

Village Board Agenda Memo

Date: October 22, 2013

To: President & Board of Trustees

From: Julia Cedillo, Village Manager 

RE: **IEMA Pre-disaster Mitigation Grant Funds**

GENERAL BACKGROUND

In 2009, the Village was notified by Congressman Lipinski that it was the recipient of a federal grant for a replacement generator for the Village Hall in the amount of \$150,000. Shortly after notification, we were notified that the grant would be processed through the Federal Emergency Management Agency (FEMA), as a Local Pre-disaster Mitigation (PDM) Grant, requiring a 25% local match.

In order to be eligible to receive PDM Grants funds, the local jurisdiction and grant recipient must have a Hazard Mitigation Plan in place. While the Village does not have a Hazard Mitigation Plan, the Illinois Emergency Management Agency (IEMA) and FEMA allow the grant recipient to process the grant and accept funding concurrent to the development of such a plan. Both agencies are aware that Cook County is in the process of the development of a *Multi-jurisdictional and All Hazards Hazard Mitigation Plan* (see attached). In the Village's discussion with representatives from IEMA and FEMA, all parties are in agreement that the County's Plan is the best choice for our Village in meeting the prerequisite of the PDM Grant. Further, both IEMA and FEMA are represented on the County's Steering Committee for this effort. In speaking with the Chief of Planning for the Cook County Department of Homeland Security, the Plan will be complete by June 2014.

GRANT

Recent and preliminary research estimates that the generator project will cost \$153,000. As such, the Village's 25% match would be \$38,250, and the federal match would be \$114,750, coming in under the original grant allocation. The grant agreement includes a stipulation that the Village must first proceed with engineering and design, and then submit final estimates to confirm the budget before proceeding with the completion of the project. The Village has budgeted \$50,000 for our local match in the Emergency Telephone System Fund.

This matter is being placed on the November 12, 2013 Work Session Agenda. If consensus is gained at the Work Session, it will be placed on the consent agenda for approval at the November 26, 2013 Regular Board Meeting.

MOTION/ACTION REQUESTED:

Motion to approve a Resolution Authorizing Execution of a Grant Agreement with the Illinois Emergency Management Agency for Pre-disaster Mitigation Grant Funds.

DOCUMENTATION:

- Resolution Authorizing Execution of a Grant Agreement with the Illinois Emergency Management Agency for Pre-disaster Mitigation Grant Funds
- IEMA Grant Agreement
- Notice of Award, FEMA
- Information on the Cook County Hazard Mitigation Plan (*prerequisite for the grant*)

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING EXECUTION OF A GRANT AGREEMENT
WITH THE ILLINOIS EMERGENCY MANAGEMENT AGENCY FOR PRE-DISASTER MITIGATION
GRANT FUNDS**

WHEREAS, the Illinois Emergency Management Agency (IEMA) has received Federal Funds from the Federal Emergency Management Agency (FEMA) under the United States Department of Homeland Security, to be distributed as Pre-Disaster Mitigation Grants; and

WHEREAS, the IEMA has informed the Village of La Grange Park that the Village is eligible to receive \$114,750 in Pre-disaster Mitigation Grant funds; and

WHEREAS, the Illinois Emergency Management Agency has prepared a grant application requiring the Village President's signature prior to execution; and

WHEREAS, the grant agreement provides funding specific to a new emergency generator for the Village Hall (includes Police and Fire Departments), to sustain necessary operations during times of crisis or disaster, ensuring the continuity of public safety services for La Grange Park citizens; and

WHEREAS, the Village of La Grange Park is a participating Planning Partner in the Cook County Hazard Mitigation Plan, with anticipated completion within the next twelve (12) months, qualifying the Village for Pre-disaster Mitigation Grant funds; and

WHEREAS, the grant agreement is conditioned with first incurring design and engineering expenses only, resulting in Village's submission of a detailed cost estimate to FEMA for the purchase and installation of the generator; and

WHEREAS, upon approval of the detailed cost estimate and, if necessary, a budget modification, the remaining work will be authorized by FEMA.

NOW THEREFORE BE IT RESOLVED, by the President and Board of Trustees of the Village of La Grange Park, Illinois, as follows:

1. That the Village is authorized to participate in the Pre-disaster Mitigation Grant program with IEMA and FEMA.
2. That the Village President is authorized to sign the agreement, and the Village Clerk is authorized to attest to its approval.

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this _____ day of November, 2013.

AYES:

NOS:

ABSENT:

Approved this _____ day of November, 2013.

Dr. James L. Discipio, Village President

ATTEST:

Amanda Seidel, Village Clerk

Approved as to Form: _____
(Date)

**ILLINOIS EMERGENCY MANAGEMENT AGENCY
STATE-LOCAL PREDISASTER MITIGATION GRANT (FY2010 PDM)
ASSISTANCE AGREEMENT**

Fiscal Years 2014 - 2015 (Date of execution – September 25, 2014)

This Grant Agreement between the Illinois Emergency Management Agency (the IEMA/Grantee) and the Village of LaGrange Park (the Subgrantee), Federal Taxpayer Identification Number 36-6005954 shall be effective on the date signed by the IEMA. It shall apply to all PreDisaster Mitigation Grant (PDM) assistance provided by the Federal Emergency Management Agency (FEMA) through the IEMA to the Subgrantee.

Be it resolved by the Subgrantee, that the individual named below

Julia Cedillo, Village Manager

(Name and Title)

has the legal authority and is hereby authorized to execute documents for and in behalf of the Subgrantee, an eligible jurisdiction as determined by the Federal Emergency Management Agency. The purpose of this designation is so that the individual whose name appears above will be the authorized representative for obtaining Federal or State Hazard Mitigation Grant Program funds.

The Subgrantee hereby assures and certifies that the project will comply with the State of Illinois and the Federal Emergency Management Agency regulations. Also, the Subgrantee gives assurance and certifies under oath that all information in the grant agreement is true and correct to the best of the Subgrantee's knowledge, information, and belief; that the funds shall be used only for the purposes described in the Agreement; with respect to and as a condition for the grant that the following provisions will be adhered to:

FINANCIAL INFORMATION AND REQUIREMENTS

1. This Grant Agreement in the amount of \$114,750 will serve as the contract between the IEMA and the Subgrantee for the purpose of funding engineering, design, purchase and installation of a generator at the LaGrange Park Village Hall. At this time, the Village is authorized to incur engineering and design expenses only. Once the design is completed, the Village must submit a detailed cost estimate for the purchase and installation of the generator. Upon FEMA's approval of the estimate and, if necessary, a budget modification, the remaining work will be authorized.

a. Total estimated cost of project is \$153,000.
Total IEMA share is \$114,750. This amount represents the 75 percent Federal share of the cost of engineering, design, acquisition and installation of a back-up generator.

