburbs, which include Burr Ridge, Clarendon Hills, Darien, Downers Grove, Glen Ellyn, Lisle, Naperville, Oak Brook, Oakbrook Terrace, Warrenville, Westmont, Wheaton, Willowbrook, Winfield and Woodridge. The majority of these are mid-aged to older established communities that have reached maturity. Redevelopment of new single-family residences is occurring in Hinsdale, Clarendon Hills and Downers Grove on sites where older residences have been demolished. The overall composition of the area provides most amenities such as adequate employee base, established commercial/residential areas and municipal services, educational facilities, etc. The area hospitals include Good Samaritan, La Grange Community and Hinsdale. Hinsdale has a thriving central business district and the Oak Brook Center and Yorktown Center regional shopping malls are in nearby driving distance.

The major transportation systems include the North-South Tollway (I-355), the Tri-State Tollway (I-294) and the East-West Tollway (I-88). In addition, the Metra Commuter Trains and Pace Buses service Hinsdale.

More specifically, the subject property is located in the southwest section of Hinsdale. The immediate area is approximately 98% built-up with single-family residences of varying architectural designs in the range of 0 to 80+ years. The price range varies from \$350,000 for smaller existing single-family residences to in excess of \$1,500,000 for new custom two story residences. Many of the older, smaller residences have been torn down and redeveloped with large custom single-family residences. The immediate occupancy of the neighborhood consists of professionals, executives and white-collar workers. Maintenance level is good and there were no adverse conditions noted on the date of inspection.

Overall, the community of Hinsdale and the subject neighborhood are stable without any land changes anticipated with the exception of residential development of new single residents on lots that were previously improved with older homes. The strengths of the community include the viable central business district, the good community services, ample shopping, proximity to major transportation systems and the historically strong demand for residential, retail and office properties.

The subject property is the east 8.5' of a 17' wide unimproved alley. It has a width of 50', which is equal to the width of the adjoining residence located at 630 South Bodin Street. It is rectangular in shape and has a calculated area of 425 square feet. It is in an R-4, Single Family Residence District which requires a minimum lot area of 10,000 square feet and 70 or 80 feet of street frontage depending on whether the site is an interior or corner parcel. The subject property is not buildable and would be of use only to the adjoining property owner. It is in a zone "X" area of minimal flooding activity per FEMA Map #17043C0903H, dated December 16, 2004.

C.A. Benson & Associates, Inc.

ESTIMATE OF EXPOSURE TIME:

The subject property is a 8.5' x 50' section of an unimproved alley, which can only be sold to the adjoining property owner. As such, estimating a marketing time is futile as a potential sale is reliant on the adjoining property owner's willingness to buy the property. The typical marketing time for area buildable sites and single-family residences is 3 to 9 months.

PERMANENT INDEX NUMBER:

The subject is a section of unimproved alley, which has no permanent index number.

TOTAL 2013 ASSESSED VALUE: Not assessed

THREE-YEAR PROPERTY HISTORY:

According to FIRREA and the Uniform Standards of Professional Practice of the Appraisal Foundation, I am required to report and analyze any sale transactions involving the subject property during the past three years or any listing or pending sale transaction involving the subject property.

The subject is part of an unimproved alley under ownership by the Village of Hinsdale. This appraisal will be used as an estimate of market value for a possible sale of the property.

HIGHEST AND BEST USE ANALYSIS:

The subject consists of a 8.5' x 50', rectangular shaped portion of unimproved alley. It cannot be developed by itself and has value only to the adjoining property owner. It is my opinion that the highest and best use of the subject property is in conjunction with the adjoining residential property.

SUMMARY OF ANALYSIS AND VALUATION:

As indicated, the Sales Comparison Approach to Value will only be used.

SALES COMPARISON APPROACH TO VALUE AS IMPROVED:

Definition: A set of procedures in which a value indication is derived by comparing the property being appraised to similar properties that have been sold recently, then applying appropriate units of comparison, and making adjustments to the sale prices of the comparables based on the elements of comparison.*

*Source: Page 255, *The Dictionary of Real Estate Appraisal*, Appraisal Institute, Fourth Edition.

C.A. Benson & Associates, Inc.

SALES COMPARISON APPROACH TO VALUE - Continued

In order to estimate the market value of the subject property by the Sales Comparison Approach, I have analyzed the following sales.

1. **722 South Bruner Street, Hinsdale** was reported sold in June 2013 for \$455,100. This is a 65 foot by 124.3 foot parcel zoned R-4, containing 8,080 square feet. The sales price was equal to \$56.32 per square foot.
2. **211 South Thurlow Street, Hinsdale** was reported sold in August 2013 for \$400,000. This is a 50 foot by 133 foot parcel zoned R-4, containing 6,650 square feet. The sales price was equal to \$60.15 per square foot.
3. **411 South Adams Street, Hinsdale** was reported sold in November 2013 for \$425,000. This is a 59 foot by 125 foot parcel zoned R-4, containing 7,375 square feet. The sale price was equal to \$57.63 per square foot.
4. **710 South Quincy Street, Hinsdale** was reported sold in February 2014 for \$380,000. This is a 50 foot by 132 foot parcel zoned R-4, containing 6,600 square feet. The sale price was equal to \$57.58 per square foot.

Commentary

The above sales were all improved with older smaller single-family residences and the sale prices were reflective of land value. Since their acquisitions, two of the existing residences have been demolished and the other two will most likely be demolished. They sold from \$56.32 to \$60.15 per square foot and averaged \$57.92 per square foot for a buildable site.

The subject consists of a 425 square foot unimproved alley that is not buildable and can only be sold to an adjoining property owner. Historical comparisons of varying size sites indicated that additional rear site area above the standard size lot contributes at a rate of 45% of the base lot. For this analysis, 45% of the \$57.92 average value of a buildable site or \$26.06 per square foot, rounded to \$26.00 per square foot is indicated.

C.A. Benson & Associates, Inc.

SALES COMPARISON APPROACH TO VALUE - Continued

Based on the above analysis, it is my opinion that \$26.00 per square foot is indicated for the subject property.

425 square feet @ \$26.00 per square foot = \$11,050

INDICATED VALUE BY THE SALES COMPARISON APPROACH: \$11,000

COMMENT AND FINAL VALUE CONCLUSION:

Based on the sales data analyzed in this report, it is my opinion that the "as is" fee simple market value of the subject property as of May 16, 2014 was

<p>ELEVEN-THOUSAND DOLLARS (\$11,000)</p>

Respectfully submitted,

C.A. BENSON & ASSOCIATES, INC.



Charles A. Benson, Jr., SRA
Illinois State Certified General Real Estate Appraiser
License #553.000387 (Exp. 9/30/15)

C.A. Benson & Associates, Inc.

ASSUMPTIONS AND LIMITING CONDITIONS

1. This Appraisal Report is intended to comply with the reporting requirements set forth under Standard Rule 2-2(b) of the Uniform Standards of Professional Appraisal Practice. It might not include full discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation concerning the data, reasoning and analyses is retained in the appraiser's file. The information contained in this report is specific to the needs of the client and for the intended use stated in this report. The appraiser is not responsible for unauthorized use of this report.
2. No responsibility is assumed for legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated in this report.
3. The property is appraised free and clear of any or all liens and encumbrances unless otherwise stated in this report.
4. Responsible ownership and competent property management are assumed unless otherwise stated in this report.
5. The information furnished by others is believed to be reliable. However, no warranty is given for its accuracy.
6. All engineering is assumed to be correct. Any plot plans and illustrative material in this report are included only to assist the reader in visualizing the property.
7. It is assumed that there are no hidden or unapparent conditions of the property, subsoil or structures that render it more or less valuable. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.
8. It is assumed that there is full compliance with all applicable federal, state and local environmental regulations and laws unless otherwise stated in this report.
9. It is assumed that all applicable zoning and use regulations and restrictions have been complied with, unless a non-conformity has been stated, defined and considered in this appraisal report.
10. It is assumed that all required licenses, certificates of occupancy or other legislative or administrative authority from any local, state or national governmental or private entity or organization have been or can be obtained or renewed for any use on which the value estimates contained in this report are based.
11. Any sketch in this report may show approximate dimensions and is included to assist the reader in visualizing the property. Maps and exhibits found in this report are provided for reader reference purposes only. No guarantee as to accuracy is expressed or implied unless otherwise stated in this report. No survey has been made for the purpose of this report.

C.A. Benson & Associates, Inc.

ASSUMPTIONS AND LIMITING CONDITIONS - Continued

12. It is assumed that the utilization of the land and improvements is within the boundaries or property lines of the property described and that there is no encroachment or trespass unless otherwise stated in this report.

13. The appraiser is not qualified to detect hazardous waste and/or toxic materials. Any comment by the appraiser that might suggest the possibility of the presence of such substances should not be taken as confirmation of the presence of hazardous waste and/or toxic materials. Such determination would require investigation by a qualified expert in the field of environmental assessment. The presence of substances such as asbestos, urea-formaldehyde foam insulation, or other potentially hazardous materials may affect the value of the property. The appraiser's value estimate is predicated on the assumption that there is no such material on or in the property that would cause a loss in value unless otherwise stated in this report. No responsibility is assumed for any environmental conditions or for any expertise or engineering knowledge required to discover them. The appraiser's descriptions and resulting comments are the result of the routine observations made during the appraisal process.

14. Unless otherwise stated in this report, the subject property is appraised without a specific compliance survey having been conducted to determine if the property is or is not in conformance with the requirements of the Americans with Disabilities Act. The presence of architectural and communications barriers that are structural in nature that would restrict access by disabled individuals may adversely affect the property's value, marketability or utility.

15. Any proposed improvements are assumed to be completed in a good workmanlike manner in accordance with the submitted plans and specifications.

16. The distribution, if any, of the total valuation in this report between land and improvements applies only under the stated program of utilization. The separate allocations for land and buildings must not be used in conjunction with any other appraisal and are invalid if so used.

17. Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any purpose by any person other than the party to whom it is addressed without the written consent of the appraiser, and in any event, only with proper written qualification and only in its entirety.

18. Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser, or the firm with which the appraiser is connected) shall be disseminated to the public through advertising, public relations, news sales, or other media without prior written consent and approval of the appraiser.

C.A. Benson & Associates, Inc.

CERTIFICATION

I certify that, to the best of my knowledge and belief....

- the statements of fact contained in this report are true and correct.
- the reported analyses, opinion, and conclusions are limited only by the reported assumptions and limiting conditions, are my personal, impartial, and unbiased professional analyses.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- my engagement in this assignment was not contingent upon developing or reporting predetermined results.
- my compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- my analyses, opinions and conclusions were developed, and this report has been prepared in conformity with the *Uniform Standards of Professional Appraisal Practice*.
- I have made a personal inspection of the property that is the subject of this report.
- no one provided significant professional assistance to the person signing this certification.
- the reported analyses, opinions and conclusions were developed, and this report has been prepared in conformity with the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.
- the use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.



Charles A. Benson, Jr., SRA
Illinois State Certified General Real Estate Appraiser
License #553.000387 (9/30/15)

DATE: November 18, 2014

7a

AGENDA SECTION	ACA	ORIGINATING DEPARTMENT	Finance
ITEM	Accounts Payable	APPROVED	Darrell Langlois <i>DL</i> Assistant Village Manager/Director of Finance
<p>At the meeting of November 18, 2014 staff respectfully requests the presentation of the following motion to approve the accounts payable:</p> <p>Motion: To move approval and payment of the accounts payable for the period of November 5, 2014 through November 18, 2014 in the aggregate amount of <u>\$2,698,481.10</u> as set forth on the list provided by the Village Treasurer, of which a permanent copy is on file with the Village Clerk.</p>			
STAFF APPROVALS			
APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL
COMMITTEE ACTION:			
BOARD ACTION:			

VILLAGE OF HINSDALE

ACCOUNTS PAYABLE WARRANT REGISTER #1575

FOR PERIOD November 5, 2014 through November 18, 2014

The attached Warrant Summary by Fund and Warrant Register listing TOTAL DISBURSEMENTS FOR ALL FUNDS of \$2,698,481.10 reviewed and approved by the below named officials.

APPROVED BY  DATE 11/14/14
VILLAGE TREASURER/ASSISTANT VILLAGE MANAGER

APPROVED BY  DATE 11/14/14
VILLAGE MANAGER

APPROVED BY _____ DATE _____
VILLAGE TRUSTEE

Village of Hinsdale
Warrant # 1575
Summary By Fund

Recap By Fund	Fund	Regular Checks	ACH/Wire Transfers	Total
General Fund	10000	438,165.83	-	438,165.83
2009 Limited Source Bonds	32754	138,653.75	-	138,653.75
2012A Bond Fund	32755	276,731.25	-	276,731.25
2013A Bond Fund	32756	52,606.25	-	52,606.25
Capital Project Fund	45300	295,628.44	-	295,628.44
Water & Sewer Operations	61061	320,056.90	-	320,056.90
Water & Sewer Capital	61062	301,009.82	-	301,009.82
W/S 2008 Bond Fun	61064	440,959.38	-	440,959.38
Escrow Funds	72100	52,000.00	-	52,000.00
Payroll Revolving Fund	79000	11,707.76	203,716.32	215,424.08
Library Operating Fund	99000	167,245.40	-	167,245.40
Total		2,494,764.78	203,716.32	2,698,481.10

Village of Hinsdale
Schedule of Bank Wire Transfers and ACH Payments
1575

Payee/ Date	Description	Vendor Invoice	Invoice Amount
Electronic Federal Tax Payment Systems 11/7/2014	Village Payroll #23 - Calendar 2014	FWH	\$ 48,242.71
Electronic Federal Tax Payment Systems 11/7/2014	Village Payroll #23 - Calendar 2014	FICA/MCARE	34,630.82
Illinois Department of Revenue 11/7/2014	Village Payroll #23 - Calendar 2014	State Tax Withholding	16,948.87
ICMA - 457 Plans 11/7/2014	Village Payroll #23 - Calendar 2014	Employee Withholding	16,118.36
H SA PLAN CONTRIBUTION		Employee Withholding	1,531.62
Intergovernmental Personnel Benefit Cooperative		Employer/Employee	-
Illinois Municipal Retirement Fund		Employer/Employee	86,243.94

Total Bank Wire Transfers and ACH Payments \$203,716.32

Run date: 14-NOV-14

Village of Hinsdale

Page: 1

WARRANT REGISTER: 1575

DATE: 11/14/14

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
AFLAC-FLEXONE			
186515	ALFAC OTHER	110714000000000	\$204.62
186516	AFLAC OTHER	110714000000000	\$259.62
186517	AFLAC SLAC	110714000000000	\$58.41
Total for Check: 100024			\$522.65
BLITT & GAINES, P.C.			
186527	GARNISHMENT	110714000000000	\$362.12
Total for Check: 100025			\$362.12
COLONIAL LIFE PROCESSIONING			
186505	COLONIAL S L A C	110714000000000	\$60.98
186506	COLONIAL OTHER	110714000000000	\$27.63
Total for Check: 100026			\$88.61
I.U.O.E.LOCAL 150			
186522	LOCAL 150 UNION DUES	110714000000000	\$884.99
Total for Check: 100027			\$884.99
ILLINOIS FRATERNAL ORDER			
186508	UNION DUES	110714000000000	\$688.00
Total for Check: 100028			\$688.00
NATIONWIDE RETIREMENT SOL			
186509	USCM/PEBSO	110714000000000	\$56.11
186510	USCM/PEBSO	110714000000000	\$1,615.00
Total for Check: 100029			\$1,671.11
NATIONWIDE TRUST CO.FSB			
186518	PEHP UNION 150	110714000000000	\$339.57
186519	PEHP REGULAR	110714000000000	\$2,025.50
186520	PEHPD	110714000000000	\$537.09
Total for Check: 100030			\$2,902.16
NCPERS GRP LIFE INS#3105			
186507	LIFE INS	110714000000000	\$288.00
Total for Check: 100031			\$288.00
STATE DISBURSEMENT UNIT			
186521	MAINTENANCE	110714000000000	\$500.00
Total for Check: 100032			\$500.00
STATE DISBURSEMENT UNIT			
186523	CHILD SUPPORT	110714000000000	\$313.21
Total for Check: 100033			\$313.21
STATE DISBURSEMENT UNIT			
186524	CHILD SUPPORT	110714000000000	\$585.00
Total for Check: 100034			\$585.00
STATE DISBURSEMENT UNIT			
186525	CHILD SUPPORT	110714000000000	\$230.77
Total for Check: 100035			\$230.77
STATE DISBURSEMENT UNIT			
186526	CHILD SUPPORT	110714000000000	\$764.77
Total for Check: 100036			\$764.77
STATE DISBURSEMENT UNIT			
186528	CHILD SUPPORT	110714000000000	\$210.00
Total for Check: 100037			\$210.00

Run date: 14-NOV-14

Village of Hinsdale

Page: 2

WARRANT REGISTER: 1575

DATE: 11/14/14

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
STATE DISBURSEMENT UNIT			
186529	CHILD SUPPORT	110714000000000	\$923.07
Total for Check: 100038			\$923.07
VILLAGE OF HINSDALE			
186511	MEDICAL REIMBURSEMENT	110714000000000	\$358.34
186512	DEP CARE REIMB.F/P	110714000000000	\$45.83
186513	MEDICAL REIMBURSEMENT	110714000000000	\$327.46
186514	DEP CARE REIMBURSEMENT	110714000000000	\$41.67
Total for Check: 100039			\$773.30
A BLOCK MARKETING INC			
186814	TIPPING FEE	00060246	\$125.00
186815	TIPPING FEE	00060114	\$50.00
186816	TIPPING FEE	00060210	\$25.00
186818	TIPPING FEE	00060160	\$50.00
Total for Check: 100040			\$250.00
AFFORDABLE FIRE PROTECTIO			
186732	POOL REPAIR	AFP186-1	\$9,400.00
Total for Check: 100041			\$9,400.00
AIR ONE EQUIPMENT			
186554	FD YELLOW HOSE	98706	\$3,066.00
186554	FD YELLOW HOSE	98706	\$127.00
186557	FD RESPIRATOR & TAPE	98705	\$130.95
Total for Check: 100042			\$3,323.95
ALLETTO, FRANK J			
186549	HOLIDAY EXPRESS ENTERTN	HOLIDAY EXPRESS	\$800.00
Total for Check: 100043			\$800.00
ALLIED WASTE SERVICES 551			
186793	SEPT DUMPSTERS	0551-011167795	\$674.13
186794	OCT DUMPSTERS	0551-011229475	\$144.20
Total for Check: 100044			\$818.33
AMALGAMATED BK OF CHICAGO			
186601	P & I	3904 - 11/14	\$115,000.00
186601	P & I	3904 - 11/14	\$2,185.00
186602	P & I	5164 - 11/14	\$25,000.00
186602	P & I	5164 - 11/14	\$27,606.25
186603	P & I	4992 - 11/14	\$225,000.00
186603	P & I	4992 - 11/14	\$51,731.25
186604	P & I	3943 - 11/14	\$390,000.00
186604	P & I	3943 - 11/14	\$50,959.38
186605	P & I	3962 - 11/14	\$105,000.00
186605	P & I	3962 - 11/14	\$33,253.75
186606	INTEREST	5421 - 11/14	\$34,244.17
186607	BOND FEES	1853962007CT	\$400.00
Total for Check: 100045			\$1,060,379.80
AMERICAN MESSAGING			
186548	PAGERS	U11537100K	\$68.99
186548	PAGERS	U11537100K	\$18.32
Total for Check: 100046			\$87.31

Run date: 14-NOV-14

Village of Hinsdale

Page: 3

WARRANT REGISTER: 1575

DATE: 11/14/14

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
ANDRES MEDICAL BILLING LT			
186744	MONTHLY FEE	134169	\$2,880.47
		Total for Check: 100047	\$2,880.47
ANTHONY, WILLIAM			
186535	CONT BD-443 S CLAY	22449	\$500.00
		Total for Check: 100048	\$500.00
APTEAN, INC.			
186799	WATER PROJECT	PS-313109	\$231.25
186800	WATER PROJECT	PS-313108	\$175.00
186801	WATER PROJECT	PS-313110	\$231.25
		Total for Check: 100049	\$637.50
ARAMARK UNIFORM SERVICES			
186731	UNIFORMS	2078772968	\$23.33
186731	UNIFORMS	2078772968	\$68.86
186731	UNIFORMS	2078772968	\$20.97
186731	UNIFORMS	2078772968	\$31.64
186731	UNIFORMS	2078772968	\$33.11
186731	UNIFORMS	2078772968	\$61.04
186833	UNIFORMS	2078782351	\$6.48
186833	UNIFORMS	2078782351	\$70.19
186833	UNIFORMS	2078782351	\$21.38
186833	UNIFORMS	2078782351	\$32.25
186833	UNIFORMS	2078782351	\$33.75
186833	UNIFORMS	2078782351	\$62.21
		Total for Check: 100050	\$465.21
ATLAS RESTORATION, LLC			
186772	CONT BD-19 N MADISON	22090	\$500.00
		Total for Check: 100051	\$500.00
BANDUKWALA, SHEZAD			
186763	CONT BD-214 RAVINE	22427	\$500.00
		Total for Check: 100052	\$500.00
BARBER, CASEY			
186575	CONT BD-418 N ELM	22452	\$500.00
		Total for Check: 100053	\$500.00
BARCO PRODUCTS COMPANY			
186835	REBAR SPIKES	111400004	\$123.68
		Total for Check: 100054	\$123.68
BERECKIS, HEATHER			
186584	MILEAGE REIMBURSEMENT	08/06-10/16/2014	\$41.63
		Total for Check: 100055	\$41.63
BONNELL INDUSTRIES, INC			
186723	PLOW BLADES	0156884	\$1,641.44
		Total for Check: 100056	\$1,641.44
BONO CSR KATHLEEN W.			
186689	LEGAL	6622	\$768.00
		Total for Check: 100057	\$768.00
BROWN ELECTRIC SERVICE			
186571	CONT BD-600 W OGDEN	22483	\$500.00