- b. The Village has received a one-year waiver for the requirement to have an adopted mitigation plan. No costs can be incurred after one year from the FEMA award date of September 25, 2013, unless the Village has participated in and adopted a FEMA approved mitigation plan.
2. The Subgrantee will provide all necessary financial and managerial resources to meet the terms and conditions of receiving PDM funds.
3. The Subgrantee is aware that the PDM requires cost-sharing on the basis of not more than 75 percent Federal and at least 25 percent non-Federal contributions and that the Subgrantee may be required to provide and/or secure the full non-Federal share for mitigation activities.
4. The PDM funds requested for this project shall not and will not duplicate benefits received for the same loss from any other funds.
5. This Grant Agreement may be amended by the Grantee as required because of:
 - changes in State laws or regulations;
 - an extension in the term;
 - an increase in the amount; and/or
 - any other provision requiring a modification.
6. The Subgrantee may send a written request for a portion of the total contract amount shown in Item 1 upon the following conditions: a) this Grant Agreement is signed by the Subgrantee and the IEMA; and b) the Subgrantee will spend the funds requested within a twenty-day period after receipt of the funds from the IEMA. Additional funds may be drawn down upon request from the authorized representative based on need and the ability to spend within a twenty-day period.
7. In the event that the applicant fails to expend or is over advanced PDM funds, the IEMA reserves the right to recapture funds in accordance with the applicable Federal or State laws and requirements. Funds remaining at the expiration of the grant agreement shall be returned to the State within 45 days.

REQUIREMENTS FOR ALL HAZARD MITIGATION PROJECTS

8. The Subgrantee agrees to maintain good standing in the National Flood Insurance Program (NFIP).
9. The Subgrantee will begin project work within 90 days of the approval of the Grant Agreement and complete all items of work by the time of the grant expiration unless an exception is granted, extending the time with an amendment to this Agreement.
10. The Subgrantee will comply with all applicable ordinances, codes and standards as

pertains to this PDM project and agrees to provide maintenance as appropriate.

11. The IEMA, the Illinois Auditor General, the Illinois Attorney General or any of their duly authorized representatives reserve the right to review, inspect or audit all contracts, records and documents related to the expenditure of the PDM funds. The IEMA reserves the right to disallow any expenditures that are deemed ineligible, unreasonable, and/or excessive. In the event that questioned costs are ultimately deemed disallowed, as determined by the IEMA, the Subgrantee shall be responsible for repayment of such costs.
12. The Subgrantee will not enter into cost-plus-percentage-of-cost contracts for completion of the PDM projects.
13. The Subgrantee will not enter into any contract with any party which is debarred or suspended from participating in Federal assistance programs.
14. The authorized representative for the Subgrantee is required to submit quarterly reports to the Hazard Mitigation Officer on or before the first day of each quarter following the signing of this Grant Agreement. Said report will include the status of the project and the estimated percentage of project completed. For acquisition projects, the report should quantify the closings to be conducted in the next quarter and other information as requested.
15. A final report covering all aspects of the project will be prepared for the Subgrantee after the final closing.
16. The Subgrantee is required to submit a single audit conducted in accordance with Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments and Non-profit Organizations," when expending \$500,000 or more in Federal funds, including Public Assistance, Hazard Mitigation Grant Program (HMGP), and PDM funds during a fiscal year.
17. The Subgrantee is required to submit a copy of each report as a result of an audit to the Chief Fiscal Officer, for each fiscal year where \$500,000 or more in Federal funds were expended, beginning the fiscal year of the Presidential declaration of major disaster and ending the fiscal year of the final reimbursement.
18. The Subgrantee will be responsible for timely action in resolving any audit finding and/or questioned project costs. The Subgrantee will return to the IEMA, within 15 days of such request by the Chief Fiscal Officer, any advance funds which are not supported by audit or other Federal or State review of documentation maintained by the Subgrantee.
19. The Subgrantee agrees that all funds remaining at the end of this Agreement or at the expiration or obligation by the Grantee shall be returned to the State within 45 days.

REQUIREMENTS FOR ACQUISITION AND RELOCATION PROJECTS

20 – 34 **Not Applicable**

REQUIREMENTS FOR ALL STATE CONTRACTS

35. Obligations of the State will cease immediately without penalty of further payment being required if in any fiscal year the Illinois General Assembly or Federal funding source fails to appropriate or otherwise make available sufficient funds for this agreement.
36. The Subgrantee certifies that it will comply with the requirements of the federal Drug Free Workplace Act, 41 U.S.C.A. 702 as amended, and 49 C.F.R. Part 29, subpart F, including Appendix C as amended. The Subgrantee is required to sign the enclosed Drug-Free Workplace Certification and return it with this contract.
37. Pursuant to Section 6i. of the Illinois Purchasing Act the Subgrantee shall maintain, for a minimum of 3 years after the completion of the Grant Agreement, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the Grant Agreement; that the contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the grantor agency (IEMA), the Illinois Auditor General, the Illinois Attorney general or any of their duly authorized representatives and to provide full access to all relevant materials. The IEMA reserves the right to disallow any expenditures that are deemed ineligible, unreasonable, and/or excessive, or for which supporting documentation is not available. In the event that questioned costs are ultimately deemed disallowed, as determined by the IEMA, the Subgrantee shall be responsible for repayment of such costs.
38. The Subgrantee assures that it will comply with all applicable federal statutes, regulations, executive orders, and other federal requirements in carrying out any project supported by federal funds. The Subgrantee recognizes that federal laws, regulations, policies, and administrative practices may be modified from time to time and those modifications may affect project implementation. The Subgrantee agrees that the most recent federal requirements will apply to the project. The Subgrantee will comply with all applicable provisions of Federal and State law and regulations in regard to procurement of goods and services.
39. The Subgrantee will comply with all Federal and State statutes and regulations relating to non-discrimination.
40. The Subgrantee will comply with provisions of the Hatch Act limiting the political activities of public employees.
41. The Subgrantee will comply with minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act and to the extent applicable, Subgrantee will comply

with the Davis-Bacon Act, as amended, 40 U.S.C. 3141 *et seq.*, the Copeland "Anti-Kickback" Act, as amended, 18 U.S.C. 874, and the Grant Work Hours and Safety Standards Act, as amended, 40 U.S.C. 3701 *et seq.*, regarding labor standards for federally assisted sub agreements.

42. The Subgrantee will prohibit employees, contractors, subcontractors for a purpose that is or gives the appearance of 1) using their positions for personal gain of themselves or those with whom they have family business or ties; 2) a conflict of interest; or 3) kickbacks.
43. The Subgrantee and its employees, contractors, and subcontractors shall hold harmless the United States and its agents and employees, the State of Illinois and its agents and employees from and against all claims, damages, losses and expenses arising out of or resulting from the approval of work regardless of whether or not such claim, damage, loss of expense is caused entirely or in part by the United States or the State of Illinois.
44. The Subgrantee shall certify that (a) no Federal or State appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant loan, or cooperative agreement. (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instruction. (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
45. The Subgrantee shall certify that they are not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State Agency if they know or should know that they are delinquent in the payment of any debt to the State as defined by the Debt Collection Board. The Subgrantee further acknowledges that the contracting State agency may declare this Grant Agreement (contract) void if this certification is false or if the Subgrantee is determined to be delinquent in the payment of any debt during the term of the Grant Agreement.
46. In accordance with the Buy American Act, 41 U.S.C. 10-10d, only steel, iron, and

manufactured products produced in the United States may be purchased with Federal funds unless an exception under section b(2) or b(3) of the Buy American Act applies. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Federal Government.

47. The Subgrantee certifies to the best of his or her knowledge and belief that for each contract for federal assistance exceeding \$100,000:
 - (a) No federal appropriated funds have been or will be paid by or on behalf of the Subgrantee to any person to influence or attempt to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee or a Member of Congress regarding the award of federal assistance, or the extension, continuation, renewal, amendment, or federal assistance, or the extension, continuation, renewal, amendment, or modification of any federal assistance agreement; and
 - (b) If any funds other than federal appropriated funds have been or will be paid to any person to influence or attempt to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any application for federal assistance, the Subgrantee assures that it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," including information required by the instructions accompanying the form, which form may be amended to omit such information as authorized by 31 U.S.C. 1352.
 - (c) The language of this certification shall be included in the award documents for all sub awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements).
48. The subgrantee agrees to comply with the conditions established in the Record of Environmental Consideration approved by the FEMA Regional Environmental Officer.

SIGNATURES

Signature of Subgrantee's Authorized Representative:

_____ Date Signed: _____

Name Typed: _____ Title: _____

Subgrantee Jurisdiction:

Mailing Address for Disbursements:

Signature of the Grantee (Illinois Emergency Management Agency):

_____ Date Signed: _____
Jonathon E. Monken
Director

_____ Date Signed: _____
Jenifer Johnson
Chief Legal Counsel

_____ Date Signed: _____
Kevin High
Chief Fiscal Officer

RECEIVED

OCT 30 2013

Illinois Emergency
Management Agency



SEP 25 2013

U.S. Department of Homeland Security
Region V
536 South Clark Street, Floor 6
Chicago, IL 60605

FEMA

Mr. Jonathon Monken, Director
Illinois Emergency Management Agency
2200 South Dirksen Parkway
Springfield, IL 62703-4528

Re: Fiscal year 2010 Pre-Disaster Mitigation agreement EMC-2012-PD-0003

Dear Mr. Monken:

It is my pleasure to inform you that the following sub-grant has been approved and awarded under grant agreement EMC-2012-PD-0003:

<u>Sub-Grantee</u>	<u>Application Type</u>	<u>Federal Obligation</u>
Village of La Grange Park	Project (generator)	\$114,750

The period of performance is September 27, 2013 – August 31, 2016. The updated articles of agreement pertaining to this grant are enclosed, as well as important environmental documentation regarding the project.

On September 2, 2013, we received and accepted acknowledgement from your office and the Village of La Grange Park that a hazard mitigation plan will be completed within 12 months of the date of this letter. If the plan has not been FEMA-approved within that timeframe, this project will be terminated immediately. Any costs incurred after the notice of sub-grant termination will not be reimbursed by FEMA.

Additionally, this sub-grant is awarded with a special condition. At this time, the Village of La Grange Park is authorized to incur engineering and design expenses only. Once the design is completed, the village must submit a detailed cost estimate for the purchase and installation of the generator. Upon FEMA's approval of the estimate and, if necessary, a budget modification, the remaining work will be authorized.

By accepting this award, the state agrees to certain administrative and financial responsibilities, including the timely submission of all quarterly financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash on hand. The above provisions are required in order to be in full compliance with the terms and conditions of this grant agreement.

Mr. Monken
Page 2

After reviewing the enclosed 76-10a, sign and date the forms indicating your concurrence. Return the signed FEMA original to the attention of Assistance Officer Cheryl Baldwin at the regional office in Chicago. If you have any questions please contact Ms. Baldwin at (312) 408-5507.

Sincerely,



 Andrew Velasquez III
Regional Administrator

Enclosures

FEDERAL EMERGENCY MANAGEMENT AGENCY OBLIGATING DOCUMENT FOR AWARD/AMENDMENT				O.M.B. NO. 3067-0206 Expires February 29, 2004		
1. AGREEMENT NO. EMC-2012-PD-0003	2. AMENDMENT NO. 2	3. RECIPIENT NO. 73-1641239	4. TYPE OF ACTION <input checked="" type="checkbox"/> GRANT <input type="checkbox"/> CA	5. CONTROL NO. C120020NPD020, C1300009NPD009, C130003NPD003		
6. RECIPIENT NAME AND ADDRESS Illinois Emergency Management Agency 1035 Outer Park Drive Springfield, IL 62704-4462		7. ISSUING FEMA OFFICE AND ADDRESS FEMA Region V 536 South Clark St. 6th Floor Chicago, IL 60605		8. PAYMENT OFFICE AND ADDRESS		
9. NAME OF RECIPIENT PROJECT OFFICER Ronald Davis		PHONE NO. 217-782-8719	10. NAME OF FEMA PROJECT OFFICER MEGAN HART			
11. EFFECTIVE DATE OF THIS ACTION 09/24/2013		12. METHOD OF PAYMENT <input type="checkbox"/> HHS, SMARTLINK <input type="checkbox"/> SF 270 <input checked="" type="checkbox"/> OTHER		14. PERFORMANCE PERIOD From: 09/27/2013 To: 08/31/2016 BUDGET PERIOD From: 10/01/2009 To: 08/31/2016		
15. DESCRIPTION OF ACTION a. (Indicate funding data for awards or financial changes)						
PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE)	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + or (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT
LPDM	97.047	XXXX-XXX-XXXXXX-XXXX-XXXX-XXXX-X 2012-69-5770RB-9052-4101-D 2013-69-K112-R052-4101-D	\$194,333.82 \$24,241.50	\$0.00 \$114,750.00	\$194,333.82 \$138,991.50	\$64,781.18 \$46,330.50
TOTALS			\$218,575.32	\$114,750.00	\$333,325.32	\$111,111.68
b. To describe changes other than funding data or financial changes, attach schedule and check here <input type="checkbox"/>						
16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO FEMA (See Block 7 for address)						
16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN This assistance is subject to the terms and conditions attached to this award notice or incorporated by reference in program legislation or regulation cited above.						
17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)						DATE
18. FEMA SIGNATORY OFFICIAL (Name and Title) <i>[Signature]</i>						DATE 7/25/13