Run date: 14-NOV-14

Village of Hinsdale

Page: 4

WARRANT REGISTER: 1575

DATE: 11/14/14

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
		Total for Check: 100058	\$500.00
BULLEX INC			
186798	SMOKE LIQUID	64662	\$308.54
		Total for Check: 100059	\$308.54
BUTTREY RENTAL SERVICE IN			
186752	AIR COMPRESSOR RENTAL	195030	\$435.00
186811	PROPANE TANK REFILL	193228	\$41.02
186834	WATER TOWER CLEANING	194357	\$124.00
		Total for Check: 100060	\$600.02
BYRNE, PETER			
186765	CLASS CANCELLATION	133047	\$185.00
		Total for Check: 100061	\$185.00
CANNATA, MICHELLE			
186574	CONT BD-607 JUSTINA	22417	\$500.00
		Total for Check: 100062	\$500.00
CCC TECHNOLOGIES, INC			
186865	PHONE LINE EVALUATION	207700	\$250.00
		Total for Check: 100063	\$250.00
CCP INDUSTRIES INC			
186810	GLASS CLEANER & GLOVES	01369337	\$180.86
186823	PARKAS	01350144	\$84.19
		Total for Check: 100064	\$265.05
CDW-GOVERNMENT INC.			
186758	COMPUTER CABLES	QD36434	\$33.95
186759	COMPUTER CABLES	QD36431	\$33.95
		Total for Check: 100065	\$67.90
CHICAGO PARTS & SOUND LLC			
186805	MOTOR/FAN ASSEMBLY #832	628089	\$332.81
186806	FILTER ASSEMBLY INTERCPTS	628088	\$45.48
186819	UNIT#1 BRAKE PARTS	628295	\$377.17
186820	OIL FILTERS - FORDS	628320	\$32.28
		Total for Check: 100066	\$787.74
CINTAS CORPORATION 769			
186756	RUGS TOWELS ETC	769495430	\$30.90
186756	RUGS TOWELS ETC	769495430	\$76.98
186756	RUGS TOWELS ETC	769495430	\$129.75
186840	RUGS TOWELS ETC	769495430	\$32.81
186840	RUGS TOWELS ETC	769495430	\$23.40
		Total for Check: 100067	\$293.84
CLARK BAIRD SMITH LLP			
186702	LEGAL	12929	\$4,276.25
		Total for Check: 100068	\$4,276.25
COMCAST			
186578	POOL	8771201110037136	\$147.45
186596	VOH	8771201110036757	\$207.35
186597	KLM LODGE	8771201110036807	\$92.40
186598	PW / WP	8771201110036815	\$62.70
186598	PW / WP	8771201110036815	\$62.70

WARRANT REGISTER: 1575

DATE: 11/14/14

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
186599	PD / FD	8771201110036781	\$86.20
186599	PD / FD	8771201110036781	\$86.20
186600	POOL	8771201110037136	\$147.45
186615	KLM LODGE	8771201110036807	\$92.40
186616	VOH	8771201110036757	\$207.35
186617	PD & FD	8771201110036781	\$86.20
186617	PD & FD	8771201110036781	\$86.20
186618	PW & WP	8771201110036815	\$61.20
186618	PW & WP	8771201110036815	\$61.20
Total for Check: 100069			\$1,487.00
COMED			
186579	314 SYMONDS	1653148069	\$36.30
Total for Check: 100070			\$36.30
COMMERCIAL COFFEE SERVICE			
186690	COFFEE SUPPLIES	127127	\$112.50
186713	COFFEE SUPPLIES	126799	\$103.50
Total for Check: 100071			\$216.00
COMMUNITY HOUSING ADV			
186769	KLM REFUND EN141107	21910	\$425.00
Total for Check: 100072			\$425.00
CONSTELLATION NEWENERGY			
186612	TRANSFORMER	0019194881	\$1,585.95
186613	908 N ELM	0018918333	\$413.35
186614	STREET LIGHTS	0018947357	\$550.54
186614	STREET LIGHTS	0018947357	\$489.79
Total for Check: 100073			\$3,039.63
COURTYARD HOMES			
186531	ST MGMT-629 S GARFIELD	21803	\$3,000.00
Total for Check: 100074			\$3,000.00
CURRENT TECHNOLOGIES			
186862	COMPUTER MAINT	712217	\$168.75
186862	COMPUTER MAINT	712217	\$236.25
186863	LICENSE UPGRADE	5106	\$76.67
Total for Check: 100075			\$481.67
DANMAR			
186858	RECOAT KLM BALLROOM FLR	18266	\$750.00
Total for Check: 100076			\$750.00
DEJANA INDUSTRIES INC.			
186795	STREET SWEEPER	48598	\$2,616.32
186796	STREET SWEEPER	48575	\$3,004.68
Total for Check: 100077			\$5,621.00
DESIGN PERSPECTIVES			
186694	CONSTRUCTION ADMIN PIERCE	14-1427Q-4	\$750.00
Total for Check: 100078			\$750.00
DIRECT ADVANTAGE INC			
186754	MARKETING	1148	\$7,625.00
186755	MARKETING	1146	\$2,617.00
Total for Check: 100079			\$10,242.00

Run date: 14-NOV-14

Village of Hinsdale

Page: 6

WARRANT REGISTER: 1575

DATE: 11/14/14

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
DISCRAFT			
186611	LOCKING COLLAR	214394	\$36.89
		Total for Check: 100080	\$36.89
DOCU-SHRED, INC.			
186595	FD DOCUMENT SHREDDING	33932	\$40.00
		Total for Check: 100081	\$40.00
DREISILKER ELECTRIC MOTOR			
186746	VH FIELD SERVICE	1938466	\$240.00
		Total for Check: 100082	\$240.00
DRESCHER LANDSCAPING INC			
186541	CONT BD-5518 S GARFIELD	22500	\$500.00
186542	CONT BD-212 E FIRST	22539	\$500.00
		Total for Check: 100083	\$1,000.00
DUPAGE COUNTY RECORDER			
186803	RECORDING FEES	201410080176	\$1,028.00
		Total for Check: 100084	\$1,028.00
DUPAGE CTY FIRE CHIEFS			
186749	MEMBERSHIP	2015 DUES	\$85.00
		Total for Check: 100085	\$85.00
DUPAGE MAYORS & MANAGERS			
186550	FEB 2014 MEETING	7842	\$40.00
186551	MAY 2013 ANNUAL DINNER	7541	\$60.00
		Total for Check: 100086	\$100.00
DUPAGE WATER COMMISSION			
186750	WATER	10666	\$255,595.10
		Total for Check: 100087	\$255,595.10
EMERGENCY MEDICAL PROD			
186556	FD MEDICAL SUPPLIES	1684738	\$275.55
		Total for Check: 100088	\$275.55
ENVIRO-TEST/PERRY LABORAT			
186724	LAB	14-130614	\$168.00
		Total for Check: 100089	\$168.00
FACTORY MOTOR PARTS CO			
186807	PD GEAR LUBE	50-934772	\$76.36
		Total for Check: 100090	\$76.36
FCWRD			
186589	WATER	008919-000	\$108.95
		Total for Check: 100091	\$108.95
FIRE SAFETY CONSULTANTS			
186709	PLAN REVIEW	2014-1189	\$1,003.80
186710	PLAN REVIEW	2014-1242	\$982.00
186711	PLAN REVIEW	2014-1190	\$1,067.60
		Total for Check: 100092	\$3,053.40
FIRESTONE STORES			
186725	UNIT #44 TIRE PACKAGE	103356	\$287.82
		Total for Check: 100093	\$287.82
FIRST COMMUNICATIONS, LLC			
186590	VILLAGE PHONE	12573403	\$320.11

Run date: 14-NOV-14

Village of Hinsdale

Page: 7

WARRANT REGISTER: 1575

DATE: 11/14/14

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
186590	VILLAGE PHONE	12573403	\$768.50
186590	VILLAGE PHONE	12573403	\$468.15
186590	VILLAGE PHONE	12573403	\$200.64
186590	VILLAGE PHONE	12573403	\$110.28
186590	VILLAGE PHONE	12573403	\$230.76
186590	VILLAGE PHONE	12573403	\$62.79
Total for Check: 100094			\$2,161.23
FRED GLINKE PLUMBING AND			
186585	WP SHOWER HANDLE	30963	\$72.40
186586	FD DRAIN REPAIR	30976	\$234.00
186809	PD WATER COOLER INSTALL	30781	\$1,139.20
Total for Check: 100095			\$1,445.60
FULLERS HOME & HARDWARE			
186688	MISC HARDWARE	173	\$5.19
186688	MISC HARDWARE	173	\$85.22
186688	MISC HARDWARE	173	\$59.22
186688	MISC HARDWARE	173	\$43.48
186688	MISC HARDWARE	173	\$15.19
186688	MISC HARDWARE	173	\$9.42
186688	MISC HARDWARE	173	\$15.58
186688	MISC HARDWARE	173	\$18.83
186688	MISC HARDWARE	173	\$9.18
186688	MISC HARDWARE	173	\$29.12
186688	MISC HARDWARE	173	\$17.58
186688	MISC HARDWARE	173	\$110.56
186737	MISC HARDWARE	173	\$51.50
186737	MISC HARDWARE	173	\$27.58
186737	MISC HARDWARE	173	\$75.28
Total for Check: 100096			\$572.93
FULLERS SERVICE CENTER IN			
186855	PD CAR WASHES	175	\$216.00
Total for Check: 100097			\$216.00
GENESIS LIGHTING MGMT			
186532	CONT BD-120 E FIRST ST	22430	\$1,250.00
Total for Check: 100098			\$1,250.00
GENESIS SURVEY & ENGINEER			
186787	PLAT REIMBURSE	2014-1340	\$350.00
Total for Check: 100099			\$350.00
GOOD EARTH GREENHOUSE			
186760	CONT BD-336 E OGDEN	22030	\$500.00
Total for Check: 100100			\$500.00
GRAINGER, INC.			
186826	SPILL KIT	9582138492	\$222.98
Total for Check: 100101			\$222.98
H & H INDUSTRIES, INC.			
186745	KLM LAMPS	716454	\$87.48
186745	KLM LAMPS	716454	\$12.25
186745	KLM LAMPS	716454	\$87.48

Run date: 14-NOV-14

Village of Hinsdale

Page: 8

WARRANT REGISTER: 1575

DATE: 11/14/14

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
		Total for Check: 100102	\$187.21
H2O SERVICES, INC.			
186797	BOILER MAINT	3138	\$336.00
		Total for Check: 100103	\$336.00
HANSON AGGREGATES INC			
186861	MATERIAL	5459995	\$834.20
		Total for Check: 100104	\$834.20
HASSETT, GINA			
186608	MENTOR PROGRAM REIMBURSE	50 - 10/14	\$50.00
		Total for Check: 100105	\$50.00
HAWKINS, INC.			
186562	VEECK CHEMICALS	3659870	\$794.10
		Total for Check: 100106	\$794.10
HAYES JR LOUIS P			
186735	TRAVEL & MEAL REIMBURSE	10/31/14	\$45.65
186735	TRAVEL & MEAL REIMBURSE	10/31/14	\$57.00
		Total for Check: 100107	\$102.65
HD SUPPLY WATERWORKS			
186715	WATER MAIN MATERIALS	D139631	\$147.48
186716	WATER MAIN MATERIALS	D139645	\$3,537.90
186728	AM 1 ANTENNEA	C768536	\$17,750.00
186730	AMR TOUCHPADS	D193652	\$360.00
		Total for Check: 100108	\$21,795.38
HINSDALE BANK & TRUST			
186882	PRINCIPAL & INT IMRF BOND	P & I 2015	\$182,252.00
186882	PRINCIPAL & INT IMRF BOND	P & I 2015	\$8,826.35
186882	PRINCIPAL & INT IMRF BOND	P & I 2015	\$47,748.00
186882	PRINCIPAL & INT IMRF BOND	P & I 2015	\$2,312.40
		Total for Check: 100109	\$241,138.75
HINSDALE NURSERIES, INC.			
186827	KLM PLANTS	1486736	\$70.00
		Total for Check: 100110	\$70.00
HOMEFIELD ENERGY			
186588	STREET LIGHTS	105439514101	\$8,850.61
		Total for Check: 100111	\$8,850.61
HOVING PIT STOP			
186707	KLM PORTABLES	97215	\$326.00
		Total for Check: 100112	\$326.00
HR GREEN INC			
186701	WOODLANDS PH 2	94997	\$13,411.00
186739	OAK STREET BRIDGE REPAIR	95184	\$2,330.32
		Total for Check: 100113	\$15,741.32
HUGHES, MICHAEL			
186764	REFUND	14-1031	\$100.00
		Total for Check: 100114	\$100.00
IAPD			
186684	CONFERENCES	ANNUAL	\$315.00
186684	CONFERENCES	ANNUAL	\$260.00

Run date: 14-NOV-14

Village of Hinsdale

Page: 9

WARRANT REGISTER: 1575

DATE: 11/14/14

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
186684	CONFERENCES	ANNUAL	\$150.00
Total for Check: 100115			\$725.00
ICE MOUNTAIN WATER			
186792	BOTTLED WATER	04J0120706023	\$51.04
Total for Check: 100116			\$51.04
IL OFC STATE FIRE MARSHAL			
186828	BOILER INSPECTION	9525729	\$70.00
186828	BOILER INSPECTION	9525729	\$140.00
186828	BOILER INSPECTION	9525729	\$140.00
186828	BOILER INSPECTION	9525729	\$70.00
186828	BOILER INSPECTION	9525729	\$140.00
Total for Check: 100117			\$560.00
ILLCO, INC.			
186802	ANTI FREEZE FOR BUILDINGS	2358692	\$267.00
Total for Check: 100118			\$267.00
ILLINOIS ASSOCIATION OF			
186830	MEMBERSHIP RENEWAL	410	\$410.00
Total for Check: 100119			\$410.00
ILLINOIS PARK & REC ASSN			
186871	ANNUAL MEMBERSHIP	8357958	\$244.00
Total for Check: 100120			\$244.00
INDUSTRIAL ELECTRIC			
186717	STREET LIGHT REPAIR	228739	\$25.80
186718	STREET LIGHT REPAIR	228738	\$137.00
186832	PARKS	228956	\$97.44
186854	STREET LIGHTS	228955	\$95.00
Total for Check: 100121			\$355.24
INTERNATIONAL EXTERMINATO			
186568	EXT FEES	111489982	\$40.00
186568	EXT FEES	111489982	\$40.00
186568	EXT FEES	111489982	\$113.00
186568	EXT FEES	111489982	\$40.00
186568	EXT FEES	111489982	\$40.00
Total for Check: 100122			\$273.00
INTERNATIONAL SOCIETY OF			
186808	MEMBERSHIP DUES	780	\$780.00
Total for Check: 100123			\$780.00
INTERSTATE BILLING SERVIC			
186821	TIES	95696109	\$164.03
Total for Check: 100124			\$164.03
IRMA			
186829	IRMA	0009118	\$531.00
186836	IRMA	0009157	\$978.15
186836	IRMA	0009157	\$256.50
186836	IRMA	0009157	\$393.50
186836	IRMA	0009157	\$1,687.53
Total for Check: 100125			\$3,846.68
JAMES J BENES & ASSOC INC			

Run date: 14-NOV-14

Village of Hinsdale

Page: 10

WARRANT REGISTER: 1575

DATE: 11/14/14

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
186698	THIRD PARTY PLN REV	9/26/14-10/25/14	\$5,000.00
186699	2014 RESURFACING	1452	\$19,791.35
186700	2014 RECONSTRUCTION	1459	\$12,725.38
	Total for Check: 100126		\$37,516.73
JLC			
186547	SUBSCRIPTION - TAX EXEMPT	0001868322	\$39.95
	Total for Check: 100127		\$39.95
JOHN NERI CONSTRUCTION IN			
186621	DRAINAGE ALLEY BODIN/8TH	9800-11/14	\$9,800.00
186704	2014 RECONSTRUCTION	PROJ 1459	\$130,137.97
186704	2014 RECONSTRUCTION	PROJ 1459	\$55,818.80
186704	2014 RECONSTRUCTION	PROJ 1459	\$35,779.07
186705	WOODLANDS PH 2	PROJ 1401	\$117,232.42
186705	WOODLANDS PH 2	PROJ 1401	\$152,085.30
186705	WOODLANDS PH 2	PROJ 1401	\$47,526.65
	Total for Check: 100128		\$548,380.21
JOYCE, JOSEPH			
186773	CONT BD-26 W 57TH	22106	\$500.00
	Total for Check: 100129		\$500.00
KENS LANDSCAPING			
186572	CONT BD-20 W HICKORY	22436	\$500.00
	Total for Check: 100130		\$500.00
KINGS LANDSCAPING CO			
186534	CONT BD-510 N ADAMS	22161	\$500.00
	Total for Check: 100131		\$500.00
KLEIN, THORPE, JENKINS LTD			
186703	LEGAL	4405	\$23,971.17
	Total for Check: 100132		\$23,971.17
LAPSHIN, TRACY			
186691	FENCING INSTRUCTION	14FALL	\$417.60
	Total for Check: 100133		\$417.60
LEWIS, K			
186573	CONT BD-101 S COUNTY LINE	21793	\$10,000.00
	Total for Check: 100134		\$10,000.00
LIGHTING SOLUTIONS OF IL			
186714	STREET LAMP POLE	35535	\$6,300.00
	Total for Check: 100135		\$6,300.00
LITTLE, NANCY			
186761	CONT BD-729 JEFFERSON	22132	\$500.00
	Total for Check: 100136		\$500.00
MCDONOUGH, NICK			
186583	FUEL REIMBURSEMENT	10/12/2014	\$42.61
	Total for Check: 100137		\$42.61
MCELROY, TIM			
186592	FD BOOK REIMBURSEMENT	37767-00	\$206.84
186593	FD BOOK REIMBURSEMENT	8376224	\$25.96
186594	FD BOOK REIMBURSEMENT	2262645	\$939.56
	Total for Check: 100138		\$1,172.36

Run date: 14-NOV-14

Village of Hinsdale

Page: 11

WARRANT REGISTER: 1575

DATE: 11/14/14

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
METRA GROUP TRAVEL			
186560	HOLIDAY EXPRESS TRAIN	861.25-12/7/2014	\$443.75
186560	HOLIDAY EXPRESS TRAIN	861.25-12/7/2014	\$417.50
Total for Check: 100139			\$861.25
MICHAEL TODD & CO INC			
186757	BROOMS	144503	\$142.36
186757	BROOMS	144503	\$22.80
186757	BROOMS	144503	\$355.30
Total for Check: 100140			\$520.46
MIKEL, SANDY			
186767	CONFERENCE REIMBURSE	IPELA	\$491.38
Total for Check: 100141			\$491.38
MIKOLS WEHRLI LLC			
186543	ST MGMT-520 W FOURTH	21670	\$3,000.00
Total for Check: 100142			\$3,000.00
MIKOLS WEHRLI LLC			
186544	CONT BD-520 W FOURTH	21671	\$10,000.00
Total for Check: 100143			\$10,000.00
MINER ELECTRONICS			
186722	UNIT#1 & 38 TRAFFIC ADVIS	254713	\$980.00
186722	UNIT#1 & 38 TRAFFIC ADVIS	254713	\$980.00
Total for Check: 100144			\$1,960.00
MR HANDYMAN OF HINSDALE			
186695	POWER WASHING	3545	\$735.00
Total for Check: 100145			\$735.00
MTS SAFETY PRODUCTS INC			
186841	REFLECTIVE RAINCOATS	477440	\$74.78
Total for Check: 100146			\$74.78
MUEHFELT ENTERPRISES INC			
186538	CONT BD-936 S THURLOW	22164	\$500.00
Total for Check: 100147			\$500.00
MY BIOMETRIC GUN SAFE			
186788	GUN SAFE	BD4010	\$106.00
Total for Check: 100148			\$106.00
MY NEW NEIGHBOR			
186609	BROCHURE	4747	\$18.00
Total for Check: 100149			\$18.00
NAPA AUTO PARTS			
186727	#7 & INTL TRUCKS LAMPS	340159	\$18.52
186729	SHOP SUPPLIES	337596	\$37.98
186740	FD DOME KITS	459917	\$49.96
Total for Check: 100150			\$106.46
NATIONAL SAFETY COUNCIL			
186736	CERTIFICATION	1274229	\$110.00
Total for Check: 100151			\$110.00
NEUCO INC			
186552	VH BOILER REPAIR	1224942	\$172.50
Total for Check: 100152			\$172.50

WARRANT REGISTER: 1575

DATE: 11/14/14

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
NEXTEL/SPRINT			
186569	CELL PHONES	977740515-153	\$249.14
186569	CELL PHONES	977740515-153	\$41.53
186569	CELL PHONES	977740515-153	\$591.79
186569	CELL PHONES	977740515-153	\$342.95
186569	CELL PHONES	977740515-153	\$428.54
186569	CELL PHONES	977740515-153	\$223.03
186569	CELL PHONES	977740515-153	\$375.20
186569	CELL PHONES	977740515-153	\$124.58
186569	CELL PHONES	977740515-153	\$181.50
186569	CELL PHONES	977740515-153	\$559.82
Total for Check: 100153			\$3,118.08
NICHOLS, JIM			
186582	FUEL REIMBURSEMENT	10/10-10/12/2014	\$112.68
Total for Check: 100154			\$112.68
NICOR GAS			
186741	GENERATOR	38466010006	\$41.10
186741	GENERATOR	38466010006	\$41.10
186742	YOUTH CENTER	90077900000	\$84.19
186748	350 N VINE	13270110003	\$158.00
Total for Check: 100155			\$324.39
NUTOYS LEISURE PRODUCTS			
186753	BROOK/VEECK PARK PARTS	42128	\$823.00
Total for Check: 100156			\$823.00
PACIFIC TELEMAGEMENT			
186576	VEECK PAYPHONE	693138	\$78.00
Total for Check: 100157			\$78.00
PHILLIPS FLORIST			
186747	FLORAL ARRANGEMENT	180590	\$52.95
Total for Check: 100158			\$52.95
PIECZYNSKI, LINDA			
186577	LEGAL	6268	\$1,286.00
Total for Check: 100159			\$1,286.00
POMPS TIRE SERVICE, INC.			
186558	TRK#7 TIRE REPLACEMENT	470021553	\$697.52
Total for Check: 100160			\$697.52
PRO SAFETY INC			
186824	WINTER GEAR	2/771010	\$235.90
186825	GLOVES	2/771930	\$51.60
Total for Check: 100161			\$287.50
QUARRY MATERIALS, INC.			
186719	SURFACE	00051744	\$333.85
186720	COLD PATCH	00051665	\$380.81
186721	COLD PATCH	00051804	\$725.46
Total for Check: 100162			\$1,440.12
RAY OHERRON CO INC			
186686	UNIFORM CHEVRON	1463605	\$3.99
186687	DRUG TEST	1462384	\$49.90