FEDERAL EMERGENCY MANAGEMENT AGENCY OBLIGATING DOCUMENT FOR AWARD/AMENDMENT		O.M.B. NO. 3067-0206 Expires February 29, 2004	
1. AGREEMENT NO. EMC-2012-PD-0003	2. AMENDMENT NO. 2	3. RECIPIENT NO. 73-1641239	4. TYPE OF ACTION <input checked="" type="checkbox"/> GRANT <input type="checkbox"/> CA
5. CONTROL NO. C120020NPD020, C1300009NPD009, C1300003NPD003		6. AWARD AMENDMENT <input type="checkbox"/> AWARD <input checked="" type="checkbox"/> AMENDMENT	
6. RECIPIENT NAME AND ADDRESS Illinois Emergency Management Agency 1035 Outer Park Drive Springfield, IL 62704-4462		7. ISSUING FEMA OFFICE AND ADDRESS FEMA Region V 536 South Clark St. 6th Floor Chicago, IL 60605	
8. PAYMENT OFFICE AND ADDRESS		10. NAME OF FEMA PROJECT OFFICER MEGAN HART	
9. NAME OF RECIPIENT PROJECT OFFICER Ronald Davis		PHONE NO. 217-782-8719	PHONE NO. 312-408-5225
11. EFFECTIVE DATE OF THIS ACTION 09/24/2013		12. METHOD OF PAYMENT <input type="checkbox"/> HHS, SMARTLINK <input type="checkbox"/> SF 270 <input checked="" type="checkbox"/> OTHER	
13. ASSISTANCE ARRANGEMENT <input checked="" type="checkbox"/> COST REIMBURSEMENT <input type="checkbox"/> COST SHARING <input type="checkbox"/> OTHER		14. PERFORMANCE PERIOD From: 09/27/2013 To: 08/31/2016 BUDGET PERIOD From: 10/01/2009 To: 08/31/2016	
15. DESCRIPTION OF ACTION a. (Indicate funding data for awards or financial changes)			
PROGRAM NAME ACRONYM LPDM	CFDA NO. 97.047	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXX-XXXX-XXXX-XXXX-X 2012-69-5770RB-9052-4101-D 2013-69-K112-R052-4101-D	AMOUNT AWARDED THIS ACTION + or (-) \$0.00 \$114,750.00
PRIOR TOTAL AWARD \$194,333.82 \$24,241.50		CURRENT TOTAL AWARD \$194,333.82 \$138,991.50	
CUMULATIVE NON-FEDERAL COMMITMENT \$64,781.18 \$46,330.50		TOTALS \$218,575.32 \$333,325.32 \$111,111.68	
b. To describe changes other than funding data or financial changes, attach schedule and check here <input type="checkbox"/>			
16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO FEMA (See Block 7 for address)			
16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN This assistance is subject to the terms and conditions attached to this award notice or incorporated by reference in program legislation or regulation cited above.			
17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)			DATE
18. FEMA SIGNATORY OFFICIAL (Name and Title) 			DATE 9/25/13
FEMA Form 76-10A, MAR 01			

FY 2010
PRE-DISASTER MITIGATION PROGRAM
GRANT AGREEMENT ARTICLES

PRE-DISASTER MITIGATION GRANT AGREEMENT ARTICLES
CFDA# 97.047

GRANTEE: Illinois Emergency Management Agency

AGREEMENT NUMBER: EMC-2012-PD-0003

AMENDMENT NUMBER: 2

DESIGNATED AGENCY: Illinois Emergency Management Agency

PERFORMANCE PERIOD: 09/27/2013 - 08/31/2016

GENERAL INFORMATION:

The **Pre-Disaster Mitigation (LPDM)** grant program provides funding for cost-effective hazard mitigation activities that complement comprehensive mitigation programs, reduce injuries, loss of life, and damage and destruction of property. Projects funded through LPDM must be located physically in a participating NFIP community that is not on probation or suspended (if the community has been mapped through the NFIP).

ARTICLE I. FEMA AUTHORITY

The United States of America through the Federal Emergency Management Agency (FEMA) which is now incorporated into the Department of Homeland Security, (hereinafter referred to as "the Grantor") agrees to grant to the state/Indian tribe/territory government, through its designated agency named above (hereinafter referred to as "the Grantee") funds in the amount specified on the obligating document, to support the **Pre-Disaster Mitigation** Grant Program, authorized under the Sections 1361(A) of the National Flood Insurance Act of 1968 (NFIA, or "the Act"), 42 USC 4104c, as amended by the National Flood Insurance Reform Act of 1994 (NFIRA), Public Law 103-325 and the Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004, Public Law 108-264, with the goal of reducing or eliminating claims under the NFIP.

The Grantee agrees to abide by the Grant Award terms and conditions as set forth in this document.

ARTICLE II. PROJECT DESCRIPTION

The Grantee shall perform the work described in the application package and made a part of these Grant Agreement Articles.

ARTICLE III. PERIOD OF PERFORMANCE

The initial performance period for the Grantee shall be equal to the longest performance period of the subgrantee awards. The period of performance shall be **09/20/2013** through **08/31/2016** , for the **LaGrange Park Generator**. All costs must be incurred during the period of performance unless pre-award costs are approved.

ARTICLE IV. AMOUNT AWARDED

This Grant is for the administration and completion of an approved **Pre-Disaster Mitigation Grant**. Grant Agreement funds may not be used for other purposes. If costs exceed the maximum amount of FEMA funding approved, the Grantee shall pay the costs in excess of the approved budget.

The approved budget for this award by category is:

	FEDERAL
Personnel	\$0.00
Fringe Benefit	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$153,000.00
Construction	\$0.00
Other	\$0.00
TOTAL DIRECT	\$153,000.00
Indirect Charges	\$0.00
TOTAL BUDGET	\$153,000.00

FEDERAL = \$114,750.00

NON FEDERAL = \$38,250.00

FED/NON FED = \$153,000.00

The Grantee shall follow Emergency Management and Assistance Regulations found in Title 44 Code of Federal Regulations (CFR) Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Office of Management and Budget Circulars A-102 and A-87, and program guidance to implement this Grant Award.

ARTICLE V. COST SHARE

The cost-share requirement for this award is **75 % Federal and 25 % non-Federal**.

ARTICLE VI. FEMA OFFICIALS

FEMA officials are as follows:

The Project Officer shall be an official at the FEMA Regional Office who will be responsible for the program and technical monitoring of the work and technical performance of the activities described in the application.

The Project Officer is: **Megan Hart**

The Assistance Officer is the FEMA official who has full authority to negotiate, administer and execute all business matters of the Grant Award.

The Assistance Officer is: **Cheryl Baldwin**

ARTICLE VII. TERMS AND CONDITIONS

The specific terms and conditions of this agreement are as follows:

ASSURANCE COMPLIANCE:

The certifications signed by the Grantee in the application relating to maintenance of a Drug-Free workplace (44 CFR Part 17, Subpart F) and New Restrictions on Lobbying (44 CFR Part 18) apply to this grant agreement and are incorporated by reference.

BUDGET REVISIONS:

The Grantee shall follow prior approval requirements for budget revisions found in 44 CFR 13.30. Transfer of funds between total direct cost categories in the approved budget shall receive the prior approval of FEMA when such cumulative transfers among those direct cost categories exceed ten percent of the total budget.

If a Grantee estimates that it will have obligated funds remaining after the end of the performance period, the Grantee must report this to the FEMA Regional Office at the earliest possible time and ask for disposition instructions.

CLOSE OUT:

Reports Submission: Per 44 CFR 13.50, when the appropriate grant award performance period expires, the Grantee shall submit the following documents within 90 days: (1) a final Financial Report, (2) final program performance report, (3) an inventory of equipment purchased under each grant's funds, (4) an inventory of Federally-owned property, (5) other required documents specified

by program regulation.

Report Acceptance: FEMA shall review the Grantee reports, perform the necessary financial reconciliation, negotiate necessary adjustments between the Grantee and FEMA's records, and close out the grant in writing.

Record Retention: Records shall be retained for 3 years (except in certain rare circumstances described in 44 CFR 13.42) from the date the final financial status report is submitted to FEMA in compliance with 44 CFR 13.42.

CONSTRUCTION PROJECT REQUIREMENTS:

1. Acceptance of Federal funding requires FEMA, the Grantee and any Subgrantees to comply with all Federal, state and local laws prior to the start of any construction activity. Failure to obtain all appropriate Federal, state and local environmental permits and clearances may jeopardize Federal funding.
2. Any change to the approved scope of work will require re-evaluation by FEMA for Grantee and Subgrantee compliance with the National Environmental Policy Act and other laws and Executive Orders.
3. If ground disturbing activities occur during construction, the Grantee and any Subgrantees must ensure monitoring of ground disturbance and, if any potential archeological resources are discovered, the Subgrantee will immediately cease construction in that area and notify the Grantee and FEMA.

COPYRIGHT:

The Grantee is free to copyright any original work developed in the course of or under the agreement. FEMA reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use the work for Government purposes. Any publication resulting from work performed under this agreement shall include an acknowledgement of FEMA financial support and a statement that the publication does not constitute an endorsement by FEMA or reflect FEMA views.

COST SHARE:

The Grantee shall follow cost-sharing requirements mandated by program guidance, statute or regulation and in compliance with 44 CFR 13.24. Cost-share funding shall be available with the approval of each grant. Performance Period extensions shall not be approved for delays caused by lack of cost-share funding.

ENFORCEMENT:

FEMA enforcement remedies shall be processed as specified in 44 CFR 13.43, Enforcement when the Terms and Conditions of this Grant Award are not met.

EQUIPMENT/SUPPLIES:

The Grantee must comply with the regulations listed in 44 CFR 13.32, Equipment, 44 CFR 13.33 Supplies, and 44 CFR 13.36 Procurement, and must be in compliance with state laws and procedures.

FUNDS TRANSFER:

No transfer of funds to agencies other than those identified in the approved grant agreement shall be

made without prior approval of FEMA.

INSURANCE:

In compliance with Public Law 103-325, Title V National Flood Insurance Reform Act of 1973, section 582 requires that any person receiving Federal assistance for the repair, replacement, or restoration for damage to any personal or residential property at any time must maintain flood insurance if the property is located in a Special Flood Hazard Area.

PAYMENT:

Grantee shall be paid using the Federal Health and Human Services (HHS) Payment Management System-SMARTLINK, provided Grantee maintains and complies with procedures for minimizing the time between transfer of funds from the US Treasury and disbursement by the Grantee and subgrantees. The Grantee commits itself to: 1) initiating cash draw downs only when actually needed for its disbursement; 2) timely financial reporting per FEMA requirements, using the SF 269 or equivalent report; and 3) imposing the same standards of timing and amount upon any secondary Grantee.

Subgrantees must comply with the same payment requirement as the Grantee and must comply with the requirements specified in the Grantee's subgrant award agreements.

DUPLICATION OF PROGRAMS:

FEMA will not provide assistance under the its programs for activities that it determines another Federal program has a more specific or primary authority to provide. FEMA also will not provide assistance for the applicant or subapplicant's legal obligations. FEMA may disallow or recoup amounts that duplicate other authorities.

DUPLICATION OF BENEFITS:

FEMA will not provide assistance under the program for activities that duplicate benefits received by or available to applicants, subapplicants and other project participants from insurance, other assistance programs, legal awards, or any other source to address the same purpose. Such individual or entity must notify the Grantee and FEMA of all benefits that it receives or anticipates from other sources for the same purpose, and must seek all such benefits available to them. FEMA will reduce the grant by the amounts available for the same purpose from another source. If FEMA provides assistance under this SRL program when other benefits are available, the Grantee will be liable to FEMA for any duplicative amounts that are received from other sources, and must reimburse FEMA for such amounts. FEMA also will not provide assistance for the applicant or subapplicant's legal obligations, such as those imposed by a legal settlement, court order or State law.

NON DISCRIMINATION:

The program must be administered in an equitable and impartial manner, without discrimination on the grounds of race, color, religion, nationality, sex, age, or economic status. The program complies with Section 308 of the Stafford Act and Title VI of the 1964 Civil Rights Act and other applicable laws. All applicants/Grantees must comply with Title VI, including State and local governments distributing Federal assistance.

Applicants/Grantees and subapplicants/subgrantees will ensure that no discrimination is practiced. Applicants must consider fairness, equity, and equal access when prioritizing and selecting project subapplications to submit with their application. Subapplicants and subgrantees must ensure fairness,

equity and equal access when consulting and making offers of mitigation to property owners that benefit from mitigation activities.

CHANGES IN SCOPES OF WORK:

Requests for changes to the SOW after award are permissible as long as they do not change the nature or total project cost of the activity, properties identified in the subapplication, the feasibility and effectiveness of the project, or the benefit cost ratio. Requests must be supported by adequate justification from the applicant in order to be processed. The justification is a description of the proposed change, a written explanation of the reason or reasons for the change; an outline of remaining funds available to support the change; and a full description of the work necessary to complete the activity. All approvals will be at FEMA's discretion, and there is no guarantee that SOW changes will be approved.

PERFORMANCE PERIODS:

Program/Project/subgrant Approval and/or Awards:

All grant award activities, including all projects and/or activities approved under each subgrant award, shall be completed within the time period prescribed and authorized on the obligating documents. All costs must be incurred within the approved performance period or be approved pre-award costs.

EXTENSIONS:

Requests for time extensions to the Performance Period will be considered but will not be granted automatically and must be supported by adequate justification submitted to the Regional Office in order to be processed. This justification is a written explanation of the reason or reasons for the delay; an outline of remaining funds available to support the extended Performance Period; and a description of performance measures necessary to complete the activity. Without justification, extensions requests will not be processed. Financial and progress reports must be current in order for a time extension to be considered.