Run date: 14-NOV-14

Village of Hinsdale

Page: 13

WARRANT REGISTER: 1575

DATE: 11/14/14

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
186804	FALL UNIFORM	1462164	\$8,253.32
Total for Check: 100163			\$8,307.21
REGIONAL TRUCK EQUIPMENT			
186822	HYDRAULIC FILTER	190644	\$37.51
Total for Check: 100164			\$37.51
RIDE JANIE RIDE FND			
186774	KLM REFUND EN 141101	21926	\$500.00
Total for Check: 100165			\$500.00
RITE-WAY GLASS & MIRROR C			
186751	PARK DOOR REPAIR	884	\$884.00
Total for Check: 100166			\$884.00
ROSSI CONTRACTORS INC			
186533	CONT BD-MAPLE & VINE MANT	22169	\$500.00
Total for Check: 100167			\$500.00
RPM GARAGE DOOR & GATE			
186591	LIONS POOL GATE REPAIRS	109501	\$120.00
Total for Check: 100168			\$120.00
RS & P HOUSING INVESTORS			
186530	ST MGMT-223 S BODIN	21601	\$3,000.00
Total for Check: 100169			\$3,000.00
RS & P HOUSING INVESTORS			
186537	CONT BD-223 S BODIN	21602	\$10,000.00
Total for Check: 100170			\$10,000.00
SARKARIA, MELFA			
186770	KLM REFUND EN141108	21935	\$450.00
Total for Check: 100171			\$450.00
SCHACKART, JENNIFER			
186817	TREE REIMBURSEMENT PRGRAM	1706534	\$520.00
Total for Check: 100172			\$520.00
SECRETARY OF STATE			
186838	PLATE RENEWAL	404	\$404.00
Total for Check: 100173			\$404.00
SERVICE FORMS & GRAPHICS			
186563	OFFICE SUPPLIES	150186	\$289.74
186564	BUSINESS CARDS	150239	\$108.61
186565	BUSINESS CARDS	150187	\$86.32
Total for Check: 100174			\$484.67
SHAUNNESSEY, MARYANN			
186766	TREE PROGRAM REIMBURSE	908399583	\$260.00
Total for Check: 100175			\$260.00
SHERWIN INDUSTRIES, INC			
186587	PW WINTER APPAREL	SS057730	\$177.32
186587	PW WINTER APPAREL	SS057730	\$108.00
186587	PW WINTER APPAREL	SS057730	\$19.70
186813	CROSSWALK SIGN	SS057909	\$636.12
Total for Check: 100176			\$941.14
SHREE RESTAURANT			
186768	KLM REFUND EN141108	21946	\$500.00

Run date: 14-NOV-14

Village of Hinsdale

Page: 14

WARRANT REGISTER: 1575

DATE: 11/14/14

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
		Total for Check: 100177	\$500.00
SIM DEVELOPMENT			
186539	CONT BD-501 N NORTH	21810	\$750.00
		Total for Check: 100178	\$750.00
STENHOLM, ERIC			
186771	CONT BD-736 N OAK	22152	\$500.00
		Total for Check: 100179	\$500.00
STOMPER, SCOTT			
186693	BROCHURE DESIGN	0046	\$1,040.00
		Total for Check: 100180	\$1,040.00
SUBURBAN LOCK			
186837	KEY LOCKS	454500	\$176.30
		Total for Check: 100181	\$176.30
TAMELING INDUSTRIES			
186610	MULCH FOR PARKS	0098752	\$114.00
186812	TOP SOIL	0098980	\$28.00
		Total for Check: 100182	\$142.00
TELCOM INNOVATIONS GROUP			
186867	GARAGE PHONE WIRING REPR	A44997	\$399.00
		Total for Check: 100183	\$399.00
TERRACE SUPPLY CO			
186839	PW GARAGE DOOR REPAIR	0799613	\$406.86
		Total for Check: 100184	\$406.86
THANOS, JON			
186570	CONT BD-5606 S WASHINGTON	22085	\$500.00
		Total for Check: 100185	\$500.00
THE HINSDALEAN			
186581	REQUEST FOR PROPOSALS	36076	\$115.20
		Total for Check: 100186	\$115.20
THE KENNETH COMPANY			
186696	PEIRCE PARK PLAYGROUND	2014 PARK	\$82,022.85
		Total for Check: 100187	\$82,022.85
THIRD MILLENIUM			
186791	UTILITY BILLING	17536	\$1,084.86
		Total for Check: 100188	\$1,084.86
TOSHIBA BUSINESS			
186738	KLM COPIER MAINT	11380335	\$88.00
		Total for Check: 100189	\$88.00
TOTAL PARKING SOLUTIONS			
186726	RECEIPT PAPER	102817	\$512.00
		Total for Check: 100190	\$512.00
TREJO, BLANCA			
186540	KLM REFUND EN140810	21899	\$450.00
		Total for Check: 100191	\$450.00
VERIZON WIRELESS			
186619	PS PHONE	342040513-0001	\$244.05
186620	FD PHONE	542014319-0001	\$70.91
		Total for Check: 100192	\$314.96

Run date: 14-NOV-14

Village of Hinsdale

Page: 15

WARRANT REGISTER: 1575

DATE: 11/14/14

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
VILLAGE OF HINSDALE-FIRE			
186580	PETTY CASH	10/2014	\$6.09
186580	PETTY CASH	10/2014	\$18.34
186580	PETTY CASH	10/2014	\$47.74
186580	PETTY CASH	10/2014	\$6.27
186580	PETTY CASH	10/2014	\$5.30
186580	PETTY CASH	10/2014	\$30.00
186580	PETTY CASH	10/2014	\$38.75
186580	PETTY CASH	10/2014	\$15.00
186580	PETTY CASH	10/2014	\$20.00
Total for Check: 100193			\$187.49
WAGeworks			
186743	FLEXIBLE SPENDING	2049883	\$42.00
Total for Check: 100194			\$42.00
WAREHOUSE DIRECT INC			
186555	OFFICE SUPPLIES	2481819-0	\$138.99
186561	OFFICE SUPPLIES	2403341-0	\$1,696.60
186566	OFFICE SUPPLIES	2487655-1	\$11.78
186567	OFFICE SUPPLIES	2487655-0	\$769.27
186567	OFFICE SUPPLIES	2487655-0	\$43.00
186685	PAPER GOODS	2490459-0	\$94.93
186692	OFFICE SUPPLIES	2495149-0	\$542.64
186708	PAPER GOODS	2496312-0	\$240.92
Total for Check: 100195			\$3,538.13
WILLOWBROOK FORD INC			
186553	VEHICLE REPAIR	8020083/1	\$1,125.32
Total for Check: 100196			\$1,125.32
WILLOWBROOK/BURR RIDGE			
186831	ANNUAL CHAMBER MEMBRSP	KLM	\$185.00
Total for Check: 100197			\$185.00
WILSON WARE GROUP			
186762	CONT BD-432 S GRANT	22151	\$500.00
Total for Check: 100198			\$500.00
WINGRENS LANDSCAPE			
186536	CONT BD-121 N PARK	22420	\$2,000.00
Total for Check: 100199			\$2,000.00
WODKA, MARK			
186734	PATROL SUPPLY REIMBURSE	11/4/14	\$29.99
Total for Check: 100200			\$29.99
XEROX CORPORATION			
186545	MAINTENANCE	076621882	\$85.00
186546	FD MAINTENANCE	076621883	\$85.00
Total for Check: 100201			\$170.00
YEHL, THOMAS			
186733	TRAVEL & MEAL REIMBURSE	11/7/14	\$51.95
186733	TRAVEL & MEAL REIMBURSE	11/7/14	\$177.60
Total for Check: 100202			\$229.55
ZENITH LANDSCAPE GROUP LL			

Run date: 14-NOV-14

Village of Hinsdale

Page: 16

WARRANT REGISTER: 1575

DATE: 11/14/14

VOUCHER	VOUCHER DESCRIPTION	INVOICE NUMBER	AMOUNT PAID
186856	MOWING & LANDSCAPING	4213	\$18,406.00
Total for Check: 100203			\$18,406.00
REPORT TOTAL			\$2,494,764.78

END OF REPORT

7b.

DATE November 18, 2014

REQUEST FOR BOARD ACTION

AGENDA	Administration and Community	ORIGINATING	
SECTION NUMBER	Affairs Committee	DEPARTMENT	Parks and Recreation
ITEM	Permission for Ice Rink Installation at 4th & Park	APPROVED	Gina Hassett, Director of Parks & Recreation

PERMISSION TO INSTALL AN ICE RINK AT 4TH STREET AND PARK AVENUE

Residents that reside near 4th & Park Avenue have requested permission to install an ice rink upon a Village parcel located near their homes; the location is indicated on the attached map. This is the first year that this group of neighbors has made this request.

For the past six years, the Village Board has approved a similar request from a resident group to install an ice rink at Melin Park. In addition, for the 2013-14 season, the Village Board approved a first year request to install a rink at Brook Park. The rink that was approved for Brook was not constructed; the early winter and overall cost kept the resident group from proceeding with the installation of the rink.

This request is to allow residents to install a 44' x 80' ice rink at 4th & Park Avenue. Staff has confirmed that there is a hydrant that would allow the rink to easily be filled. The Police Department noted that the rink would increase parking along the street in that area surrounding the rink. The requesting party is aware that their request will generate additional on street parking.

If approved, Public Service staff will inspect the rink to ensure the site is safe. The resident group will maintain the ice and would contact the Village if additional water is needed. The residents are asking for the Village to provide and pay for the water for the rink. Based on the Village's experience with similar requests, the cost of water is estimated to be less than \$100 and staff time and the costs to produce signs is estimated to be \$450. The rink will be open to all for skating. Public Service crews will provide signs to be posted by the residents at the rink that will allow them to notify when the rink is open or closed for skating.

Should the Committee concur with Staff's recommendation, the following motion would be appropriate:

MOTION: To recommend to the Board of Trustees to approve the construction of an ice rink at 4th & Park Avenue by residents of the Village and that the Village will supply water for the 2014-15 winter season.

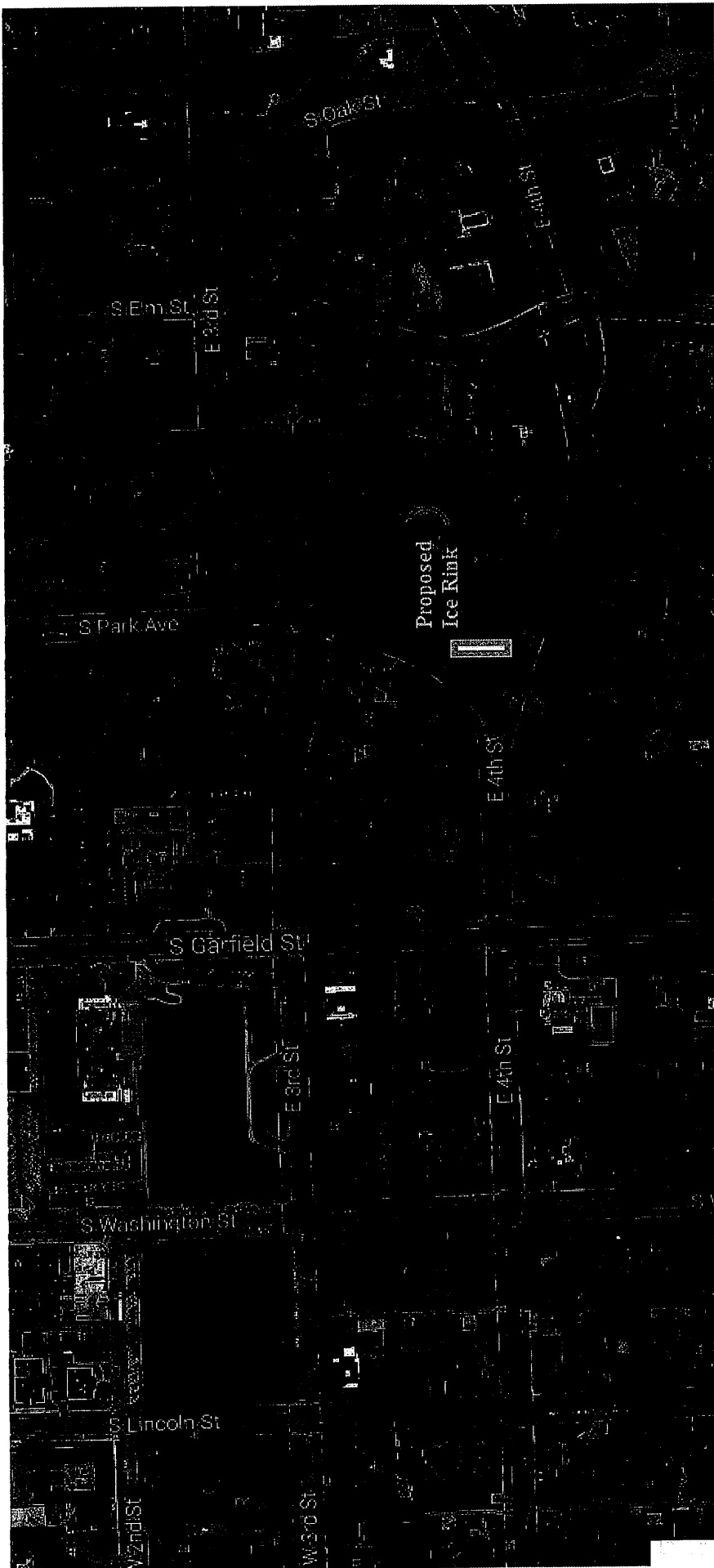
STAFF APPROVALS

Parks & Recreation				MANAGER'S
APPROVAL	APPROVAL	APPROVAL	APPROVAL	APPROVAL

COMMITTEE ACTION:

To recommend to the Board of Trustees to approve the construction of an ice rink for a one year trial period at 4th & Park Avenue by residents of the Village and that the Village will supply water for the 2014-15 winter season conditional on the notification of the neighbors within 250 feet range of the ice rink. A copy of the notice sent to neighbors is attached.

BOARD ACTION:





VILLAGE OF HINSDALE

FOUNDED IN 1873

19 EAST CHICAGO AVENUE
HINSDALE, ILLINOIS 60521-3489 • (630) 789-7000
Village Website: <http://www.villageofhinsdale.org>

POLICE DEPARTMENT 789-7070
FIRE DEPARTMENT 789-7060
121 SYMONDS DRIVE

VILLAGE PRESIDENT
Tom Cauley

TRUSTEES
J. Kimberley Angelo
Christopher J. Elder
William N. Haarlow
Gerald J. Hughes
Laura LaPlaca
Bob Saigh

November 4, 2014

Dear Residents,

The Village of Hinsdale has received a request to install a temporary ice rink at the triangular property at the intersection of 4th Street and Park Avenue by residents in your neighborhood. This is the first time the Village has received a request to install a temporary ice rink at this location, though similar requests are made and approved at other parks in the community.

Residents have proposed to provide and construct an 44'x80' ice rink, at their own expense. The rink would be open to all residents and limited to the regular hours of park operation which is 5:00 am to 10:00 pm. There will be no additional lighting installed. Upon completion of the rink installation, Village staff would inspect the rink to ensure that the site and rink are safe. The temporary rink would be removed at the end of the winter season.

As a matter of process, requests of this nature are reviewed by the Village's Administration and Community Affairs (ACA) Committee and then forwarded on to the full Board for final approval. At its November 3rd meeting, the ACA approved the rink by a 3-1 vote. However, due to this being a first time request the Village is asking for feedback from the local neighbors before giving final approval at the November 18th Board meeting.

Should you have questions or concerns regarding the proposed ice rink, please feel free to email me directly at ghassett@villageofhinsdale.org or contact me at 630-789-7097. Any feedback received will be forwarded to the full Board for use in its final decision on this matter.

Sincerely,

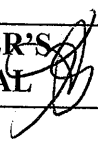
Gina Hassett
Director of Parks & Recreation
630-789-7097

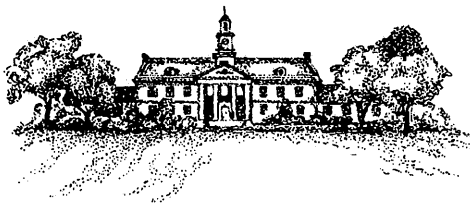


7cd

DATE: November 18, 2014

REQUEST FOR BOARD ACTION

AGENDA		ORIGINATING		
SECTION NUMBER ACA		DEPARTMENT Administration		
ITEM To Recommend the Village Board Award Bid No. 1572 to Revize Software Systems and Approve an Agreement with Revize Software Systems for Website Redesign Services in an Amount Not to Exceed \$26,400; and To Recommend the Village Board Approve an Agreement with Revize Software Systems for Website Support and Maintenance for a Five-Year Term at an Annual Rate of \$2,900		APPROVAL Kathleen A. Gargano Village Manager		
<p>As outlined in the attached memo, the Village issued a Request for Proposals (RFP) for Website Redesign Services (Bid No. 1572) in August 2014. Eight proposals were received by the Village in response to its RFP. The Village established a project team, comprised of staff from each Village department, to set priorities, assess the proposals and recommend a vendor. Having completed this process, staff has selected Revize Software Systems of Troy, Michigan as its vendor of choice.</p> <p>The redesign of the Village website was included as a capital item in the 2014-2015 Village Budget at a budgeted cost of \$30,000 (Account No. 1013-7919). With a contract price of \$26,400, the item is \$3,600 under the stated budget amount.</p> <p>The Village's new website will require a hosting, service and maintenance agreement to ensure that it keeps pace with advances in technology. This agreement includes a complimentary website redesign in the fifth year, which should enable the Village's site to maintain best practices in municipal website design. During the negotiation process, staff expressed concern about the annual costs; therefore, Revize has included hosting at no charge, bringing the annual website costs down from the proposed \$3,400 to \$2,900 (a \$500 annual discount).</p> <p>Should the Board concur with staff's recommendation, the following motions would be appropriate:</p> <p>MOTION: To Recommend the Village Board Award Bid No. 1572 to Revize Software Systems and Approve an Agreement with Revize Software Systems for Website Redesign Services in an Amount Not to Exceed \$26,400; and</p> <p>MOTION: To Recommend the Village Board Approve an Agreement with Revize Software Systems for Website Support and Maintenance for a Five-Year Term at an Annual Rate of \$2,900</p>				
APPROVAL	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL 
COMMITTEE ACTION:				
BOARD ACTION:				



Village of Hinsdale

Memorandum

To: President Cauley and Village Board of Trustees
Kathleen A. Gargano, Village Manager

From: Website Project Team:
Suzanne Ostrovsky, Management Analyst
Amy Pisciotto, Information Technology Coordinator
Nancy Anetsberger, Receptionist, Police Department
Heather Bereckis, Parks and Recreation Supervisor
Sean Gascoigne, Village Planner
Ralph Nikischer, Village Horticulturist
Patrick Schaberg, Firefighter/Paramedic
Steven Tullis, Firefighter/Paramedic
Chris Webber, Assistant Finance Director
Mark Wodka, Deputy Chief of Police

Date: November 18, 2014

Subject: Village Website Project – Vendor Recommendation

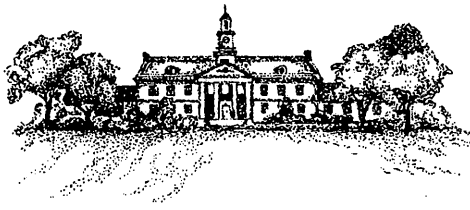
Background

The Village of Hinsdale website is intended to serve as a portal for residents and other stakeholders to access Village services and information. However, the current site was designed in 1999, and there have been significant advances in technology since that time that can allow for a more user-friendly experience. Therefore, the Village plans to redesign its website to better reflect the character of the community and to ensure that the site is an effective and informative customer service tool.

The website redesign was included as a capital item in the 2014-2015 Village Budget, with a budgeted cost of \$30,000 (Account No. 1013-7919). The Village issued a Request for Proposals (RFP) for Website Redesign Services (Bid No. 1572) in August 2014. Eight proposals were received by the Village in response to its RFP. The Village established a project team, comprised of representatives from each Village department, to set priorities, assess the proposals and select a recommended vendor.

Key features that the Village desired for its new site, as included in the RFP, are as follows:

- Simple interface for content updates via a content management system (CMS) that allows for multiple trained users and does not require HTML expertise (as the Village's current site does)



- Robust service module to track service requests for Public Services & Engineering
- Communication tools, including news center, calendars, emergency alert module, social networking capabilities and auto-alert lists for website updates
- Ability for residents to sign up for classes provided by Parks & Recreation, Police and Fire
- A tool whereby the Village can solicit survey feedback on programs and service delivery
- Online payment availability for permit and parking fees, utilities and program registration
- Americans with Disabilities Act (ADA) compliance, as required by Section 508 of the 1998 amendment to the Rehabilitation Act (including the use of appropriate graphics, alt tags on images, simple navigation hierarchies, etc.)
- Search feature to enable website users to find information readily, including the ability to search within Adobe Acrobat (pdf) documents

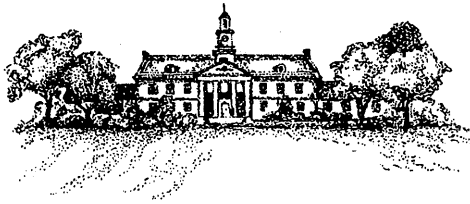
The proposals included a wide range of features and costs. After reviewing and ranking the written proposals, the field of candidates was narrowed to four firms. Each finalist offered similar features, a professional level of service and significant municipal experience. The four finalists were then invited to give formal presentations to the project team the week of October 20th and asked to complete a "cost and features" matrix, which enumerates the features included in the quoted base price. The completed matrix for each of the finalists is attached as Exhibit A.