RECOUPMENT OF FUNDS:

FEMA will recoup mitigation planning grant funds for grants that do not meet the deliverable criteria of an adopted, FEMA-approved mitigation plan by the end of the performance period.

RECOVERY OF FUNDS:

The Grantee will process the recovery of assistance paid to subgrantees processed through error, misrepresentation, or fraud or if funds are spent inappropriately. Recovered funds shall be submitted to FEMA as soon as the funds are collected, but no later than 90 days from the expiration date of the appropriate grant award agreement.

All fraud identifications will be reported to the FEMA Inspector General's office. The Grantee agrees to cooperate with investigation conducted by the FEMA Inspector General's office.

REFUND, REBATE, CREDITS:

The Grantee shall transfer to FEMA the appropriate share, based on the Federal support percentage, of any refund, rebate, credit or other amounts arising from the performance of this agreement, along with accrued interest, if any. The Grantee shall take necessary action to effect prompt collection of all monies due or which may become due and to cooperate with FEMA in any claim or suit in

connection with amounts due.

REPORTS:

Federal Financial Report (SF 425):

The Grantee shall submit the Federal Financial Report (FFR) to the FEMA Regional Office within 30 days of the first Federal quarter following the initial grant award. The Grantee shall submit quarterly FFRs thereafter until the grant ends. Reports are due on January 30, April 30, July 30, and October 30. A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs may be withheld if these reports are delinquent.

Performance Report:

The Grantee shall submit performance reports to the FEMA Regional Office within 30 days after end of each quarter. The report shall consist of a comparison of actual accomplishment to the approved activity objectives. The Regional Administrator may waive the initial report. The Grantee shall submit quarterly performance reports thereafter until the grant ends. Reports are due January 30, April 30, July 30, and October 30. Quarterly performance report shall report the name, completion status, expenditure, and payment-to-date of each approved activity/sub-grant award under the Grant Award.

Final Reports:

The Grantee shall submit a final FFR and Performance Report 90 days after the end date of the performance period.

TERMINATION:

The Grantee, subgrantee, or FEMA may terminate grant award agreements by giving written notice to the other party at least seven (7) calendar days prior to the effective date of the termination. All notices are to be transmitted via registered or certified mail, return receipt requested. The Grantee's authority to incur new costs will be terminated upon the date of receipt of the notice or the date set forth in the notice. Any costs incurred up to the earlier of the date of the receipt of the notice or the date of termination set forth in the notice will be negotiated for final payment. Close out of the grant award will be commenced and processed as prescribed under Article VII. 3.

ARTICLE VIII. GOVERNING PROVISIONS

The Grantee and any sub-grantees shall comply with all applicable laws and regulations. A non-exclusive list of laws and regulations commonly applicable to FEMA grants is attached hereto for reference only.

The Grantee and any subgrantees shall also be bound by the Program Guidance document. The following Office of Management and Budget circulars are also applicable to this grant:

OMB Circular A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

OMB Circular A-102 Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments

OMB Circular A-87 Cost Principles for State and Local Governments

OMB Circular A-21 Cost Principles for Educational Institutions

OMB Circular A-102 Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments

OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations

Commonly Applicable Statutes and Regulations

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. 5121 et seq., and Related Authorities

Sections 1361(A) of the National Flood Insurance Act of 1968 (NFIA, or “the Act”), 42 USC 4104c, as amended by the National Flood Insurance Reform Act of 1994 (NFIRA), Public Law 103-325 and the Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004, Public Law 108-264

Title 44 of the Code of Federal Regulations (CFR)

44 CFR Part 79-Flood Mitigation Grants

44 CFR Part 80-Property Acquisition and Relocation for Open Space

44 CFR Part 9-Floodplain Management and Protection of Wetlands

44 CFR Part 10-Environmental Considerations

44 CFR Part 13-Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

31 CFR Part 205-Rules and Procedures for Funds Transfers

Required Budget Review - Special Condition

The recipient is only authorized to obligate/drawdown/expend up to \$13,000 for engineering and design. Once the design is completed, the village must submit a detailed cost estimate for the purchase and installation of the generator. The recipient is prohibited from obligating, expending or drawing down the remaining funds provided through this award until the required documents are approved by FEMA and this special condition is rescinded.

Record of Environmental Consideration

See 44 Code of Federal Regulation Part 10.

Project Name/Number: LPDM-PJ-05-IL-2010-002 / LaGrange Park Generator

Project Location: 447 North Catherine (41.823098, -87.873453)

Project Description:

The proposed project is to replace the current emergency generator at the LaGrange Park Village Hall Complex. The project includes an engineering study to determine what loads will need to be supported. After this engineering study is complete the specific generator will be chosen to match the size with the need. The generator will be purchased and installed and the grant will also pay for any of the related electrical work required to complete the installation process. Installation of generator will be permanently mounted on a 15 ft by 8 ft concrete pad. The unit will be located on the south side of the Village Hall building. It will be placed adjacent to the building between the building itself and the parking area.

Documentation Requirements

- No Documentation Required (**Review Concluded**)
- (**Short version**) All consultation and agreements implemented to comply with the National Historic Preservation Act, Endangered Species Act, and Executive Orders 11988, 11990 and 12898 are completed and no other laws apply. (**Review Concluded**)
- X (**Long version**) All applicable laws and executive orders were reviewed. Additional information for compliance is attached to this REC.

National Environmental Policy Act (NEPA) Determination

- Statutorily excluded from NEPA review. (**Review Concluded**)
- X Categorical Exclusion - Category (xvi)
 - No Extraordinary Circumstances exist.
Are project conditions required? Yes (see section V) No (**Review Concluded**)
 - Extraordinary Circumstances exist (See Section IV).
 - Extraordinary Circumstances mitigated. (See Section IV comments)
Are project conditions required? Yes (see section V) No (**Review Concluded**)
 - Environmental Assessment required. See FONSI for determination, conditions and approval.
- Environmental Assessment required. See FONSI for determination, conditions and approval.

Comments: "Improvements to existing facilities and the construction of small scale hazard mitigation measures in existing developed areas with substantially completed infrastructure, when the immediate project area has already been disturbed, and when those actions do not alter basic functions, do not exceed capacity of other system components, or modify intended land use; provided the operation of the completed project will not, of itself, have an adverse effect on the quality of the human environment"

Reviewer and Approvals

FEMA Environmental Reviewer.
Name: Duane Castaldi

Signature Duane Castaldi Date 8/6/13

FEMA Regional Environmental Officer or delegated approving official.
Name: Nicholas Mueller, Regional Environmental Officer

Signature Nicholas Mueller Date 8-6-13

I. Compliance Review for Environmental Laws (other than NEPA)

A. National Historic Preservation Act

- Not type of activity with potential to affect historic properties. **(Review Concluded)**
- Applicable executed Programmatic Agreement. **(insert date)** Otherwise, conduct standard Section 106 review.
 - Activity meets Programmatic Allowance # _____
 - Are project conditions required? Yes (see section V) No **(Review Concluded)**

HISTORIC BUILDINGS AND STRUCTURES

- No historic properties 50 years or older in project area. **(Review Concluded)**
- Building or structure 50 years or older in project area and activity not exempt from review.
 - Determination of No Historic Properties Affected (FEMA finding/SHPO/THPO concurrence on file)
Are project conditions required? Yes (see section V) No **(Review Concluded)**
 - Determination of Historic Properties Affected (FEMA finding/SHPO/THPO concurrence on file)
 - Property a National Historic Landmark and National Park Service was provided early notification during the consultation process. If not, explain in comments
 - No Adverse Effect Determination (FEMA finding/SHPO/THPO concurrence on file).
Are project conditions required? Yes (see section V) No **(Review Concluded)**
 - Adverse Effect Determination (FEMA finding/SHPO/THPO concurrence on file)
 - Resolution of Adverse Effect completed. (MOA on file)
 - Are project conditions required Yes (see section V) No **(Review Concluded)**

ARCHEOLOGICAL RESOURCES

- Project affects only previously disturbed ground. **(Review Concluded)**
- Project affects undisturbed ground.
 - Project area has no potential for presence of archeological resources
 - Determination of no historic properties affected (FEMA finding/SHPO/THPO concurrence or consultation on file). **(Review Concluded)**
 - Project area has potential for presence of archeological resources
 - Determination of no historic properties affected (FEMA finding/SHPO/THPO concurrence on file)
Are project conditions required Yes (see section V) No **(Review Concluded)**
 - Determination of historic properties affected
 - NR eligible resources not present (FEMA finding/SHPO/THPO concurrence on file).
Are project conditions required Yes (see section V) No **(Review Concluded)**
 - NR eligible resources present in project area. (FEMA finding/ SHPO/THPO concurrence on file)
 - No Adverse Effect Determination. (FEMA finding/ SHPO/THPO concurrence on file)
Are project conditions required? Yes (see section V) No **(Review Concluded)**
 - Adverse Effect Determination. (FEMA finding/ SHPO/THPO concurrence on file)
 - Resolution of Adverse Effect completed. (MOA on file)
 - Are project conditions required? Yes (see section V) No **(Review Concluded)**

Comments: The Federal Emergency Management Agency (FEMA) has concluded and the State Historic Preservation Office (SHPO) has concurred that no archaeological or historic resources will be affected.
Correspondence/Consultation/References: The FEMA Determination Letter is dated August 6, 2013, and the SHPO consultation email is dated August 5, 2013.

B. Endangered Species Act

- No listed species and/or designated critical habitat present in the action area. **(Review Concluded)**
 - Listed species and/or designated critical habitat present in the action area.
 - No effect to species or designated critical habitat. (See comments for justification) **(Review Concluded)**
 - May affect, but not likely to adversely affect species or designated critical habitat (FEMA determination/USFWS/NMFS concurrence on file) **(Review Concluded)**
 - Likely to adversely affect species or designated critical habitat
 - Formal consultation concluded. (Biological Assessment and Biological Opinion on file)
- Are project conditions required? YES (see section V) NO **(Review Concluded)**

Comments: The USFWS TEC species list for Cook County includes the Piping plover (endangered), Eastern massasauga (candidate), Hine's merald dragonfly (endangered), Eastern prairie fringed orchid (threatened), Leafy-prairie clover (endangered), Mead's milkweed (threatened), Prairie bush clover (threatened). However, due to the project location adverse impacts are not anticipated.

Correspondence/Consultation/References: Threatened and Endangered Species list from the USFWS website.

C. Coastal Barrier Resources Act

- Project is not located in Coastal Barriers Resource System or Otherwise Protected Area.
 - Project does not affect a coastal barrier within the COBRA System (regardless of in or out) **(Review Concluded)**
 - Project is located in a coastal barrier system and/or affects a coastal barrier. (FEMA determination/USFWS consultation on file)
 - Proposed action an exception under Section 3505.a.6? **(Review Concluded)**
 - Proposed action not excepted under Section 3505.a.6.
- Are project conditions required? YES (see section V) NO **(Review Concluded)**

Comments: The project is not located in a Coastal Barriers Resource System or Otherwise Protected Area.

Correspondence/Consultation/References: n/a

D. Clean Water Act

- Project site located outside of and would not affect any waters of the U.S. **(Review Concluded)**
 - Project site located in or would affect waters, including wetlands, of the U.S.
 - Project exempted as in kind replacement or other exemption. **(Review Concluded)**
 - Project requires Section 404/401/10 permit, including qualification under Nationwide Permits.
- Are project conditions required? YES (see section V) NO **(Review Concluded)**

Comments: The project will not involve dredging or disposal of dredged material, excavation, filling, or other modifications to waters of the United States.

Correspondence/Consultation/References: n/a

E. Coastal Zone Management Act

- Project does not affect a coastal zone area (regardless of in or out)- **(Review concluded)**
 - Project is not located in a coastal zone area - **(Review concluded)**
 - Project is located in a coastal zone area and/or affects the coastal zone
 - State administering agency does not require consistency review. **(Review Concluded)**.
 - State administering agency requires consistency review.
- Are project conditions required? YES (see section V) NO **(Review Concluded)**

Comments: The project is not located in a coastal zone.

Correspondence/Consultation/References: n/a

F. Fish and Wildlife Coordination Act

- Project is not located in or affects a waterway/body of water. **(Review Concluded)**
 - Project affects, controls or modifies a waterway/body of water.
 - Coordination with USFWS conducted
 - No Recommendations offered by USFWS. **(Review Concluded)**
 - Recommendations provided by USFWS.
- Are project conditions required? YES (see section V) NO **(Review Concluded)**

Comments: n/a
Correspondence/Consultation/References: n/a

G. Clean Air Act

- Project will not result in permanent air emissions. (Review Concluded)
- Project is located in an attainment area. (Review Concluded)
- Project is located in a non-attainment area.
 - Coordination required with applicable state administering agency..
 - Are project conditions required? YES (see section V) NO (Review Concluded)

Comments: This project may result in temporary air emissions as a result of construction activities, such as dust and machine exhaust; however, there will be no long-term impacts.
Correspondence/Consultation/References: n/a

H. Farmlands Protection Policy Act

- Project does not affect prime or unique farmland. (Review Concluded)
- Project causes unnecessary or irreversible conversion of prime or unique farmland.
 - Coordination with Natural Resource Conservation Commission required.
 - Farmland Conversion Impact Rating, Form AD-1006, completed.
 - Are project conditions required? YES (see section V) NO (Review Concluded)

Comments: This project will have no impact to prime or unique farmland because it does not involve taking or converting of any farmland.
Correspondence/Consultation/References: n/a