The four finalist firms and their proposed costs were as follows:

Firm Name	Base Cost	Annual Cost
Vision Internet	\$25,430	\$6,600
Revize	\$26,400	\$3,400
CivicPlus	\$28,549	\$4,494
American Eagle	\$35,000	\$4,500

Discussion

You will note that each of the finalists proposed both a base design fee and an ongoing annual fee, which consists of two components: hosting generally represents approximately 15-25% of the cost, and support and maintenance represent approximately 75-85%. Currently, the Village pays \$99 per year for website hosting services. This fee only includes hosting; staff is responsible for all support, maintenance and troubleshooting of the Village's existing site. The design vendors' proposed annual fees include 24-hour support, frequent updates, ongoing maintenance and a robust CMS. As



browsers (Internet Explorer, Firefox, etc.) are updated, the Village's website needs to be updated as well to avoid a loss of functionality. With the selected vendor providing support and hosting, these updates will be performed automatically as necessary and with minimal disruption to service delivery.

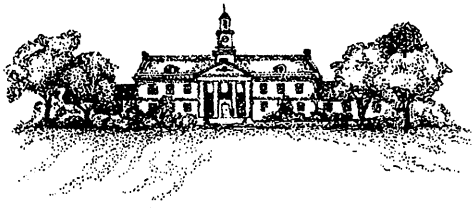
If the Village were to consider hosting its site via a different third-party provider, the interactive features and CMS for the new site would require a server with capacity far beyond that of the Village's current site. Therefore, the Village would still be looking at an increase in annual website costs, without the added benefit of support and updates to site features. For these reasons, the project team recommends that the Village opt to have the selected vendor host and support the new website.

Recommendation and Budget Impact

The project team has selected Revize Software Systems of Troy, Michigan as its recommended vendor. Revize has included solutions to address all of the Village's stated priorities; a full list of the website features is included as Exhibit B. Revize offers the following advantages over its competitors:

- "Live Update" CMS, whereby users can see content changes in real time as they will appear on the website
- Easy content updates via mobile devices
- Ability for residents to log in to the site to track service requests and communicate with Village staff
- Simple, fast and clear emergency notification module
- Unique, customizable interface and home page appearance to differentiate Hinsdale from other Illinois communities
- Secure intranet included in base price to allow the Village to easily communicate internal information to staff and Trustees
- 20 GB of storage versus the 2 GB offered by a number of the other finalists
- Migration of all existing website content included in base price, rather than billed hourly

Revize was founded in 1995 and has more than 800 clients in North America. The firm has created website designs for hundreds of municipalities and counties, as well as government departments and agencies. Staff contacted a number of Revize clients for references, including the Village of Lansing, IL; the Village of Pontoon Beach, IL; and the City of Birmingham, MI. Feedback indicates that the firm is very responsive to any technical issues and offers a high level of functionality at a reasonable price point. In addition, clients noted that the responsive design for mobile devices offered by Revize is superior to that offered by competing firms.



As mentioned above, the budget for the Village website redesign project is \$30,000. Revize included all desired features at a base cost of \$26,400 (see draft of Web Services Sales Agreement attached as Exhibit C). While there was one lower base bid, Revize's annual fee of \$3,400 for hosting and support is significantly less expensive than competing firms. Therefore, if the Village opts to have its chosen website vendor host and support its site, Revize becomes the least expensive of the four finalists within one year.

During discussions with Revize, staff expressed concern about the impact of annual fees; in response, Revize has agreed to provide the Village with hosting free of charge. Hosting represented approximately 15% of Revize's proposed annual fee, so this resulted in a \$500 per year savings for the Village. As you can see from the attached draft of the Annual Services Agreement (Exhibit D), the annual fee for support and maintenance would total \$2,900, and the rate would be locked in for five years. At the time of preparation of the meeting packet, the contract document was still under attorney review; a final version will be provided in advance of the Village Board meeting. It is not expected that the final version will contain any changes in terms of price or contract term.

Finally, if the Village chooses to sign a five-year service and maintenance contract with Revize, the firm offers a complimentary website redesign in year five. This would provide the Village with an opportunity to maintain best practices in municipal website design at a minimal cost.

The Village website project team is pleased to recommend that the Village contract with Revize Software Systems for website redesign services, as well as support and maintenance for a five-year term.

Exhibit A - Cost and Features Matrix

Vendor Name
[name] Vision Internet

Base Proposal Pricing
[\$] 25,430

Proposed Annual Fee
[\$] 16,600/year

FEATURE

STANDARD/OPTIONAL

INITIAL COST*

ANNUAL FEE**

COMMENTS

Home Page Design
Interior Page Design

Included
3 Included

further interior page creation is unlimited
This can be discussed further, but would include unique page layout, etc. Further options are available depending on the level of work desired.

Integration with Sister Websites
Calendar
Event Registrations
Mailing List
Online Forms

Included
Included
Included
Included
Included
Included - Posting of Agenda and Minutes documents

Agendas/Minutes

Secure Area
Extranet Included

\$2,000

Agenda and Minutes builder (Meetings Manager) is a one time additional cost, posting Agendas and Minutes however is included

Intranet

Included

\$16,955

Includes Responsive Design with Intranet

News Center

Included

separate.

Survey Tools (Resident Feedback)
Search Feature
Text Messaging

Included
Included
Included

From tying into events and news items where you can simultaneously send out social media updates, to our Social Media Feed Reader tool, these are all included

Social Networking
Service Request Module

Included
Included

\$270

\$270 is for SE registration with major search engines (Google, Bing) - however included are Friendly URLs, Meta Tags, etc which enhance searchability

Search Engine Optimization
Content Management System
Levels of Content Approval

Included

\$4,630

We are set up to tie into Authroize.Net and PayPal - the two largest payment vendors. The Village will incur the rates for these processing charges.

Online Payments Accepted

Included

visionLive All Inclusive Annual Maintenance

Security (SSL)

Included

Mobile Compatibility
Integration with:

Linking//iFrame/HTML
Graphics Included
Linking//iFrame/HTML
Graphics Included
Linking//iFrame/HTML
Graphics Included
Linking//iFrame/HTML
Graphics Included
Linking//iFrame/HTML
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Graphics Included
Linking//iFrame/HTML
Graphics Included

http://www.ci.manhattan-beach.ca.us/residents/service-request
https://payments.reno.gov/payments/%285%28oeirwogogzaly24q1nly4%29%29/Default.aspx

-IDC 4Gov (Finance)
-WebQA (Building)
-T2 (Parking Permits/Tickets)
-Passport Parking Application
-RecTrac (Parks & Rec)
-Webtrac (Reservations/Registration)

Included
50 pages included plus Sitemap Service

https://webspeed.ci.loveland.co.us/scripts/webtrac.wsc/wbsplash.html?wbp=1
https://webspeed.ci.loveland.co.us/scripts/webtrac.wsc/wbsplash.html?wbp=1
We run this check before Go-Live and parameters are in place to maintain this

Accessibility/Compliance

10 GB included
Over 100 mbps digital line included
Included

Site mapping including the content restructuring of the website and intuitively placing information to make it easy for users to find

Content Migration
Hosting
Hourly Rate for Ongoing Maintenance
Storage

included with visionLive
See proposal page 42 for hourly rates. Pre-purchased hours available at \$110/hour
Additional 5 GB for \$50/mo optional

Note this is included with visionLive All-Inclusive Maintenance -

Bandwidth
Analytics and Reporting
Training

8 hours included web based - \$3,290 onsite training for 1st day
*Note your site is updated every month on visionLive so with that option you would have a warranty on any updates we perform for the duration of visionLive

Warranty

1 year included

*If optional (i.e., not included in base proposal pricing above)
**If optional (i.e., not included in proposed annual fee above)

Vendor Name
Revize Government Websites
www.revize.com

Base Proposal Pricing \$ 26,400.00
Proposed Annual Fee \$ 3,400.00

FEATURE	STANDARD/OPTIONAL	INITIAL COST*	ANNUAL FEE**	COMMENTS
Home Page Design	Standard		\$	This is included in our phase 1 and phase 2 costs (On-site Discovery & Kick-off meeting)
Interior Page Design	Standard		\$	This is included in our phase 1 and phase 2 costs
Integration with Sister Websites	Standard		\$	This is included in our phase 1 and phase 2 costs
Calendar	Standard		\$	This is included as part of phases 3 and 4
Event Registrations	Standard		\$	This is included as part of phases 3 and 4
Mailing List	Standard		\$	This is included as part of phases 3 and 4
Online Forms	Standard		\$	This is included as part of phases 3 and 4
Agendas/Minutes	Standard		\$	This is included as part of phases 3 and 4
Secure Area	Standard		\$	This is included as part of phases 3 and 4
Intranet	Standard		\$	This is included as part of phases 3 and 4
News Center	Standard		\$	This is included as part of phases 3 and 4
Survey Tools (Resident Feedback)	Standard		\$	This is included as part of phases 3 and 4
Search Feature	Standard		\$	This is included as part of phases 3 and 4
Text Messaging	Standard		\$	This is included as part of phases 3 and 4
Social Networking	Standard		\$	This is included as part of phases 3 and 4
Service Request Module	Standard		\$	This is included as part of phases 3 and 4
Search Engine Optimization	Standard		\$	This is included as part of phases 3 and 4
Content Management System	Standard		\$	CMS, tech support, hosting, health checks, maintenance, 20GB Storage
Levels of Content Approval	Standard		\$	This is included as part of phases 3 and 4
Online Payments Accepted	Standard		\$	This is part of Phase 5 quality assurance testing
Security (SSL)	Standard		\$	
Updates	Standard		\$	This is part of annual support. CMS gets updated periodically throughout the year and the Village of Hinsdale will receive those updates automatically
Mobile Compatibility	Standard		\$	This is included as part of phases 5 and 6
Integration with:	Standard		\$	This is included as part of phases 5 and 6
-IDC 4Gov (Finance)	Standard		\$	This is included as part of phases 5 and 6
-WebQA (Building)	Standard		\$	This is included as part of phases 5 and 6
-T2 (Parking Permits/Tickets)	Standard		\$	This is included as part of phases 5 and 6
-Passport Parking Application	Standard		\$	This is included as part of phases 5 and 6
-RecTrac (Parks & Rec)	Standard		\$	This is included as part of phases 5 and 6
-Webtrac (Reservations/Registrations)	Standard		\$	This is included as part of phases 5 and 6
Accessibility/Compliance	Standard		\$	Part of phase 5 and 6
Content Migration	Standard		\$	Phase 6
Hosting	Standard		\$	Hosting Included as part of annual support
Hourly Rate for Ongoing Maintenance	Standard		\$	Included as part of annual cost
Storage	Standard		\$	20GB of storage
Bandwidth	Standard		\$	Unlimited Bandwidth
Analytics and Reporting	Standard		\$	Phase 7: This will be covered during training
Training	Standard		\$	Phase 7 & 8: Go Live Cost with One four hour session included via web conference which is typically plenty of time because of the ease of use of our CMS. On-site training is available at an additional cost of \$4,200
Warranty	Standard		\$	This is included as part of the annual support

*If optional (i.e., not included in base proposal pricing above)
**If optional (i.e., not included in proposed annual fee above)

Vendor Name	Base Proposal Pricing	Proposed Annual Fee
CivicPlus	\$ 28,549.00	\$ 4,494.00
	Due in year 2 and forward	

FEATURE	STANDARD/OPTIONAL	INITIAL COST*	ANNUAL FEE**	COMMENTS
Home Page Design	Standard			
Interior Page Design	Standard			
Integration with Sister Websites	Standard			
Calendar	Standard			
Event Registrations	Standard			
Mailing List	Standard			
Online Forms	Standard			
Agendas/Minutes	Standard			
Secure Area	Standard			
Intranet	Standard			
News Center	Standard			
Survey Tools (Resident Feedback)	Standard			
Search Feature	Standard			
Text Messaging	Standard			
Social Networking	Standard			
Service Request Module	Standard			
Search Engine Optimization	Standard			
Content Management System	Standard			
Levels of Content Approval	Standard			
Online Payments Accepted	Standard			
Security (SSL)	Optional	\$	700.00	200.00
Updates	Standard			
Mobile Compatibility	Standard			
Integration with:	Standard			
-IDC 4Gov (Finance)	Standard			Responsive design
-WebQA (Building)	Standard			Link or iFrames
-T2 (Parking Permits/Tickets)	Standard			Link or iFrames
-Passport Parking Application	Standard			Link or iFrames
-RecTrac (Parks & Rec)	Standard			Link or iFrames
-Webtrac (Reservations/Registrations)	Standard			Link or iFrames
Accessibility/Compliance	Standard			
Content Migration	Standard			
Hosting	Standard			Unlimited
Hourly Rate for Ongoing Maintenance	Standard			20gb. Consult with Sales rep for more storage.
Storage	Standard			1 GB burstable with expansion. See page 12 of our response.
Bandwidth	Standard			
Analytics and Reporting	Standard			24 hours webinar with a 3 day on-site kickoff. Upcharge is \$3,000.
Training	Standard			We will work on all aspects until you are satisfied
Warranty	Standard			

*If optional (i.e., not included in base proposal pricing above)

**If optional (i.e., not included in proposed annual fee above)

The Following Applications & Features will be Integrated into Your Website Project

In addition to the eGov Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

- **Citizen's Communication Center Apps**
- **Citizen's Engagement Center Apps**
- **Staff Productivity Apps**
- **Site Administration and Security Features**
- **Mobile Device and Accessibility Features**

CITIZEN'S COMMUNICATION CENTER APPS:

- ✓ Emergency Alert Center
- ✓ Bid Posting
- ✓ Document Center
- ✓ Email Newsletter App
- ✓ Email Notify
- ✓ FAQs
- ✓ Interactive Maps
- ✓ Job Posting
- ✓ Multi use Business Directory
- ✓ News Center with Facebook/Twitter Integration
- ✓ Online Forms
- ✓ Personal Social Media Fly Out Menu
- ✓ Photo Gallery
- ✓ Quick Link Buttons
- ✓ Revize Web Calendar
- ✓ Sharing App
- ✓ Sliding Feature Bar
- ✓ Translator

CITIZEN'S ENGAGEMENT CENTER APPS:

- ✓ Citizen Connect

- ✓ Citizen Request Center with Captcha
- ✓ Citizen Request Tracker
- ✓ Community Blog
- ✓ Parks Reservation App
- ✓ Online Bill Pay
- ✓ RSS Feed

STAFF PRODUCTIVITY APPS:

- ✓ Agenda Posting Center
- ✓ Job Posting App
- ✓ Image Manager
- ✓ Link Checker
- ✓ Menu Manager
- ✓ Online Form Builder
- ✓ Staff Directory
- ✓ Website Content Archiving
- ✓ Website Content Scheduling
- ✓ Newsletter App

SITE ADMINISTRATION AND SECURITY FEATURES:

- ✓ Audit Trail
- ✓ Auto Site Map Generator
- ✓ History Log
- ✓ Intranet (Secure Area)
- ✓ Roles and Permission-based Security Mode
- ✓ Secure Site Gateway
- ✓ Unique Login/Password for each Content Editor
- ✓ Web Statistics and Analytics
- ✓ Workflows by Department

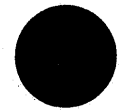
MOBILE DEVICE AND ACCESSIBILITY FEATURES

- ✓ Font Size Adjustment
- ✓ Alt-Tags
- ✓ Responsive Website Design (RWD) –Latest Government Design Trend to accommodate better viewing of text and graphics for any size screen, i.e smart phones, tablets, iPads, iPhones, Windows and Android devices

Revize Support Includes:

- ✓ 8 AM – 6PM EST (Monday thru Friday)
- ✓ Staff provides assistance and answers all questions
- ✓ Dedicated support staff
- ✓ New/existing user training
- ✓ Training Refreshers
- ✓ Video tutorials and online training manual
- ✓ Automatic integration of enhancements
- ✓ E-Newsletter Module support
- ✓ Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- ✓ Four major CMS upgrades per year
- ✓ Software and modules upgrades (automatic install)
- ✓ Server hardware and OS upgrades
- ✓ Immediate bug fixes/patches
- ✓ Round the clock server monitoring
- ✓ Data Center Network upgrades
- ✓ Security and antivirus software upgrades
- ✓ Firewall and router upgrades
- ✓ Bandwidth and network infrastructure upgrades
- ✓ Remote backup of all website assets
- ✓ Tape backup of all website assets
- ✓ Quarterly Newsletters on major feature updates
- ✓ Regular webinars on CMS features and usage
- ✓ Free website design upgrade every 5th year

Citizen's Communication Center Apps



ALERT CENTER

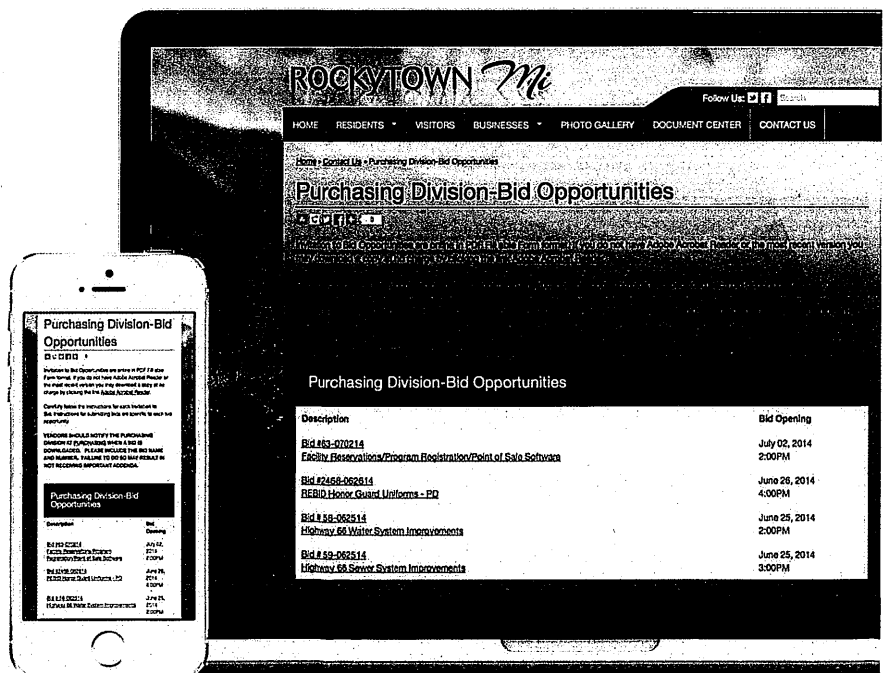
Emergency Alert Notification

You can't fool or control Mother Nature. But you can protect members of your community from her wrath. Posting emergency notifications on your home page, any other page, or throughout your site, this module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.



BID POSTING

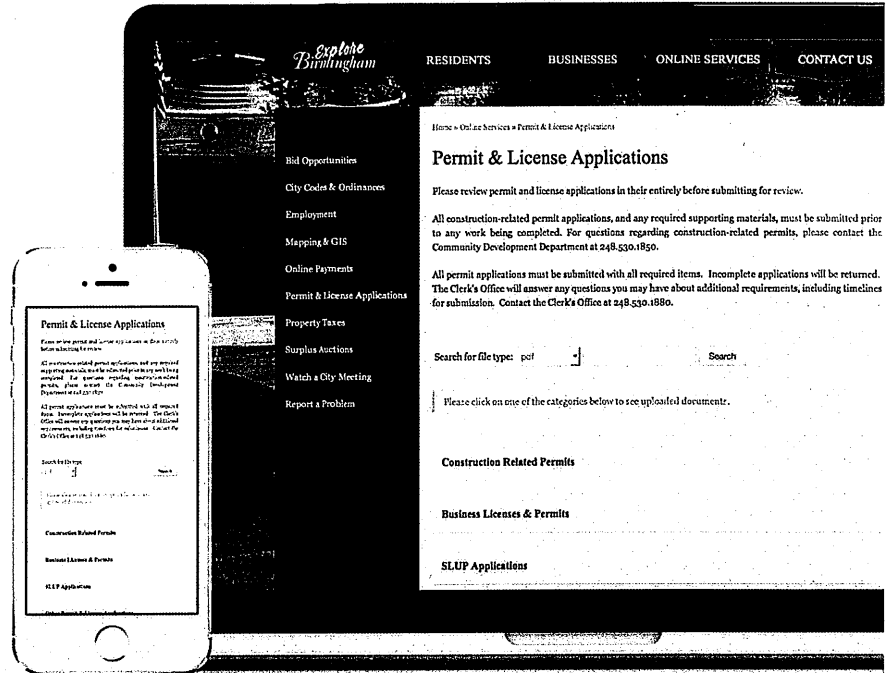
The Bid Postings App provides a simple and easy-to-use method for organizing and presenting bids, RFPs and RFQs online for vendors or local contractors interested in providing products and services to your community.





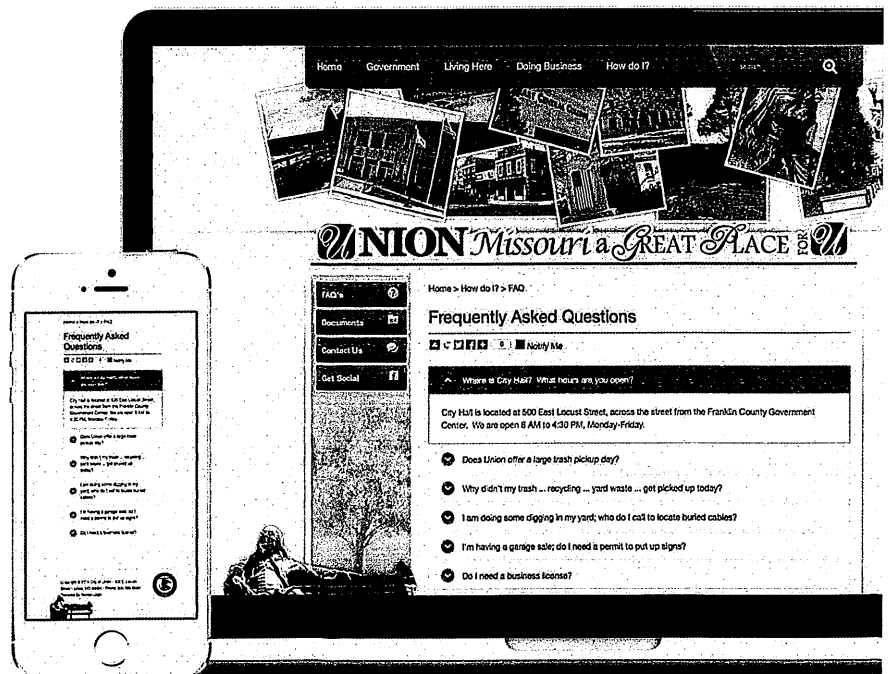
DOCUMENT CENTER APP

Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- and you won't incur any printing or postage costs.



FAQ

FAQ's make it easy for site visitors to find answers to common questions and will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!





JOB POSTING

Revize's job postings app allows your site visitors to view and apply for open positions online. Postings are removed automatically based on the job expiration date input by your HR personnel. You can provide as much detail as you like and link to or upload any number of files that fully describe the job position. Best of all, with the form fill interface, new openings can be posted in minutes by non-technical staff.

CITY OF WEBSTER CITY
EMPLOYMENT APPLICATION

To Applicant: We deeply appreciate your interest in our organization and assure you that we are a non-discriminatory organization. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading.

PERSONAL INFORMATION

* Date: _____

* Name: Last _____ First _____ Middle _____

* Address: No. _____ Street _____ City _____ State _____ Zip _____

* Social Security No. _____ Telephone No. _____

* Are you eligible for employment in the USA? _____ State age if under 18 _____

* Have you ever been convicted of a felony? _____

EMPLOYMENT DESIRED

* Position applying for: _____ Rate of expected pay: _____

* Were you previously employed by us? _____ If yes, when? _____

* If your application is considered favorable, on what date will you be available for work? _____



INTERACTIVE MAP

Not only does the Revize CMS ensure that your site is easy for visitors to navigate, we've made it even easier for them to navigate the real world surrounding your location. Specific buildings, parks, bike paths, mass transit stations, nearby businesses, tourist attractions, parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps highlighted with Pins.

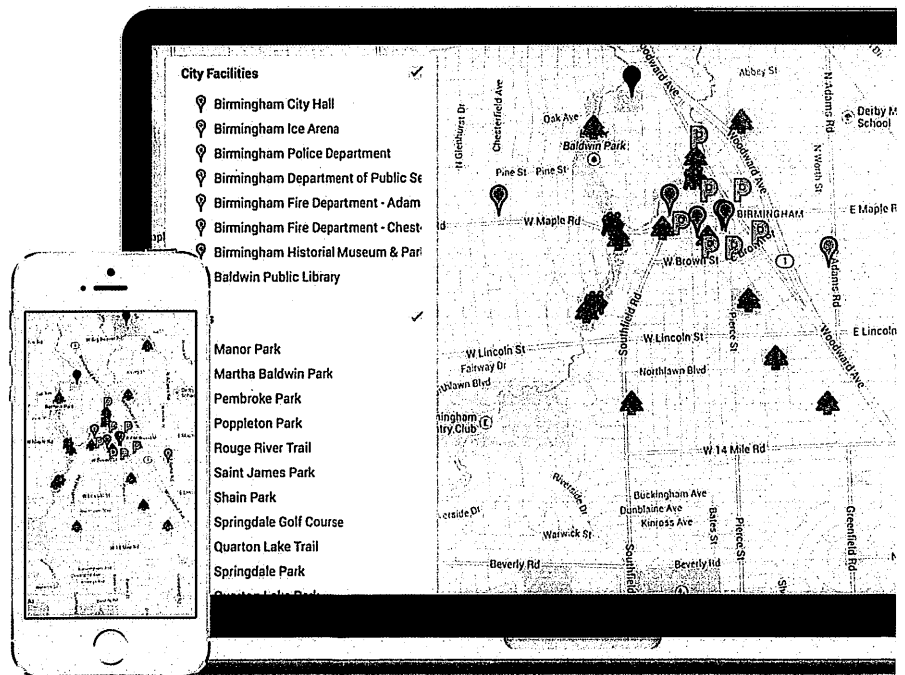
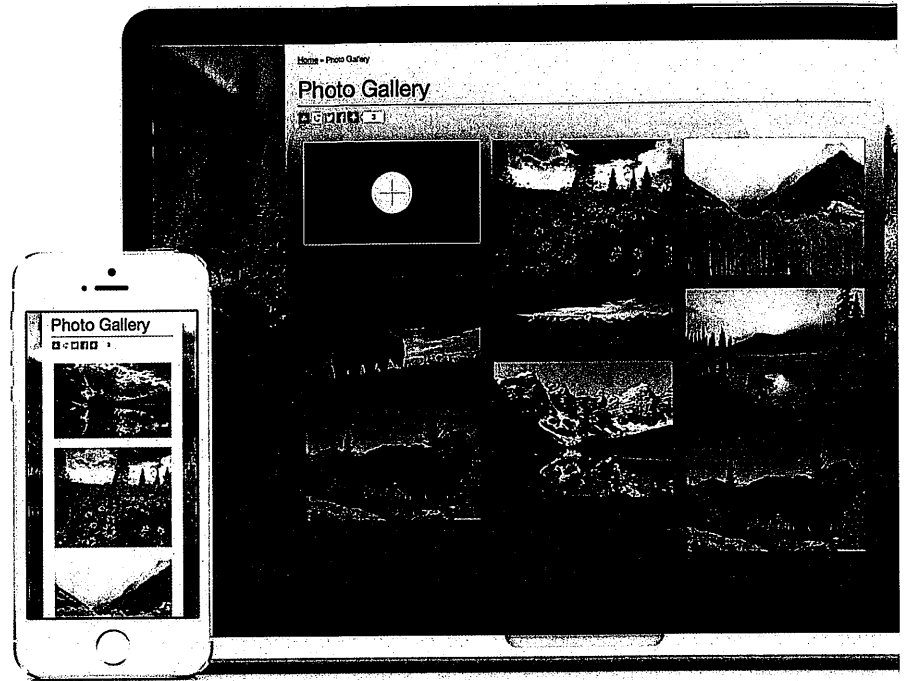




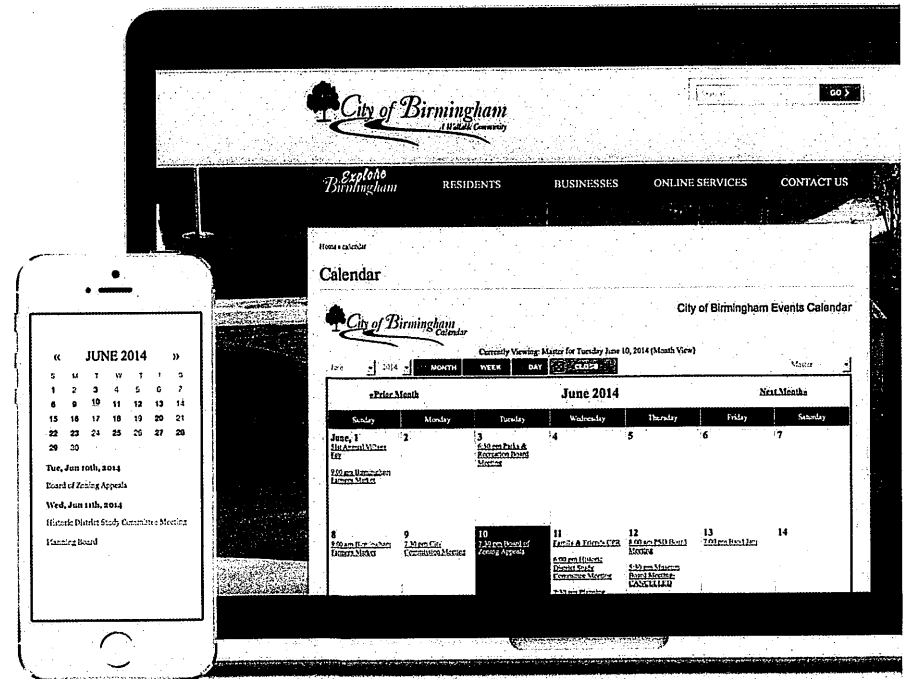
PHOTO GALLERY

A picture is worth a thousand words and photos are a proven way to increase the amount of time people spend on any given website. Great for showcasing photos or videos of events in and around your community, the Photo gallery has a slider to scroll through photos and also has thumbnails for each picture with On/Off features.



Revize Calendar App

The Master/Sub Calendar provides an easy-to-use tool to enhance usability and encourage the communication of events both internally and externally. It provides visibility and transparency into activities, meetings, and events with a visually appealing display and easy to find event contact information. The ability to insert recurring events saves time by allowing you to create the event once then repeat automatically; great for Board and City Council meetings





BUSINESS DIRECTORY

Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and categorized by non-technical staff in a simple table interface.



NEWS CENTER WITH FACEBOOK INTEGRATION

Website visitors can see all the news stories in a given time frame on one full page of the website, they can click on subjects and get the full details of any specific news event. Users can also subscribe to news and press releases through email, RSS Feeds, Facebook and Twitter.



E-MAIL NOTIFY

Many of our municipal clients include an email notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.



ONLINE FORMS

Using this module, you can create -- from scratch -
- an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.



QUICK LINKS

The Quick Links module allows site visitors to navigate to their areas of interest, much like FAQs.

Examples for users:

Where do I...Get Registered for Summer Camp

Where do I...Get a Marriage License



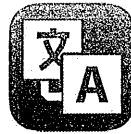
SHARING APP

Provides a one click drop down to multi-social media and utility buttons. A common widget used on the web, it is intuitive and easy to use.



SLIDING FEATURE BAR

This feature is a mainly for visual appeal. It helps to break up pages with an interesting slide bar that can be populated with any subjects or areas that you want to draw attention to. For example, you may want to feature Parks & Rec, Landmarks and Tourist Attractions



TRANSLATOR

Revize integrates the Google Translator into your website templates and translates from English to over 40 other international languages. Provides users a large visual display at the top of the web page to choose any language to convert the text into.

Citizen's Engagement Center Apps



CITIZENS REQUEST CENTER

This app allows customers, residents, participants, students, or any website visitor to post requests online. By the use of a drop down menu, individuals can forward the request, idea, or comment to the party of interest. That item is then forwarded via email to the proper recipient. You can add or delete department names as well as individuals in the drop down menu at any time. Captcha is integrated to ensure each request is genuine and not created by a computer.



CITIZENS REQUEST TRACKER

This app allows customers, residents, participants, students, or any site visitor to post requests online. Tracking those requests, along with your organization's response thereto, couldn't be easier using the Revize platform. Users can sign themselves up, create a Login ID and Password, then post a request and track the progress through completion. The request tracker can be used for any type of interactive communication where the client wants multiple individuals to be able to post, track, and resolve any type of request.



CITIZEN CONNECT

This app helps open up the lines of communication between administrators and their constituents, increasing transparency and constituent interaction. It is a blog that features the option to allow constituent comments for feedback (comments can be moderated before being published to the website).



PARKS RESERVATION

This app allows the display of parks shelters and their amenities and to manage their availability to the public. A website visitor can search for facilities by type available, review the amenities for each facility and easily reserve the facility including the option to pay for its use.



ONLINE BILL PAY

Allows clients to set-up secure on-line payment processing for credit card transactions. Can be used for utility and tax payments; Purchasing items on-line; or making donations to non-profit organizations.



RSS FEED

Site visitors will be eating out of the palm of your hand with our RSS feeds module. Revize's CMS allows customers to generate RSS (Real Simple Syndication) feeds for any genre of news or events. RSS feeds are a trusted way to communicate important information to site visitors while ensuring that they remain engaged with your organization and regularly return to your site.

Staff Productivity Apps



AGENDA POSTING CENTER

Using this app, you can upload agendas, meeting packets, meeting minutes, proposals for review, and more, all into one area on your website for easy access and review before, during, or after each meeting. Old meeting agendas and information are archived per meeting for quick access at any time.



JOB POSTING APP

This app allows you to post a job and receive resume submissions online. Candidates can fill in all the fields and submit the job application online. Once the job application is submitted, a link to the filled in application form will be emailed to the responsible HR person which they can view, print and file for their records.



IMAGE MANAGER

Allows approved staff to upload images from their computer or network folders. This very simple interface allows you to upload new pictures and stores uploaded pictures for reuse. Each department can create their own image folders and organize image libraries by department. Also, obsolete images can be deleted from the image library.



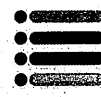
INTRANET

Provides a Dynamic CMS-enabled area with secure login to build out an entire Intranet for employee specific information only. It benefits your employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.



LINK CHECKER

When a new link is created, the Revize system checks if the URL (link) is valid or not. If not, an error message will be displayed. This benefits the Content Editor by double checking bad links before they are saved on your website.



MENU MANAGER

Allows approved content editors to add or edit site-wide top navigation, department or section specific links (e.g. left or right navigation). This feature gives you control to change and update the Navigation menus of your website for continuous improvement.



NEWS LETTER APP

The system allows non-technical staff to build attractive, informative newsletters and disseminate them with one click to everyone on your distribution list. Activity metrics include emails sent successfully to help you validate email addresses. The application provides the ability to import contact lists, upload images, add groups, assign contact lists to groups, as well as export lists.



ONLINE FORM BUILDER

Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.



WEB CONTENT ARCHIVING

Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.



WEB CONTENT SCHEDULE

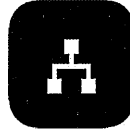
This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.

Site Admin & Security Apps



AUDIT TRAIL

This is a powerful administrative tracking tool that provides reports on the content change activities of any webpage within the system. The administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.



AUTO SITEMAP TOOL

Revize CMS provides this tool to automatically generate a sitemap. Anytime a new page is added or deleted from the system, the sitemap will republish to show the change. An up-to-date sitemap is very critical to boost the ranking of your website in different search engines.



HISTORY LOG

Administrators can view all the archived versions of any web page and restore any old/archived page. It is a very useful feature for referring to any archived legal documents or press releases.



ROLES/PERMISSION SETUP

Our CMS uses a role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers etc., or you can add roles for each department and assign department-specific roles to each user.



SECURE SITE GATEWAY

Provides a secure login area for either users of an intranet or users to access information not available to the general public. Once users are set-up with a secure login ID, they can manage their own password changes as necessary.



SECURE SITE GATEWAY

Revize integrates Google's Web Analytics tool to track number of site visits, website traffic sources, etc. Your website administrator can run various reports to collect important data on the usage of your website.



WORKFLOWS BY DEPARTMENT

Provides a method for Supervisory Oversight of content updates. The process allows an authorized "approver" to compare the current page with the proposed new page content (side-by-side) for easy review and comparison.

Mobile Device and Accessibility Apps



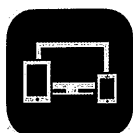
ALT-TAGS

Use of alt tags for images, a required part of the Revize CMS image manager feature, allows vision impaired individuals to understand the content of the image.



FONT SIZE ADJUSTMENT

Provides the ability for users to change font size by clicking button to reach their desired size. Helps those with low vision to easily read information on your website.



RESPONSIVE WEB DESIGN

Revize uses pixel rendering Responsive Web Design to accommodate better viewing of text and graphics for any size screen, ie, smart phones, tablets, iPads and iPhones.

Exhibit C

Superior Web Design and
Content Management

Web Services Sales Agreement

This Sales Agreement is between Village of Hinsdale, Illinois ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 11-12-14

CLIENT INFORMATION:

Company Name: Village of Hinsdale

Company Address: 19 E. Chicago Avenue

Company City/State/Zip: Hinsdale, IL 60521

Contact Name Suzanne Ostrovsky sostrovsky@villageofhinsdale.org 630-789-7010

Billing Dept. Contact _____

REVIZE LLC:

Revize Software Systems

1890 Crooks, Suite 340

Troy, MI 48084

The CLIENT agrees to purchase the following products and services provided by REVIZE:

Quantity	Description	Price
1	Phase 1 – Project Planning and Analysis, onetime fee:	\$ 1,700.00
1	Phase 2 – Website Design, 1 concept, 3 rounds of changes, onetime fee:	\$ 7,600.00
1	Phase 3 & 4 – Revize Template Development, CMS module Integration, onetime fee:	\$ 9,800.00
1	Phase 5 – QA Testing, onetime fee:	\$ 1,000.00
1	Phase 6 – Site Map Development and Content Migration "as is": Up to 287 pages & 2547 Docs	\$ 4,900.00
1	Phase 7 –Content Editing/Administrator Training, one 4 hour session, onetime fee:	\$ 900.00
1	Phase 8 – Go Live, onetime fee:	\$ 500.00

Grand Total: **\$ 26,400.00**

Revize requires a check for \$9,300 after the completion of phases 1 & 2 which will end upon approval of design concept. A check for \$9,800 will then be due after the completion of phases 3 & 4. Remainder of balance due upon delivery of website for content editor training or one year anniversary of project Kick Off meeting whichever comes first. Revize Annual Services start the day of the Kick Off Meeting. Credit Cards accepted with 3% handling fee.

Terms:

1. Revize v4.3 Features List describes the functional capabilities of Revize v4.3. www.revize.com
2. Payments:
 - All Invoices are Due Upon Receipt. Work begins upon receiving initial payment.
3. This Sales Agreement is the only legal document governing this sale.
4. If additional "as is" content migration is required it will be done for \$3 per web page or document.
5. Both parties must agree in writing to any changes or additions to this Sales Agreement.
6. This Sales Agreement is subject to the laws of the State of Illinois.
7. Pricing expires in 30 days.

AGREED TO BY:**CLIENT****REVIZE**

Signature of Authorized Person: _____

Name of Authorized Person: _____

Title of Authorized Person _____

Date: _____

Thomas Jean

Account Manager

Please sign and return to: Thomas Jean at Fax # 866-346-8880

The Following Applications & Features will be Integrated into Your Website Project

In addition to the eGov Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

- ▶ **Citizen's Communication Center Apps**
- ▶ **Citizen's Engagement Center Apps**
- ▶ **Staff Productivity Apps**
- ▶ **Site Administration and Security Features**
- ▶ **Mobile Device and Accessibility Features**

CITIZEN'S COMMUNICATION CENTER APPS:

- ✓ Emergency Alert Center
- ✓ Bid Posting
- ✓ Document Center
- ✓ Email Newsletter App
- ✓ Email Notify
- ✓ FAQs
- ✓ Interactive Maps
- ✓ Job Posting
- ✓ Multi use Business Directory
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- ✓ Website Content Scheduling
- ✓ Newsletter App

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- ✓ Intranet (Secure Area)
- ✓ Roles and Permission-based Security Mode
- ✓ Secure Site Gateway
- ✓ Unique Login/Password for each Content Editor
- ✓ Web Statistics and Analytics
- ✓ Workflows by Department

MOBILE DEVICE AND ACCESSIBILITY FEATURES

- ✓ Font Size Adjustment
- ✓ Alt-Tags
- ✓ Responsive Website Design (RWD) –Latest Government Design Trend to accommodate better viewing of text and graphics for any size screen, i.e smart phones, tablets, iPads, iPhones, Windows and Android devices

Exhibit D



Superior Web Design and
Content Management

Website Annual Services Sales Agreement

This Sales Agreement is between Village of Hinsdale, Illinois ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 11-12-14

CLIENT INFORMATION:

Company Name: Village of Hinsdale

Company Address: 19 E. Chicago Avenue

Company City/State/Zip: Hinsdale, IL 60521

Contact Name Suzanne Ostrovsky sostrovsky@villageofhinsdale.org 630-789-7010

Billing Dept. Contact _____

REVIZE LLC:

Revize Software Systems

1890 Crooks, Suite 340

Troy, MI 48084

The CLIENT agrees to purchase the following products and services provided by REVIZE:

Quantity	Description	Price
1	Revize Annual Tech Support and Software Subscription, pre-paid:	\$ 2,900.00
	<ul style="list-style-type: none"> • Revize Web Content Management Software Services • Unlimited Non-Technical Content Editors, and administrative users • Unlimited Technical Support • CMS Software Upgrades • Five year agreement • Website health checks 	
1	Government Web Hosting Services:	\$ 500.00
	<ul style="list-style-type: none"> • Two Redundant Server Farms • Automatic Software Upgrades • Website Storage up to 20GB 	
1	Special Illinois Web Hosting Discount:	\$ (500.00)
Grand Total:		\$ 2,900.00

Five Year Agreement with free website re-design during year five. Revize requires a check for \$2,900.00 to start this Initiative. The software subscription and website hosting starts the day of the Kick Off project meeting. Credit cards accepted (3% handling fee). All invoices are due upon receipt.

Terms:

1. Revize v4.3 Features List describes the functional capabilities of Revize v4.3. www.revize.com
2. CLIENT Options:
 - CLIENT can purchase additional webSpaces, Training days and Consulting Services days at any time at the then current price.
3. This Sales Agreement is the only legal document governing this sale.
4. Both parties must agree in writing to any changes or additions to this Sales Agreement.
5. This Sales Agreement is subject to the laws of the State of Illinois.

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person: _____

Name of Authorized Person: _____

Title of Authorized Person _____

Date: _____

Thomas Jean

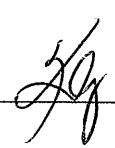
Account Manager

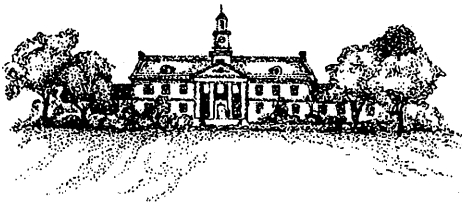
Please sign and return to: Thomas Jean at Fax # 866-346-8880 or 206-350-0163

9a.

November 18, 2014

REQUEST FOR BOARD ACTION

AGENDA SECTION NUMBER	Zoning & Public Safety	ORIGINATING DEPARTMENT	Fire
ITEM NUMBER Renewal of Shared Fire Service Agreement with Clarendon Hills		APPROVED	Chief Rick Ronovsky
SUMMARY OF REQUESTED ACTION <p>In 2010, Clarendon Hills and Hinsdale entered into a Shared Fire Service Agreement to cooperatively work together in providing Fire Services. The original Agreement was for a period of five (5) years and is renewable. As we were evaluating consolidated dispatch alternatives, we would have needed to amend that original Agreement to account for our change in dispatch. This would have meant that we would be amending the Agreement now, only to renew it in a couple of months. We felt that it would be in the best interest of both Clarendon Hills and Hinsdale to complete both now.</p> <p>In late September, the Village Manager and Fire Chief met with Clarendon Hills' Manager and Fire Chief to discuss. Both parties agreed that the sharing of fire services has been a positive experience and that we would recommend that we continue to share fire services.</p> <p>Both Fire Chiefs met to review the existing agreement, made updates/changes, discussed them with their respective Managers, and submitted them for review by the Village Attorney. It should also be noted that there is no financial impact with the renewal of this Agreement.</p> <p>Attached is the associated documentation relative to the renewal of the Agreement. We recommend that this Agreement be renewed as outlined for a period of five (5) more years.</p> <p>MOTION: To approve a Resolution Authorizing the renewal of an Intergovernmental Agreement between the Villages of Hinsdale and Clarendon Hills in regards to Sharing Fire Services and Associated Exhibits.</p>			
STAFF APPROVALS			
APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL 
COMMITTEE ACTION:			
BOARD ACTION:			



Village of Hinsdale

Memorandum

To: Kathleen A. Gargano, Village Manager
From: Rick Ronovsky, Fire Chief
Date: November 6, 2014
Subject: Renewal of Shared Fire Services Agreement with Clarendon Hills

At the October Zoning & Public Safety (ZPS) Committee meeting, the renewal of the Shared Fire Services Agreement was discussed, but no action was taken because the Clarendon Hills Village Manager and Fire Chief still needed to review the Agreement. I met with Chief Leahy on November 5th and was advised that they have reviewed the Agreement.

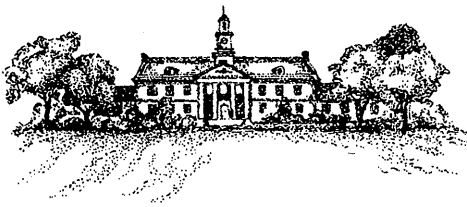
While both Chief Leahy and I are ready to move this forward, we are still working very closely to make sure that we continue to have a common communication platform now that we will be at DU-COMM and they will remain at Southwest Central Dispatch.

That being said, I have enclosed the final version of the draft renewal of the Shared Fire Services Agreement with Clarendon Hills. I have also included the information provided to Chairman Saigh and members of the ZPS Committee. This document outlines the updates/changes that were made to the original Agreement. It also indicates that the Agreement has been reviewed by our Village Attorney and that there are no financial changes associated with sharing fire services with Clarendon Hills.

While we certainly could revisit this item at the next ZPS Committee meeting, nothing in the document has changed since the Committee's last discussion. Therefore, I recommend that we present this matter directly to the Village Board for their approval.

I have enclosed a Request for Board Action on the Renewal of the Shared Fire Services Agreement with Clarendon Hills dated for the November 18, 2014 Village Board Meeting.

If you have any questions, please let me know.



Village of Hinsdale

Memorandum

To: Robert Saigh, Chairman - Zoning & Public Safety Committee

From: Rick Ronovsky, Fire Chief

Date: October 24, 2014

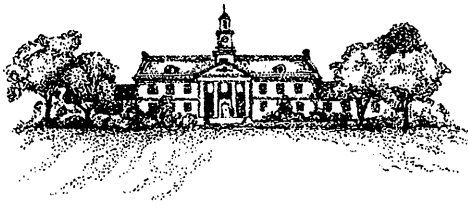
Subject: Renewal of Shared Fire Services Agreement with Clarendon Hills

In 2010, the Village of Hinsdale entered into an Intergovernmental Agreement (IGA) with the Village of Clarendon Hills to share fire services. That agreement was for a five year period. It has been in effect since 2010 and is due to be renewed in 2015. As part of our discussions concerning joint consolidated dispatch services and cooperative efforts that are currently underway in DuPage County concerning fire services, we felt that this would be a good time review and renew this Agreement as well.

In early October, both Village Managers and Fire Chiefs met to discuss this indicating that both Villages are satisfied and wish to continue to participate in sharing fire services. Many of the areas that we are already working cooperatively with Clarendon Hills on are areas in which the DuPage County Fire Chiefs and DuPage Mayors and Managers Fire Steering Committee are working to establish throughout the County.

After meeting with the Managers, the administrative staffs of each Fire Department met to review the original IGA and the one Amendment to see where updating and changes needed to be made. Updates/changes were made as follows:

- In Section 3 - Combined Services Area language was added to include the Lions Pool Access Gate that was not in the original Agreement. This allows access for each Fire Department to each Village on both sides of the railroad.
- In Section 4 - Common Communications Platform language was changed to facilitate moving Dispatch Services into DuPage County while maintaining immediate notification of calls and common communications frequencies.
- In Section 5 - Joint Fire Radio Network language was changed to correctly identify and update the participants and name of the network.
- Future Equipment and Apparatus/Vehicle Replacement was split into two separate sections. Section 8 - Future Equipment Replacement and Section 9 - Future Apparatus and Vehicle Replacement. This is to better investigate joint purchasing of equipment as well as investigating joint purchasing and operation of apparatus and vehicles.
- Section 10 - Personnel was combined to include the personnel make up of each Fire Department and number of personnel that are on duty daily.



Village of Hinsdale

Memorandum

- Section 11 - Emergency Medical Services was combined to include both provisions of EMS but also Ambulance Fees. It also adds that we both currently operate with a State EMS Region that accounts for our policies, procedures, training, and oversight.
- Section 16 - Management of Agreement language was changed to reflect continued evaluation of the Agreement.
- Section 20 - Duration language was changed to continue with a five year Agreement but not to have an automatic renewal. While there is nothing wrong with an automatic renewal, it was felt that the Agreement needs to be reviewed to allow adapting to changes that have or are occurring in order to have a workable Agreement.

These changes have been sent to our Village Attorney for review and comment. They have provided comments in which we have incorporated into the final draft document that is attached. There are currently no financial changes associated with our sharing of fire services with Clarendon Hills.

While we are ready to bring this forward, the Village Manager and Fire Chief in Clarendon Hills have not had the opportunity to review the final draft document. Since we received the comments from our Village Attorney, Fire Chief Leahy of Clarendon Hills has been off duty with a medical emergency. While he is expected to return soon, they have not had the opportunity to review this final draft or have discussion with us. We certainly want this to happen so that when the recommendation to renew this Agreement is made, it is what both parties understand it to be.

The original intent was to have this Agreement to this Committee by the end of October with the recommendation for approval at the November 4th Board Meeting. We bring this forward to you in discussion so that the members of the Zoning & Public Safety Committee can review and discuss this. While we do not expect any significant changes, once Clarendon Hills has reviewed this document and we have discussed this, we will bring forward our recommendation to this Agreement at a November Village Board meeting.

**AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGES OF CLARENDON
HILLS AND HINSDALE IN REGARD
TO THE SHARING OF FIRE DEPARTMENT SERVICES**

This Intergovernmental Agreement (hereinafter referred to as the "Agreement"), made and entered into this _____ day of _____, 2014, by and between the Village of Clarendon Hills, DuPage County, Illinois, an Illinois municipal corporation, (hereinafter referred to as "Clarendon Hills"), and the Village of Hinsdale, DuPage and Cook Counties, Illinois, an Illinois municipal corporation, (hereinafter referred to as "Hinsdale"); (Clarendon Hills and Hinsdale being sometimes referred to herein individually as a "Party" and collectively as the "Parties");

WITNESSETH:

WHEREAS, in 2010, the Village of Clarendon Hills and the Village of Hinsdale entered into an original Intergovernmental Agreement relative to the sharing of fire department services. The Village of Clarendon Hills approved the original Intergovernmental Agreement on February 16, 2010 and the Village of Hinsdale approved the original Intergovernmental Agreement on March 2, 2010 regarding the sharing of fire department services;

WHEREAS, pursuant to Section 21 of the original Intergovernmental Agreement, the Intergovernmental Agreement would automatically renew for an additional five (5) year term;

WHEREAS, the Parties have determined and agreed that it is in their respective best interests to renew the original Intergovernmental Agreement regarding the sharing of fire department services;

WHEREAS, the Parties have determined that it is in their respective best interests to make changes to the original Intergovernmental Agreement;

WHEREAS, this Agreement is entered into pursuant to Article VII, Section 10 of the 1970 Constitution of the State of Illinois and pursuant to the provisions of the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.); and

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government; and

WHEREAS, the President and Board of Trustees of Clarendon Hills have determined that the public health, safety and welfare requires that fire protection, rescue and emergency medical services (hereinafter referred to as "Fire Services") be mutually shared between Hinsdale and Clarendon Hills; and

WHEREAS, the President and Board of Trustees of Hinsdale have determined that the public health, safety and welfare requires that Fire Services be mutually shared between Hinsdale and Clarendon Hills; and

WHEREAS, the Parties hereto have determined that it is in their best interests to renew this Agreement to secure to each the benefits of shared Fire Services, and the shared protection of life and property in the event of an emergency or disaster; and

WHEREAS, the Parties have found it advisable to engage in the provision of a unified and integrated delivery of Fire Services; and

WHEREAS, the Parties have determined and agreed that it is in their respective best interests to continue their association to provide for the delivery of Fire Services, as well as communications, procedures, training and other necessary functions in relation thereto, to further the protection of life and property in the event of an emergency or disaster;

NOW, THEREFORE, for and in consideration of the foregoing, the mutual covenants contained in this Agreement, and other good available consideration, the receipt and sufficiency of which is hereby acknowledge by the Parties, the Parties hereto agree, to renew the intergovernmental agreement as follows:

1. **PURPOSE:** The purpose of this renewed Agreement is to continue to share each municipality's Fire Services, personnel, equipment, apparatus, support vehicles, and ambulances for the delivery of Fire Services to the incorporated residents of Clarendon Hills and Hinsdale, and any other areas currently being serviced by the fire departments of Hinsdale and Clarendon Hills (hereinafter referred to as the "Combined Service Area"). It is recognized and acknowledged that, in the allocation of resources and services for emergencies, natural disasters, and manmade catastrophes, the use of the Parties personnel and equipment to perform functions within the Combined Service Area is desirable and necessary to preserve and protect the health, safety, and welfare of the public. Further, it is acknowledged that the Parties' coordination of the provision of Fire Services through a shared service agreement is desirable for the effective and efficient provision of said Fire Services.
2. **LOCATION OF STATIONS:** The Parties agree that their respective existing fire departments station locations shall continue to be operated, maintained, and utilized for the provision of Fire Services. The Clarendon Hills Fire Department is located at 316 N. Park Avenue, Clarendon Hills, IL and the Hinsdale Fire Department is located at 121 N.M. Symonds Drive, Hinsdale, IL.
3. **COMBINED SERVICE AREA:** The Parties agree to operate their respective fire department pursuant to the concept of a combined service area that encompasses the jurisdictional boundaries served by each Party. The Parties will be jointly responsible for responding to calls for Fire Services within the Combined Service Area and shall cooperate fully with each other for the provision of said Fire Services.

To provide immediate access for both Parties to the Combined Service Area from each side of the Burlington Northern Santa Fe Railroad, the Parties will provide for, operate, and maintain the existing Lions Pool Access Gate located in Clarendon Hills.
4. **COMMON COMMUNICATIONS PLATFORM:** Parties shall work toward participating in a centralized, multi-jurisdictional, enhanced 9-1-1 emergency dispatch center in DuPage County to facilitate answering and dispatching of calls. Until such a dispatch center is utilized by both Parties, each of the Parties agrees to immediately notify each other when they are needed at a call, operate on a common radio frequency when responding, and use the same fireground radio frequency when operating at emergency scenes.

5. **JOINT FIRE RADIO NETWORK:** Both Parties shall continue to participate in the Southeast DuPage County Radio Network consisting of an Intergovernmental Agreement with the Villages of Clarendon Hills, Downers Grove, Hinsdale, Westmont, Willow Springs, the Tri State Fire District, and DuPage County Public Safety Communications (DuComm). A copy of the Intergovernmental Agreement is attached hereto as Exhibit A, and made part hereof.
6. **APPARATUS AND VEHICLES:** The Parties shall continue to operate and maintain apparatus and vehicles for their respective fire departments, at the same number and types that exist as of the date of this Agreement. The Parties agree to share in the use of all Fire Services apparatus, vehicles, and other specialized emergency equipment for the provision of Fire Services in the Combined Service Area. Further, it is agreed that authorized personnel from Clarendon Hills and Hinsdale shall be allowed to operate all apparatus, vehicles, and equipment shared by the Parties, provided they are trained in the use and care of same. The Parties current Fire Services apparatus, vehicles, and equipment are detailed in Exhibit B attached hereto and made part hereof.
7. **SPECIALIZED EQUIPMENT:** The Parties shall share all specialized equipment that is used in the provision of Fire Services by each Party. Further, the Parties agree to conduct an inventory of existing specialized equipment, and determine if duplicate specialized equipment can be eliminated and/or not replaced in the future.
8. **FUTURE EQUIPMENT REPLACEMENT:** The Parties shall coordinate, and begin jointly planning for and sharing in the cost of future Fire Services equipment replacement. The Parties agree to reduce the duplication of resources and facilitate the common use of Fire Services equipment. The Parties agree that sharing the costs associated with Fire Services equipment shall be achieved by mutual agreement of the Parties.
9. **FUTURE APPARATUS & VEHICLE REPLACEMENT:** The Parties shall agree that it is in their best interests to mutually investigate the purchase of Fire Services apparatus and vehicles to see if joint purchases can be made to facilitate the common use of Fire Services apparatus and vehicles. Joint purchases of Fire Services apparatus and vehicles shall be thoroughly investigated by the Parties. Shared costs of jointly purchased and operated apparatus and vehicles shall include cost of the apparatus and vehicles, their required equipment, estimated annual maintenance and repairs, and required manpower allocation. If recommended by both Parties, a separate Intergovernmental Agreement might be necessary to assure that all aspects of jointly purchased apparatus and vehicles are equally covered.
10. **PERSONNEL:** The Parties shall allocate sufficient fire personnel to each fire station so that the Combined Service Area can receive quality Fire Services. The Hinsdale Fire Department operates with twenty-three (23) full time sworn fire personnel. The Clarendon Hills Fire Department operates with two (2) full time, nineteen (19) part-time, and approximately thirty (30) paid on call fire personnel (hereinafter referred to as

"POC personnel"). All fire personnel are fully trained and certified, and are contributing members of their individual fire departments. POC personnel are an integral resource of this Agreement, the POC personnel will be available to respond to emergency calls as needed to the mutual benefit of Clarendon Hills and Hinsdale at all times.

To provide sufficient fire personnel to provide Fire Services, the Parties hereby define sufficient fire personnel as having a minimum of six (6) full time sworn Hinsdale Firefighter/Paramedics and/or Firefighter/EMT-Bs on duty, twenty-four (24) hours a day in the Hinsdale Fire Department and three (3) Clarendon Hills Firefighter/Paramedics and/or Firefighter/EMT-Bs on duty, twenty-four (24) hours a day in the Clarendon Hills Fire Department. Of the three (3) personnel on duty in Clarendon Hills, best efforts will be made to have at least two (2) certified Firefighter/Paramedics on duty. Based on the foregoing, the total minimum staffing on duty, twenty-four (24) hours a day, to provide Fire Services to the Combined Service Area, shall equal a total of nine (9) Firefighter/Paramedics and/or Emergency Medical Technicians (EMTs). The Parties agree that they will each attempt to staff frontline ambulances with two (2) Firefighter/Paramedics.

- 11. EMERGENCY MEDICAL SERVICES:** Clarendon Hills and Hinsdale provide emergency medical services through local Resource Hospitals in Illinois EMS Region 8. EMS Region 8 provides for standardized medical policies and procedures, training, and operational oversight. Clarendon Hills utilizes the Loyola University Emergency Medical Services System as their Resource Hospital while Hinsdale utilizes the Good Samaritan Emergency Medical Services System as their Resource Hospital.

Clarendon Hills and Hinsdale have existing schedules of ambulance fees based upon on the type of service that is provided. The Parties shall work together in good faith to standardize ambulance fees between the two (2) fire departments to the greatest extent possible. The Parties current respective schedule of ambulance fees are detailed in Exhibit C attached hereto and made part hereof.

12. COORDINATION OF DISPATCHING AND PRIORITIZING OF CALLS:

The Party within which the emergency call originates shall initially be in charge of the call. If an emergency call originates in Hinsdale, then the Hinsdale Fire Department will attempt to be the first responder and will be in charge of the incident. If an emergency call originates in Clarendon Hills, then the Clarendon Hills Fire Department will attempt to be the first responder and will be in charge of the incident. In the event the Party within which the emergency call originates cannot be the first responder, the other Party will be assigned to respond to the emergency call. Depending upon the severity and duration of the emergency call, each Party shall respond to assist the other Party as requested and to the extent that said Party's fire department personnel are available. Clarendon Hills and Hinsdale shall continue to be a part of the existing mutual aid systems to which they are a party, including MABAS (Mutual Aid Box Alarm System) – Division 10. The coordination of dispatching and emergency responses will be determined by the Fire Chiefs of Hinsdale and Clarendon Hills.

13. COORDINATION OF TRAINING: The Parties shall coordinate and share required training functions relative to their respective fire departments. The Fire Chiefs of Clarendon Hills and Hinsdale shall be responsible for ensuring that all personnel are provided the necessary training to perform their duties in relation to providing Fire Services. The parties further agree that training opportunities will be made available equally to each fire department, with the respective Fire Chiefs working toward a unified training system, involving both fire departments, along with on-site training conducted in both Hinsdale and Clarendon Hills.

14. FIRE INSPECTION AND PREVENTION SERVICES: Fire inspection and prevention services will be shared between the two (2) fire departments. The Parties shall share information and assist each other with inspections that are more complex and time consuming. The Parties shall standardize inspection fees between the two (2) fire departments to the greatest extent possible. The Parties current respective schedules of inspection fees are detailed in Exhibit D attached hereto and made part hereof.

15. COMMON POLICIES AND PROCEDURES: The Parties shall establish common policies and procedures in the areas of Fire Services, emergency responses, daily operations, training, and personnel qualifications, to facilitate effective and efficient Fire Services delivery by both Parties. The Fire Chiefs of the Parties shall be responsible for establishing common policies and procedures and shall cooperate with each other to achieve this goal.

16. MANAGEMENT OF AGREEMENT: The Parties shall devote the necessary time and effort to successfully manage and implement this Agreement. The Fire Chiefs will meet as needed, but not less than four (4) times per calendar year. The Fire Chiefs will assist each other to establish the communications systems, response protocols, and incident review. The Fire Chiefs will meet at least annually with the Village Managers to report on, discuss and evaluate the effectiveness of this Agreement.

17. INDEMNIFICATION:

(a) Clarendon Hills hereby agrees to save, hold harmless, indemnify, and defend Hinsdale and its officials, officers, employees, and agents, from and against any and all loss, damage, injury or death, including reasonable attorneys' fees and costs associated therewith, caused by or arising out of Clarendon Hills' performance under this Agreement, or the lack thereof, exclusive of loss, damage, injury or death resulting from the acts or omissions of Hinsdale, or its officials, officers, employees or agents.

(b) Hinsdale hereby agrees to save, hold harmless, indemnify, and defend Clarendon Hills, and its officials, officers, employees, and agents, from and against any and all loss, damage, injury or death, including reasonable attorneys' fees and costs associated therewith, caused by or arising out of Hinsdale's performance under this Agreement, or the lack thereof, exclusive of loss, damage, injury or death resulting

from the acts or omissions of Clarendon Hills, or its officials, officers, employees or agents.

(c) Notwithstanding subsections (a) and (b) above, nothing contained in this Section 18 shall constitute a waiver of any privileges, defenses or immunities either of the Parties may have under the Local Governmental and Governmental Employee Tort Immunity Act (745 ILCS10/1-101 et seq.)

(d) The obligations of this Section 17 shall survive termination of this Agreement.

18. INSURANCE: Clarendon Hills and Hinsdale shall, during the entire term of the Agreement, procure and maintain the following insurance coverages:

(a) Commercial General Liability Insurance (including bodily injury and property damage, products and complete operations, and contractual liability {which insures the liability accepted pursuant to this Agreement}); all with limits of no less than \$1,000,000.00 per occurrence or accident and a minimum of \$2,000,000.00 aggregate, including any self-insured retention. The policy shall be written on an occurrence basis.

(b) Automobile Liability Insurance covering all owned or leased automobiles with limits of not less than \$1,000,000.00 per accident, including any self-insured retention.

(c) Worker's Compensation Insurance in accordance with Illinois law, with statutory limits.

The Parties shall provide to each other, upon request, a certificate of insurance, in form acceptable to each, evidencing the existence of such insurance coverages. All renewal certificates of insurance procured by either Party shall be required to be submitted to other Party not less than thirty (30) days prior to expiration of the policies required herein. The Parties acknowledge that Clarendon Hills and Hinsdale are members of the Intergovernmental Risk Management Agency (IRMA). The Parties may satisfy the provisions of this Section 18 by providing evidence of coverages provided by IRMA in the amounts set forth above.

The Parties shall cause the certificate evidencing the commercial general liability insurance to be endorsed to provide, in substance, that Clarendon Hills and Hinsdale, and their respective officials, officers, employees, and agents shall be named as additional insured on the other Party's insurance coverage with respect to any and all claims arising out of said other Party's performance, or failure to perform or properly perform, under this Agreement.

19. EFFECTIVE DATE/JOINT FIRE SERVICES START DATE: This Agreement shall be in effect from the date of its execution by the last Party to execute this Agreement (hereafter referred to as the "Effective Date").

20. DURATION: This Agreement shall be in effect for a period of five (5) years after its Effective Date, unless terminated sooner as provided in Section 21 below.

21. TERMINATION: During the duration of the Agreement, this Agreement may be terminated by either Party upon providing no less than a one (1) year prior written notice to the other Party, so as to allow sufficient time to prepare to revert back to each Party providing Fire Services within its own corporate limits.

22. AMENDMENTS: This Agreement may be amended at any time by the mutual agreement of the Parties; however, all amendments must be in writing and shall not be effective until approved by both Parties hereto.

23. NOTICES: All notices in connection with this Agreement shall be deemed delivered when mailed by certified mail, postage prepaid, or personally delivered, to the Parties hereto at the addresses shown below:

(a) If to Clarendon Hills:
Village of Clarendon Hills
1 N. Prospect Avenue
Clarendon Hills, IL 60514
Attention: Village Manager

(b) If to Hinsdale:
Village of Hinsdale
19 E. Chicago Avenue
Hinsdale, IL 60521
Attention: Village Manager

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be approved by their respective Corporate Authorities, and executed, by their respective authorized officers on the date(s) set forth next to the respective signatures.

VILLAGE OF HINSDALE

BY: _____
VILLAGE PRESIDENT

ATTEST: _____ DATE _____, 2010
VILLAGE CLERK

(SEAL)

VILLAGE OF CLARENDON HILLS

BY: _____
VILLAGE PRESIDENT

ATTEST: _____ DATE _____, 2010
VILLAGE CLERK

(SEAL)

EXHIBIT "A"

JOINT FIRE RADIO NETWORK IGA HERE

FINAL-- June 5, 2013
AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGES OF
CLARENDON HILLS, DOWNERS GROVE, WESTMONT, HINSDALE AND WILLOW
SPRINGS, THE TRI STATE FIRE PROTECTION DISTRICT, AND DUPAGE PUBLIC
SAFETY COMMUNICATIONS (DU-COMM) FOR THE
SOUTHEAST DUPAGE COUNTY COMMUNICATIONS AND RADIO NETWORKS

This Intergovernmental Agreement (hereinafter the "Agreement") made and entered into this ____ day of _____, 2013, by and between the VILLAGE OF CLARENDON HILLS, an Illinois municipal corporation, (hereinafter "CLARENDON HILLS"), the VILLAGE OF DOWNERS GROVE, an Illinois municipal corporation, (hereinafter "DOWNERS GROVE"), the VILLAGE OF WESTMONT, an Illinois municipal corporation (hereinafter "WESTMONT"), the VILLAGE OF HINSDALE, an Illinois municipal corporation (hereinafter "HINSDALE"), the VILLAGE OF WILLOW SPRINGS, an Illinois municipal corporation (hereinafter "WILLOW SPRINGS"), the TRI-STATE FIRE PROTECTION DISTRICT, an Illinois fire protection district (hereinafter "TRI-STATE"), and DUPAGE PUBLIC SAFETY COMMUNICATIONS, an Illinois municipal cooperative (hereinafter "DU-COMM"), (CLARENDON HILLS, DOWNERS GROVE, WESTMONT, HINSDALE, WILLOW SPRINGS, TRI-STATE and DU-COMM being hereinafter sometimes referred to herein individually as a "Party" and collectively as the "Parties").

WITNESSETH

WHEREAS, CLARENDON HILLS, DOWNERS GROVE, WESTMONT, HINSDALE, WILLOW SPRINGS, and TRI-STATE will collectively own and maintain two VHF Simulcast radio systems (hereinafter referred to as the "Radio Systems"). These parties and DU-COMM will own and maintain a microwave communications system, (hereinafter referred to as the "Microwave Communications System"); and

WHEREAS, the Parties hereto desire to commit their arrangements and understandings to writing;

NOW, THEREFORE, in consideration of the foregoing, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties to this Agreement do hereby agree as follows:

1. The recitals set forth are hereby incorporated into and made a part of this Agreement.
2. CLARENDON HILLS, DOWNERS GROVE, WESTMONT, HINSDALE, WILLOW SPRINGS, and TRI-STATE will be allowed to connect various radio receivers and dispatch station controls to the shared VHF Simulcast radio systems using the Microwave Communications Network.
3. The FDSEAST VHF radio system will be for the primary use of the Clarendon Hills, Hinsdale, Willow Springs and Tri-State Fire Departments and secondary use by Downers Grove and Westmont Fire Departments. It shall consist of transmitters and receivers located at various locations in Clarendon Hills, Darien, Westmont and Downers Grove. Receivers are connected to redundant voters in Clarendon Hills. Secondary use is expected to be infrequent (e.g. catastrophic equipment failure).
4. The FDSCENT VHF radio system will be for the primary use of Downers Grove and Westmont Fire Departments and secondary use by the Clarendon Hills, Hinsdale, Willow Springs and Tri-State Fire Departments. It shall consist of transmitters and receivers located at various locations in Clarendon Hills, Westmont and Downers Grove. Receivers are connected to redundant voters in Downers Grove. Secondary use is expected to be infrequent (e.g. catastrophic equipment failure).
5. Shared equipment installed as part of the VHF radio systems or the Microwave Communications Network will be owned by the party controlling the site where the equipment is located, specifically:
 - Downers Grove Radio Tower – Downers Grove
 - Oakbrook Hills Hotel – Westmont
 - 63rd Street Water Tower – Westmont

- Burlington Avenue Water Tower – Clarendon Hills
- Darien I-55 Radio Tower – Tri-State

While the respective party will own the equipment for security and insurance purposes, the owner may not remove or disable any equipment without the permission of all system users. Replacement of equipment will be determined by the Parties.

6. The VHF radio systems have existing operating equipment in place. All existing equipment remains the property of the current owner unless otherwise agreed upon. Additional equipment, including, but not limited to, antennas, receivers, comparators, and voters, etc., (hereinafter the "Additional Equipment"), may be added to the radio systems by CLARENDON HILLS, DOWNERS GROVE, WESTMONT, HINSDALE, WILLOW SPRINGS, and/or TRI-STATE. Additional Equipment, if any, shall remain the property of the Party that installed the Additional Equipment. Upon termination of this Agreement, any such Additional Equipment can be removed by the installing party as long as it does not interfere with the operation of the entire system if removed.
7. The Microwave Communication System may be used by CLARENDON HILLS, DOWNERS GROVE, WESTMONT, HINSDALE, WILLOW SPRINGS, and TRI-STATE to connect to any of the radio equipment that is part of the VHF radio systems previously described. Upon agreement of the members, the Microwave Communications System circuits may be used by any member to connect to other equipment. If additional circuit capacity is required to meet an individual member's needs, that member shall be responsible for the additional circuit(s). Currently agreed upon circuits include:

- DU-COMM --Oakbrook Hills to Downers Grove Radio Tower (Fire East RX)
 - DU-COMM--I-55 Radio Tower to Downers Grove Radio Tower (CH5 Trunk TX/RX)
 - Westmont PD-- Oakbrook Hills to Downers Grove Radio Tower (PD UHF RX)
 - Westmont PD-- 63rd Street Water Tower to Downers Grove Radio Tower (PD UHF RX)
8. In consideration of a onetime \$15,000 capital contribution, DU-COMM will connect to the Microwave Communications System through a separate microwave connection at the Downers Grove Radio Tower. DU-COMM at their expense will be allowed to install and maintain one microwave dish on the radio tower and necessary support equipment in the equipment room at the base of the tower. Said equipment shall remain the property of DU-COMM and DU-COMM shall be solely responsible for all maintenance and repair costs associated with said equipment. Additionally, DU-COMM shall indemnify the Village of Downers Grove for all equipment installed on the Downers Grove Radio Tower and provide insurance for said equipment installed and name the Village of Downers Grove as an additional insured.
 9. In consideration of the contribution of two TX/RX sites and existing VHF equipment, the Westmont Police Department will have two circuits on the Microwave Communications System as described in item 7. The Westmont Police Department will install UHF Receivers at the two sites described in item 7 at their own expense.
 10. Tri-State will connect to the Microwave Communications System through a separate microwave connection at the Darien Radio Tower. Tri-State at their expense will be allowed to install and maintain an additional microwave dish on the radio tower and necessary support equipment at the base of the tower.

11. CLARENDON HILLS, DOWNERS GROVE, WESTMONT, HINSDALE, WILLOW SPRINGS and TRI-STATE, will collectively be responsible for the maintenance and repairs of the FDSEAST VHF and FDSCENT VHF radio systems. The radio vendor selected for maintenance and repairs will bill each agency listed an equal share of the annual maintenance and repair costs.
12. CLARENDON HILLS, DOWNERS GROVE, WESTMONT, HINSDALE, WILLOW SPRINGS, and TRI-STATE will collectively be responsible for the maintenance and repairs of the Microwave Communications System. The radio vendor selected for maintenance and repairs will bill each agency listed an equal share of the annual maintenance and repair costs.
13. CLARENDON HILLS, DOWNERS GROVE, WESTMONT, HINSDALE, WILLOW SPRINGS, TRI-STATE and DU-COMM will individually be responsible for all maintenance and repairs of any Additional Equipment they have connected to the systems or add to the systems.
14. CLARENDON HILLS will allow DOWNERS GROVE, WESTMONT, HINSDALE, WILLOW SPRINGS, and TRI-STATE to operate on frequencies 150.805 MHz and 153.635 MHz as licensed by the Village of Clarendon Hills by the Federal Communications Commission.
15. DOWNERS GROVE will allow CLARENDON HILLS, WESTMONT, HINSDALE, WILLOWSPRINGS, and TRI STATE to operate on frequencies 153.8525 MHz and 155.7075 MHz as licensed by the Village of Downers Grove by the Federal Communications Commission.
16. CLARENDON HILLS, DOWNERS GROVE, WESTMONT, HINSDALE, WILLOW SPRINGS, and TRI-STATE agree to standardize radio communications as much as possible so as to better effect communications on a shared frequencies. All fire departments and dispatch centers using these radio systems shall conform to agreed

upon procedures for dispatching, as defined by CLARENDON HILLS, DOWNERS GROVE, WESTMONT, HINSDALE, WILLOW SPRINGS, and TRI-STATE. Communications shall be concise and to the point. Radio channel communications are to be kept to a minimum. It is not the intent of the parties to analyze each transmission, but to interact professionally and courteously to keep radio traffic to a minimum, so that all Parties will be able to utilize the radio channels effectively. Professionalism and courtesy shall be adhered to at all times.

17. CLARENDON HILLS, DOWNERS GROVE, WESTMONT, HINSDALE and TRI-STATE shall utilize mobile data computers in all front line fire department vehicles to facilitate call handling. At this time WILLOW SPRINGS does not have any mobile data computer capabilities and is encouraged to install mobile data computers in all of their front line fire department vehicles in the near future. The term "Front Line Vehicles" shall mean all ambulances, engines, ladder trucks, rescue squads, and command vehicles that respond to emergency calls on a regular basis. The mobile data computers should be used whenever possible for status changes and other administrative functions according to the procedures of the members.
18. To the extent necessary, each fire department member agrees to follow normal firefighting communication protocol. Upon incident command notification, fire units will switch to a fireground or other tactical communication channel to conduct all on scene communications. This will leave the primary Radio System channels available for others.
19. To the maximum extent permitted by law, each of the Parties agrees to hold the other Parties, their respective officers, agents and employees, and Southwest Central Dispatch, which is the dispatch agency for CLARENDON HILLS and HINSDALE, harmless from and against all claims, and indemnify the other Parties, their respective officers, agents and employees, and Southwest Central Dispatch, in relation to, any

claim or claims, meritorious or otherwise, for any loss, personal injury, death or damages that may arise in conjunction with, or result from, the act or failure to act of one or more employees, agents or officials of the indemnifying Party insofar as such act or failure to act results in such loss, personal injury, death or damages for which either the indemnifying Party or the indemnified Parties, jointly or severally, may or shall be liable.

20. Nothing contained in Section 19 above, or in any other provision of this Agreement, is intended to constitute, nor shall it constitute, a waiver of the defenses available to any of the Parties under the Illinois Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101 et seq.) with respect to claims by third parties.

21. CLARENDON HILLS, DOWNERS GROVE, WESTMONT, HINSDALE, WILLOW SPRINGS, TRI-STATE and DU-COMM hereby represent and warrant that each presently possesses and will continue to possess insurance coverage for contractual liabilities, and blanket excess coverage, providing comprehensive general liability coverage in an aggregate amount of not less than \$2,000,000.00 per occurrence pursuant to the provisions of a self-insurance pool agreement or comprehensive general liability insurance policy and a blanket excess policy. Each Party shall take all actions necessary to keep such insurance coverage in full force and effect for the entire term of this Agreement, and each Party may request and receive adequate proof from any other Party that such insurance is valid and in full force.

22. CLARENDON HILLS, DOWNERS GROVE, WESTMONT, HINSDALE, WILLOW SPRINGS, TRI-STATE or DU-COMM may terminate their respective involvement in this Agreement by giving written notice of said termination to the other Parties hereto not less than nine (9) months in advance of the effective date of said termination. Such notice of termination shall not relieve the terminating Party of any obligation to

pay any fees or charges accrued, unpaid, or obligated prior to the effective date of the termination.

23. For purposes of this Agreement, all notices that are given shall be given to all the following Parties at the addresses indicated:

Village of Clarendon Hills
Fire Department
Attention: Fire Chief
316 Park Avenue
Clarendon Hills, Illinois 60514

Village of Downers Grove
Fire Department
Attention: Fire Chief
5420 Main Street
Downers Grove, Illinois 60515

Southwest Central Dispatch
Attention: Director
7611 W. College Drive
Palos Heights, Illinois 60463

Tri-State Fire Protection District
Attention: Fire Chief
419 Plainfield Road
Darien, Illinois 60561

Village of Hinsdale
Fire Department
Attention: Fire Chief
121 Symonds Drive
Hinsdale, Illinois 60521

Village of Willow Springs
Fire Department
Attention: Fire Chief
8259 Willow Springs Road
Willow Springs, Illinois 60480

Village of Westmont
Police Department
Attention: Police Chief
500 N. Cass Avenue
Westmont, Illinois 60559

Village of Westmont
Fire Department
Attention: Fire Chief
6015 S. Cass Avenue
Westmont, Illinois 60559

DuPage Public Safety Communications
Attention: Executive Director
600 Wall Street
Glendale Heights, Illinois 60139

All notices shall be sent certified mail, return receipt requested, or by personal service.

Notices given by certified mail shall be deemed given on the third (3rd) day following the mailing thereof.

24. This Agreement shall be for a term of ten (10) years commencing on the date the last of the Parties hereto executes this Agreement, and shall automatically renew for additional five (5) year terms thereafter, unless sooner terminated by a Party or by the Parties hereto in accordance with Section 22 above.

25. In light of this Agreement, the "Intergovernmental Agreement between the Village of Clarendon Hills, the Village of Downers Grove, the Village of Westmont, the Village of Oak Brook, the Village of Hinsdale, the Village of Willow Springs and the Tri-State Fire Protection District for a Fire Department Radio Communication Network," dated May 1, 2010, is hereby terminated.

IN WITNESS HEREOF, the Parties have set their hands and seals on the dates shown below.

VILLAGE OF CLARENDON HILLS

Date: _____, 2013

Thomas F. Karaba
Village President

Attest:

Dawn Tandle
Village Clerk

VILLAGE OF DOWNERS GROVE

Date: _____, 2013

Martin Tully
Mayor

Attest:

April Holden
Village Clerk

TRI STATE FIRE PROTECTION DISTRICT

Date: _____, 2013

Hamilton Bo Gibbons
Board President

Attest:

Jill Strenzel
Board Secretary

VILLAGE OF HINSDALE

Date: _____, 2013

Thomas K. Cauley Jr.
Village President

Attest:

Christine Bruton
Village Clerk

VILLAGE OF WILLOW SPRINGS

Date: _____, 2013

Alan Nowaczyk
Mayor

Attest:

Adeena Baskovich
Village Clerk

VILLAGE OF WESTMONT

Date: _____, 2013

Ron Gunter
Mayor

Attest:

Virginia Szymiski
Village Clerk

**DUPAGE PUBLIC SAFETY
COMMUNICATIONS**

Date: _____, 2013

Brian Tegtmeyer
Executive Director

Attest:

Christine Keifler
Notary

EXHIBIT "B"

FIRE DEPARTMENT APPARATUS AND VEHICLES

CLARENDON HILLS

Engine 311	2002 Pierce Dash 1500 GPM Pumper
Ambulance 314	2014 Freightliner/Horton ALS Ambulance
Heavy Duty Rescue Squad 316	1994 Pierce Dash Rescue
Ladder Truck 319	2002 Pierce Dash 1500 GPM "Quint" / 105' Ladder
Staff Car 301 (Chief)	2010 Ford Crown Victoria
Staff Car 399 (Duty Officer)	2005 Ford Crown Victoria
Staff Car 398 (Fire Prevention)	2012 Ford Expedition

HINSDALE

Engine 1012	2014 Pierce Saber 1500 GPM Pumper
Engine 1013	2000 Pierce Dash 1500 GPM Pumper
Ambulance 1014	2005 International/Road Rescue ALS Ambulance
Ambulance 1015	2013 Ford/Marque ALS Ambulance
Tower Ladder Truck 1019	2008 Spartan/Rosenbauer/Metz 1250 GPM / 105' Ladder
Staff Car 1001 (Chief)	2006 Ford Explorer
Staff Car 1003 (Assistant Chief)	2006 Ford Explorer
Staff Utility Vehicle 1081	2012 Ford Pick Up
Staff Car 1082 (Fire Prevention)	2010 Ford Escape

		HINSDALE	CLARENDON HILLS
Pumping Fire Engines		2	1
Aerial Ladders (w/ pump)		1	1
Rescue Squads		0	1
ALS Ambulances		2	1
Staff Utility Vehicles		1	0
Staff Cars		3	3

EXHIBIT "C"

AMBULANCE FEE SCHEDULE HERE

4-1-9: AMBULANCE AND LIFE SUPPORT SERVICES FEES:

Each person receiving ambulance or life support services, or both, from the village shall pay the village fees therefor in accordance with the provisions of this section.

A. Definitions: For the purposes of this section, the following words and phrases shall have the meanings herein ascribed to them:

ALS REFUSAL: A person who has received or accepted advanced life support (ALS) services from ambulance personnel (EMT-Bs and/or paramedics), but has refused transportation by ambulance to a hospital.

NONRESIDENT: A person who is not domiciled within the village of Hinsdale or the village of Clarendon Hills.

NONRESIDENT ALS REFUSAL: All persons who are nonresidents of the village of Hinsdale or the village of Clarendon Hills who have received or accepted advanced life support services from ambulance personnel (EMT-Bs and/or paramedics), but have refused transportation by ambulance to a hospital.

NONRESIDENTS TRANSPORTED TO HOSPITAL: All persons who are nonresidents of the village of Hinsdale or the village of Clarendon Hills who are transported by a fire department operated ambulance from within the limits of the village of Hinsdale or the village of Clarendon Hills to a hospital or other authorized medical facility for medical care or attention.

PAYMENT: Payment of the ambulance service fee shall be due upon the rendering of an invoice or statement by the village of its authorized billing and collection service corporation or agent and any policies pertaining thereto.

RESIDENT: A person who is domiciled within the village of Hinsdale or the village of Clarendon Hills.

RESIDENT ALS REFUSAL: All persons who are residents of the village of Hinsdale or the village of Clarendon Hills who have received or accepted advanced life support services from ambulance personnel (EMT-Bs and/or paramedics), but have refused transportation by ambulance to a hospital.

RESIDENTS TRANSPORTED TO HOSPITAL: All persons who are residents of the village of Hinsdale or the village of Clarendon Hills who are transported by a fire department operated ambulance from within the limits of the village of Hinsdale or the village of Clarendon Hills to a hospital or other authorized medical facility for medical care or attention.

VEHICLE EXTRICATION: When members of the fire department are required to use hydraulic, gas powered, electric powered, air powered or other specialized rescue equipment to remove a person from a vehicle or other structure.

VILLAGE: The village of Hinsdale, unless otherwise provided.

- B. Ambulance Service Fees:** Fees for ambulance services and prehospital care provided by the village's fire department shall be charged to the person receiving said services, or the person's estate, in accordance with the following schedule:

	Resident	Nonresident
Basic life support emergency (BLS)	\$550 .00	\$ 800 .00
Advanced life support emergency (ALS -1)	650 .00	1,000 .00
Advanced life support emergency (ALS -2)	800 .00	1,200 .00
Mileage (as measured from the location of the ambulance call to the hospital)	\$10.00 per mile or portion thereof	\$25.00 per mile or portion thereof
Vehicle extrication	\$ 0 .00	\$400 .00
Advanced life support (ALS) refusal	450 .00	650 .00

- C. Fee For Nonresident Vehicle Fire:** In addition to the fees required pursuant to subsection B of this section, each person who is not a resident of the village and receives a fire department response to extinguish a vehicle fire shall pay the village an additional service fee of ninety dollars (\$90.00) per hour for vehicle/equipment use and thirty dollars (\$30.00) per hour and per person for personnel. There shall be a one hour minimum charge for each of the said services.
- D. Fee For Services Provided In Conjunction With Helicopter Transport:** In addition to the fees required pursuant to subsections B and C of this section, when the village provides ambulance services to a hospital in conjunction with a helicopter transport, that hospital shall pay to the village a fee of four hundred dollars (\$400.00) for such services.
- E. Medicare Coverage:** All fees shall be determined pursuant to the schedules set forth in subsections B, C and D of this section, with the exception of ambulance services provided to patients covered under the federal medicare system who shall be billed under the appropriate billing code as provided under the uniform medicare fee schedule for ambulance services, and based on the services provided and applicable mileage.

F. Third Party Insurer: All persons who receive ambulance services from the village and who have insurance coverage which provides for the payment in whole or in part of the ambulance service fee, are covered by a governmental entity program such as medicare that provides for the payment, in whole or in part, of the ambulance service fee, or who have the ability to obtain reimbursement, in whole or in part, of the ambulance service fee from a noninsurance/nongovernmental entity third party, shall upon request of the village, provide the names and addresses of said third party to the village. (The term "third party" shall mean any such insurance company, governmental entity, or other third party as referenced in the foregoing sentence.) The village shall prepare and issue to the third party an invoice for such ambulance service fee in accordance with the ambulance service fee schedule set forth above.

G. Compensation From Third Party: In the event any person who received ambulance services from the village receives compensation from a third party which is allocable to the ambulance service fee, such compensation shall be promptly forwarded by said person to the village. Under no circumstances shall any term or provision of this section adversely affect the rights of the village as set forth in the Illinois health care services lien act, 770 Illinois Compiled Statutes 23/1 et seq., as amended, or any other similar statute. (Ord. O2010-20, 4-20-2010)

EXHIBIT "D"

FIRE INSPECTION FEE SCHEDULE HERE

9-9-1

9-9-2

CHAPTER 9

FIRE CODE

SECTION:

9-9-1: Adoption

9-9-2: Amendments, Revisions, And Changes

9-9-1: **ADOPTION:** There is hereby adopted by the village the international fire code, 2006 edition, as hereinafter amended (hereinafter the "fire code"). One copy of the fire code has been on file in the office of the village clerk for a period of at least thirty (30) days prior to the adoption of these provisions and now is and remains on file in the office of the village clerk, and the same is hereby adopted and incorporated as fully as if set out at length herein. If the provisions of the fire code, as adopted, conflict with or contravene any provision of chapter 1 of this title, the provisions of chapter 1 of this title shall control. (Ord. O2008-46, 8-12-2008)

9-9-2: **AMENDMENTS, REVISIONS, AND CHANGES:** The following sections of the fire code are hereby amended, revised, and changed as follows:

101.1 Title: Add: Village of Hinsdale.
(Ord. O2008-46, 8-12-2008)

106.2 Inspections: Add the following new paragraphs at the end:

"The fire code official shall coordinate an annual fire inspection for all properties within the village subject to inspections. If as a result of an inspection, the code official determines that either the structure or the premises fail to comply with section 101.2 the code official shall provide the owner or tenant with a written list of items to be corrected and assign a date by which those corrections must be completed. On or after the date assigned for completion of such corrections the code official will reinspect the structure or premises.

The owner or tenant shall be assessed an annual fee to be paid to the village for the initial inspection and any necessary reinspections pursuant to the fee schedule set forth in this section.

If, as a result of the reinspection, the code official determines that the owner or tenant has failed to correct the violations, the code official shall provide the owner or tenant with another written list of the items that must be corrected and assign a second date by which the changes must be completed. On or after the second date assigned for completion of such corrections, the code official shall, again, reinspect the structure and premises. The party receiving the notice of corrections shall pay to the village a fee for this second reinspection pursuant to the fee schedule set forth in this section.

If, as a result of the second or any subsequent reinspection, the code official determines that the owner or tenant has failed to correct the violations, the code official may, at his option, provide the owner or tenant with another written list of the items that must be corrected and assign another date by which the changes must be completed. On or after the date assigned for completion of such corrections, the code official shall, again, reinspect the structure or premises. The party receiving the notice of corrections shall pay to the village a fee for this third or any subsequent reinspection pursuant to the fee schedule set forth in this section.

For purposes of this section, the fee schedule shall be as follows based upon the square feet of the applicable structure:

Category	0 – 5,000 Square Feet	5,001 – 10,000 Square Feet	10,001 Square Feet And Above
Business	\$100.00	\$150.00	\$200.00
Assembly	\$100.00	\$100.00	\$100.00
Institutional	\$100.00	\$200.00	\$350.00
Educational	\$100.00	\$200.00	\$200.00
R-1, R-2, and R-3 residential	\$100.00	\$200.00	\$350.00
Second reinspection	\$75.00	\$75.00	\$75.00
Third/subsequent reinspection	\$100.00	\$100.00	\$100.00

The terms "business", "assembly", "institutional", "education", and "R-1, R-2 and R-3 residential" set forth above shall be as set forth in chapter 3 of the international building code, 2006 edition, adopted pursuant to section 9-2-1 of this code, as amended".
(Ord. O2010-21, 4-20-2010)

108 Means Of Appeal: Delete.

109.3 Penalty: Delete.

506 Key Boxes: Add:

"506.1 When Required: All new, remodeled, and existing structures that are required by code or regulation to have an approved fire alarm system, and all buildings required by code or regulation to be equipped with a fire suppression system, also shall be equipped with a Knox box system approved by the Hinsdale fire prevention bureau. Every such Knox box system shall be installed, at the expense of the owner of the structure. Each owner and each occupant of every such structure shall sign a hold harmless agreement for the village of Hinsdale prior to ordering the Knox box."

506.3 Location Of Key Box Installation: Add new section to read as follows:

"The location of each Knox box installation shall be approved in advance of installation by the Hinsdale fire prevention bureau."

506.4 Key Box Alarms: Add new section to read as follows:

"At the request of the owner or lessee, the Hinsdale fire prevention bureau shall permit the installation, on the Knox box, of a tamper switch connected to the building's alarm system. If the owner or

lessee chooses to connect the Knox box to an alarm, then the system shall comply with the following requirements:

1. If the building is protected by a burglar alarm system, then the Knox box will be connected to that system.
2. If the building is not protected by a burglar alarm system, then the Knox box may be connected to the fire alarm provided that the connection is on the trouble side signaling an alarm. The Knox box shall be zoned separately from any fire detection and shall be noted on the fire alarm annunciator/panel as the 'Knox box.'

506.5 Contents Of Key Box: Add new section to read as follows:

"The approved Knox box shall contain keys to gain necessary access to all areas in the building as required by the Hinsdale fire prevention bureau."

901.6 Inspection, Testing And Maintenance: Add:

"Inspections and field tests of fire suppression, alarm, detection, and any other fire protection systems, devices, and equipment shall be conducted by a licensed alarm company representative. All tests for the fire protection systems and components shall follow the standards of this code and the National Fire Protection Association standards for the type of component. Whenever any such alarm company representative conducts tests or undertakes maintenance or repair work on any said systems within the village, the company shall notify the Hinsdale communications center of all such tests, maintenance, or repair prior to undertaking them, and further, immediately after completion of such tests, maintenance, or repair, shall notify the Hinsdale communications center of such completion."

901.6.2 Records: Add:

"A copy of the complete written record of all tests and inspections required under this code shall be sent to the Hinsdale fire prevention bureau within ten (10) working days after completion of the test."

901.7 Systems Out Of Service: Add:

"Automatic fire detection or fire suppression systems shall not be out of service for more than twelve (12) hours for additions, alterations, maintenance, repairs without the advance written approval of the

Hinsdale fire prevention bureau. When an automatic fire detection or fire suppression system is out of service for any reason, notice thereof shall be given immediately to the Hinsdale fire department. In addition, the building owner or designated representative, prior to taking any such system out of service for more than twelve (12) hours, shall notify all tenants and occupants of any building affected by the system taken out of service that no automatic fire detection or fire suppression system is in operation and for what time period that will be the case. The building owner or designated representative shall notify both the Hinsdale fire prevention bureau and the tenants of the building immediately after the automatic fire detection or fire suppression system is returned to service."

903 Additional Requirements: Add: 903.2 Additional Requirements.

- A. Applicability:** In addition to the foregoing requirements, fire suppression systems shall be installed and maintained in full operating condition, as specified in this code, throughout the entire building or structure in subsection B:
1. For all new construction.
 2. At any time the use of the building or structure is changed.
 3. When the cost of the remodeling, or reconstruction exceeds twenty-five percent (25) of the value of the building or structure. If there is a disagreement, the value shall be determined by the average value of two (2) appraisals, one provided by the village and the second provided by the applicant.
 4. Any time the height of a building or structure is enlarged.
 5. Any time the floor area of a building or structure is enlarged in excess of five hundred (500) square feet.
- B. Where Required:**
1. In any buildings or structures or portions thereof of use groups A-1, A-2, A-3, and A-4.
 2. In all buildings or structures or portions thereof of use group B when more than two thousand five hundred (2,500) square feet per floor in area or fire area or when more than three (3) stories in height.

3. In all buildings or structures or portions thereof of use group E when more than two thousand five hundred (2,500) square feet per floor in area or fire area or when more than (3) stories in height.

4. In buildings or structures or portions thereof of use group F-1 when more than two thousand five hundred (2,500) square feet per floor.

5. In all buildings or structures or portions thereof of use group H.

6. In all buildings or structures or portions thereof of use group I-1, I-2, and I-3.

7. In all buildings or structures or portions thereof of use groups M, S-1, and U when more than two thousand five hundred (2,500) square feet per floor in area or more than three (3) stories in height.

903.2.2. Delete: Exception.

903.4. Delete: Exceptions 1-7.

907 Fire Alarm And Detection Systems:

907 Additional Requirements: Add: 907.2 Additional Requirements.

907.2 Where Required: In addition to the foregoing requirements an automatic fire detection system shall be installed by the building owner, maintained in full operating condition by the building owner, and tied by the building owner directly to the Hinsdale fire department communications center in the locations described in A and B.

A. New Construction: An automatic fire detection system complying with NFPA 72, 2002 edition, in all new buildings or structures, or new portions of buildings or structures, of use groups A-1, A-2, A-3, A-4, A-5, B; E, I-1, I-2, I-3, and M; and in all buildings of use group R. All new fire alarm systems shall use wireless radio transmission technology approved by the Hinsdale fire department to meet the direct connect requirement.

- B. **Sprinklered Building Exception:** All new and existing buildings that are equipped throughout with an approved automatic fire suppression system complying with NFPA 13, 2002 edition, shall not be required to have an automatic fire detection system, but shall be equipped with a manual fire protective signaling system complying with NFPA 72, 2002 edition.

907 Additional Requirements: Add: 907.3 Additional Requirements.

907.3 Where Required: An automatic fire detection system shall be installed by the building owner, and tied by the building owner directly to the Hinsdale fire department communications center, in the locations described in A and B.

- A. **Existing Structures:** An automatic fire detection system complying with NFPA 72, 2002 edition, or an automatic fire suppression system complying with NFPA 13, 2002 edition:
1. In each existing building and structure in use groups A-1, A-2, A-3, A-4, and A-5; and
 2. In each existing building and structure in use groups E, I-1, I-2, and I-3; and
 3. In each existing building and structure in use groups B and M when such building or structure is located in the area bounded by the Burlington RR, Second Street, Grant Street, and Garfield Street; and
 4. In each other existing building or structure in use groups B and M when such building or structure exceeds ten thousand (10,000) square feet per floor or ten thousand (10,000) square feet of gross floor area (as defined in the life safety code, 2002 edition); and
 5. In each existing building or structure in use group R.
- B. **Sprinklered Building Exception:** All new and all existing buildings that are equipped throughout with an approved automatic fire suppression system complying with NFPA 13, 2002 edition, shall not be required to have an automatic fire detection system, but shall be equipped with a manual fire protective signaling system complying with NFPA 72, 2002 edition.

907.9 Zones: Change language as follows:

"The following requirements apply to all zoning of automatic fire detection systems:

1. Each floor shall be zoned separately. If an individual floor exceeds five thousand (5,000) square feet in floor area, then each five thousand (5,000) square foot area and each increment thereof shall be zoned separately.
2. For all residential uses, each living unit shall have an identifying device indicating which detection device is in the alarm mode. The device shall be identifiable in accessible areas outside the living unit.
3. Each different type of system (detection, alternate suppression systems, pull boxes, and others) shall be zoned separately.
4. Each tenant space shall be zoned separately.
5. Annunciator panels shall be provided when more than one zone is provided. The panel shall be visible from the building exterior and shall be installed in a location designated by the Hinsdale fire prevention bureau. A diagram of the building with corresponding zone locations shall be provided at the annunciator panel.
6. All alarm panel zoning shall be reviewed and approved, prior to installation, by the Hinsdale fire prevention bureau."

907.21 Occupancy Permits: Add:

907.21 Occupancy Permits: No certificate of occupancy shall be issued for new construction or for renovated or rebuilt premises until the provisions of section 907.2 have been satisfied.

907.22 New Automatic Detection Systems: Add:

907.22 New Automatic Detection Systems: All new automatic detection systems in every building shall be tied directly to the Hinsdale communications center.

907.23 New Fire Alarm Systems: Add:

907.23 New Fire Alarm Systems: All new fire alarm systems shall be fully addressable.

9-9-2

9-9-2

907.24 Conflicts: Add:

907.24 Conflicts: In the event of any conflict between the provisions of section 907 and the provisions of the life safety code, 2003 edition, the more stringent requirements shall be applied.
(Ord. O2008-46, 8-12-2008)

CHAPTER 1

ADMINISTRATIVE PROVISIONS

SECTION:

- 9-1- 1: Permits Required
- 9-1- 2: Applications For Permits
- 9-1- 3: Approval Of Plans
- 9-1- 4: Permit Fees
- 9-1- 5: Public Property Damage Escrow And Insurance Requirements
- 9-1- 6: Enforcement Of Provisions
- 9-1- 7: Standards And Conditions Applicable To All Work
- 9-1- 7-1: Standards And Conditions Applicable To Demolitions Of Dwellings
- 9-1- 7-2: Personal Visits To Neighbors By Permit Applicants
- 9-1- 8: Site Supervision; Stop Orders
- 9-1- 8-1: Revocation Of Permits
- 9-1- 9: Certificates Of Use And Occupancy
- 9-1-10: Compliance With Ordinances Required
- 9-1-11: Nuisance Declared
- 9-1-12: Abatement
- 9-1-13: Penalty
- 9-1-14: Appeals

9-1-1: **PERMITS REQUIRED:** It shall be unlawful to construct, enlarge, alter, or demolish a structure, or to change the occupancy of a building or structure in a manner requiring greater strength, exitway, or sanitary provisions, or to change to another use, or to install or alter any equipment for which provision is made in or the installation of which is regulated by this code, or to conduct land disturbing activities, or to conduct paving or surfacing of the ground, or handle, process, or serve food or drink, without first filing an application with the building commissioner in writing and obtaining the required permits therefor as required by this title; except that ordinary repairs, as defined in the international building code hereinafter adopted by reference, shall be exempt from this provision. (Ord. O2008-55, 10-7-2008)

9-1-2: APPLICATIONS FOR PERMITS: All applications for permits shall be made to the building commissioner and shall be accompanied by plans and specifications in duplicate showing in detail the work to be done. Such plans shall be verified by the signature either of the owner of the premises or of the architect or contractor in charge of operations.

If work for which a permit is required has already been undertaken before the building commissioner has approved a permit application and issued a permit, then the applicant for such permit shall pay, in addition to the regular permit fee, a fee in the amount specified under the reinspection fee schedule for such work.

Every application for a permit shall certify that the proposed work shall be completed according to plans and specifications accompanying the application within one year from the date such permit was issued. Failure to complete within that time period shall constitute a violation of the building code. (Ord. O2008-46, 8-12-2008)

9-1-3: APPROVAL OF PLANS: Upon receipt of a fully and properly completed application to determine whether the proposed work will comply with all codes and ordinances applicable thereto, including, without limitation, the provisions of this title and of the zoning code. If upon review the building commissioner determines that the application has not been fully and properly completed or that the proposed work would not comply with one or more codes or ordinances applicable to such work, then the building commissioner shall not approve such application but shall return such application and the plans submitted therewith to the applicant, with exceptions noted. If upon review, the building commissioner determines that the application has been fully and properly completed, but that the application requires the approval of the board of trustees or other board, commission or official, then the building commissioner shall forward the application to the appropriate board, commission or official in the manner provided therefor. Upon the building commissioner's determination that the proposed work would comply with all codes and ordinances applicable to such work, that the appropriate fee has been paid and that all required approvals therefor have been obtained, the building commissioner shall approve such application and cause a permit to be issued therefor. Upon issuance of a permit, one set of plans shall be returned by the building commissioner to the applicant. No permit shall be issued except after approval of the application and plans and the payment of the fee provided herein. (Ord. O2008-46, 8-12-2008)

9-1-4: PERMIT FEES:**A. Plan Review And Administrative Filing Fee:**

1. Outside Agency: Should a plan review be required to be performed by a third party, as determined by the village, all fees and charges related to the performance of such plan review shall be paid by the permit applicant. The applicant shall pay an additional twenty percent (20%) of the charges of the plan review performed by a third party for administrative costs and plan review performed by village personnel. A deposit shall be submitted at the time of application based upon the anticipated total review fee as determined by the village.

2. In House Plan Review Performed By Village Personnel: Plan review performed by village personnel shall be charged at a rate of eighty dollars (\$80.00) per hour, with a one hour minimum paid at the time of application.

3. Expedited Reviews: The village, or a third party as determined by the village, shall perform plan reviews on an expedited basis for new construction, additions, and remodeling, if such expedited review is approved by the building commissioner based upon a request by an applicant, at a rate of one and one-half (1½) times the rates set forth in subsections A1 and A2 of this section.

4. Engineering Review And Inspection Fee: The plan review fee for the inspection of public and private site improvements for nonresidential and multi-family developments shall be due upon submission of final engineering plans for such improvements. The fee shall be one percent (1%) of the engineer's estimate of the cost of said improvements.

5. Fees Nonrefundable: The plan review fees set forth in this section are nonrefundable and shall be paid regardless of whether a permit is ultimately issued.

B. Building Permit Fees:

1. New Structures: The building permit fee for new structures shall be seventy five cents (\$0.75) per square foot of total floor area of the proposed new structure, including basements, attics, and garages, up to and including twenty five thousand (25,000) square feet. The fee shall be fifty cents (\$0.50) for every square foot of total floor area thereafter.

2. Remodeling And Alterations: Where a building permit applicant proposes to add no new square footage, the building permit fee shall be two percent (2%) of the value of construction. In no event shall the fee be less than one hundred dollars (\$100.00). In setting a fee based on the value of construction, the building commissioner may consider any of the following:

a. An estimate furnished by the permit applicant;

b. An affidavit from the owner or the owner's agent; or

c. A calculation to be made by the building commissioner based on the most recent edition of "RS Means Square Foot Costs" book. (Ord. O2008-46, 8-12-2008)

3. Permit Fees Generally: Permit fees for the following items are as follows:

Demolition:

Principal structure	\$3,000.00 plus plan review
Accessory structure	100.00 plus plan review
Driveways	40.00 plus plan review
Elevator, escalator, dumbwaiter:	
Up to 3 floors	300.00
Each floor over 3	60.00 per floor
Semiannual inspection	115.00
Reinspection	115.00
Right of way opening	250.00 plus plan review
Fences	40.00 plus plan review
Fire suppression systems	100.00 base fee and \$1.00 per head, plus plan review
Ansul systems	200.00
Standpipes	100.00 per standpipe

Fire pumps	\$ 100.00	plus plan review
Annual reinspection/test	10.00	per 100 gallons of rated pump capacity
Food service permit	500.00	annual fee
Grading	40.00	plus plan review
Health and sanitation	85.00	for each inspection
HVAC systems	100.00	plus plan review
Air conditioner	40.00	per air conditioner
Air handler	40.00	per air handler
Hood and duct systems	250.00	plus plan review
Moving	800.00	per day that build- ing will be in street
Occupancy permits:		
Business occupancy	175.00	
Temporary occupancy	250.00	plus 150 percent surety for uncompleted work
Overtime inspections	80.00	per hour with 2 hour minimum if approved by the building commis- sioner
Paving	40.00	plus plan review
Permit renewal fee	90 day permit at 50 percent of applicable fee; maximum 4 renewals	
Recording fee	\$ 30.00	
Reinspection fee	100.00	
Single-family preplan and vacant lot reviews	120.00	
Signage	4.00	per square foot with \$75.00 minimum
Temporary signage	25.00	plus plan review

Stormwater filling fee	\$ 300.00
Stormwater permit fee	300.00
Swimming pool	200.00
Work without permit	Full fees, plus 50 percent of applicable fee

(Ord. O2008-46, 8-12-2008; amd. Ord. O2008-55, 10-7-2008; Ord. O2009-07, 1-6-2009)

4. Electric Permit Fees:

Base fee/minimum fee	\$ 100.00 plus plan review
Each circuit	15.00
Fire alarm systems	100.00 per panel, plus \$1.00 per device
Permit renewal fee	90 day permit at 50 percent of applicable fee; maximum 4 renewals
Service/panelboards	\$ 100.00 per panel
Reinspection fee	100.00

(Ord. O2008-46, 8-12-2008)

5. Plumbing Permit Fees:

Base fee/minimum fee	100.00 plus plan review
Each fixture	30.00
Permit renewal fee	90 day permit at 50 percent of applicable fee; maximum 4 renewals
Reinspection fee	\$ 100.00
Unmetered water (see also section 7-4F-5 of this code)	\$300.00 (charged quarterly until meter is installed and approved)

(Ord. O2008-46, 8-12-2008; amd. Ord. O2011-16, 4-5-2011)

9-1-4

9-1-4

6. Water Tap And Meter Fees:

Tap fee:

1 inch	\$ 575.00
1½ inches	800.00
2 inches	1,050.00
Greater than 2 inches	By plumbing contractor plus base fee



9-1-4

9-1-5

Meter fee:

³ / ₄ inch	\$ 300.00
1 inch	375.00
1 ¹ / ₂ inches	700.00
2 inches	1,550.00
Greater than 2 inches	Actual cost plus 10 percent

- C. **Minimum Permit Fee:** The minimum fee for any permit not specified in this section shall be one hundred dollars (\$100.00). (Ord. O2008-46, 8-12-2008)
- D. **Additional Fee For Work Performed Without A Permit:** A fee for work initially performed without a permit in the amount of two hundred fifty dollars (\$250.00) or fifty percent (50%) of the applicable permit fee, whichever is greater, shall be imposed in addition to the applicable permit fee. (Ord. O2009-13, 3-17-2009)

9-1-5: PUBLIC PROPERTY DAMAGE ESCROW AND INSURANCE REQUIREMENTS:

- A. **Cash Escrow Required; Purposes:** It shall be unlawful for any person to commence any excavation or construction work in the village for which a village permit is required (the "work") unless the owner, general contractor, or other person doing such work (collectively and severally referred to as the "principal"), first shall have deposited in escrow with the village cash or a letter of credit (the "escrow") in the amount hereinafter specified. The escrow shall be held by the village for the purposes of:
1. Indemnifying the village against any damage done by the principal, by any subcontractor of the principal or by the work to any village property, structure, equipment, or facility; and
 2. When the work includes the making of any excavation, ensuring that the excavation portion of the work will be completed within six (6) months after the date of its commencement and ensuring that all portions of the excavation not occupied by structures completed as of that date will be refilled and ensuring that the surface will be restored to its original condition by that date.
- B. **Amount Of Escrow:** The principal shall deposit with the village, for the escrow, an amount equal to five percent (5%) of the work value or five hundred dollars (\$500.00), whichever is more, provided, however, that the required escrow shall not exceed ten thousand