I. Migratory Bird Treaty Act

- Project not located within a flyway zone. (Review Concluded)
- Project located within a flyway zone.
 - Project does not have potential to take migratory birds. (Review Concluded)
 - Project has potential to take migratory birds.
 - Contact made with USFWS
 - Are project conditions required? YES (see section V) NO (Review Concluded)

Comments: No migratory birds or habitat will be affected by this project.
Correspondence/Consultations/References: n/a

J. Magnuson-Stevens Fishery Conservation and Management Act

- Project not located in or near Essential Fish Habitat. (Review Concluded)
- Project located in or near Essential Fish Habitat.
 - Project does not adversely affect Essential Fish Habitat. (Review Concluded)
 - Project adversely affects Essential Fish Habitat (FEMA determination/USFWS/NMFS concurrence on file)
 - NOAA Fisheries provided no recommendation(s) (Review Concluded).
 - NOAA Fisheries provided recommendation(s)
 - Written reply to NOAA Fisheries recommendations completed.
 - Are project conditions required? YES (see section V) NO (Review Concluded)

Comments: Project is not located in or near Essential Fish Habitat.
Correspondence/Consultation References: n/a

K. Wild and Scenic Rivers Act

- Project is not along and does not affect Wild or Scenic River - (Review Concluded)
- Project is along or affects Wild or Scenic River
 - Project adversely affects WSR as determined by NPS/USFS. FEMA cannot fund the action. (NPS/USFS/USFWS/BLM consultation on file)
 - Project does not adversely affect WSR. (NPS/USFS/USFWS/BLM consultation on file)
 - Are project conditions required? YES (see section V) NO (Review Concluded)

Comments:

L. Other Relevant Laws and Environmental Regulations

Identify relevant law or regulations, resolution and any consultation/references: None identified.

II. Compliance Review for Executive Orders

A. E.O. 11988 - Floodplains

- Outside Floodplain and No Effect on Floodplains/Flood levels - (Review Concluded)
- Located in Floodplain or Effects on Floodplains/Flood levels
- No adverse effect on floodplain or can be adversely affected by the floodplain. (Review Concluded),
 - Beneficial Effect on Floodplain Occupancy/Values (Review Concluded),
 - Possible adverse effects associated with investment in floodplain, occupancy or modification of floodplain environment
 - 8 Step Process Complete - documentation on file
- Are project conditions required? YES (see section V) NO (Review Concluded)

Comments: Cook County FIRM No. 17031C0478J dated August 19, 2008.

Correspondence/Consultation/References: FEMA Map Service Center.

B. E.O. 11990 - Wetlands

- Outside Wetland and No Effect on Wetland(s) - (Review Concluded)
- Located in Wetland or effects Wetland(s)
- Beneficial Effect on Wetland - (Review Concluded)
 - Possible adverse effect associated with constructing in or near wetland
 - Review completed as part of floodplain review
 - 8 Step Process Complete - documentation on file
- Are project conditions required? YES (see section V) NO (Review Concluded)

Comments: The project site is located outside of any mapped wetlands according to the NWI Wetland Mapper

Correspondence/Consultation/References: NWI Wetland Mapper located online at USFWS website

C. E.O. 12898 - Environmental Justice for Low Income and Minority Populations

- No Low income or minority population in, near or affected by the project - (Review Concluded)
- Low income or minority population in or near project area
- No disproportionately high and adverse impact on low income or minority population- (Review Concluded)
 - Disproportionately high or adverse effects on low income or minority population
- Are project conditions required? YES (see section V) NO (Review Concluded)

Comments: The project provides a benefit to all populations in the vicinity.

Correspondence/Consultation/References: n/a

III. Other Environmental Issues

Identify other potential environmental concerns in the comment box not clearly falling under a law or executive order (see environmental concerns scoping checklist for guidance).

Comments: None identified.

Correspondence/Consultation/References: None identified.

IV. Extraordinary Circumstances

Based on the review of compliance with other environmental laws and Executive Orders, and in consideration of other environmental factors, review the project for extraordinary circumstances.

* A "Yes" under any circumstance may require an Environmental Assessment (EA) with the exception of (ii) which should be applied in conjunction with controversy on an environmental issue. If the circumstance can be mitigated, please explain in comments. If no, leave blank.

Yes

- (i) Greater scope or size than normally experienced for a particular category of action
- (ii) Actions with a high level of public controversy
- (iii) Potential for degradation, even though slight, of already existing poor environmental conditions;
- (iv) Employment of unproven technology with potential adverse effects or actions involving unique or unknown environmental risks;
- (v) Presence of endangered or threatened species or their critical habitat, or archaeological, cultural, historical or other protected resources;
- (vi) Presence of hazardous or toxic substances at levels which exceed Federal, state or local regulations or standards requiring action or attention;
- (vii) Actions with the potential to affect special status areas adversely or other critical resources such as wetlands, coastal zones, wildlife refuge and wilderness areas, wild and scenic rivers, sole or principal drinking water aquifers;
- (viii) Potential for adverse effects on health or safety; and
- (ix) Potential to violate a federal, state, local or tribal law or requirement imposed for the protection of the environment.
- (x) Potential for significant cumulative impact when the proposed action is combined with other past, present and reasonably foreseeable future actions, even though the impacts of the proposed action may not be significant by themselves.

Comments: None identified.

V. Environmental Review Project Conditions

General comments:

1. If ground-disturbing activities occur during implementation, the applicant will monitor excavation activity, and if any artifacts or human remains are found during excavation process all work is to cease and the applicant will notify FEMA, Grantee, and SHPO.
2. The applicant must follow all applicable local, state, and federal laws, regulations, and requirements for the abatement and disposal of lead, asbestos, and other routinely encountered hazardous substances. If there is an unusual material encountered or there is an extraordinary amount of lead, asbestos, or other routinely encountered material, the applicant must also contact the relevant agency with authority for regulation of the material.
3. If deviations from the proposed scope of work result in substantial design changes, the need for additional ground disturbance, additional removal of vegetation, change in the proposed location of the generator, or in any other unanticipated changes to the physical environment, the Grantee must contact FEMA, and a re-evaluation under NEPA and other applicable environmental laws will be conducted by FEMA.
4. Substantial modifications to the interior or exterior of the Village Hall were not reviewed for environmental and historic preservation compliance. Any substantial modification must be resubmitted for full environmental and historic preservation review. Substantial modification includes any demolition, cuts/penetrations into historic fabric, and/or remodeling of existing spaces.

Project Conditions:

Monitoring Requirements:

ENVIRONMENTAL CLOSEOUT DECLARATION

It is the Federal Emergency Management Agency's (FEMA) responsibility to comply and verify that environmental laws and executive orders are met prior to approval of FEMA-funded grants. In order to comply with this responsibility it is necessary to ensure that the requirements of the environmental documents have been met prior to grant closeout.

The applicant or applicant's agent must verify the conditions stated in the Record of Environmental Consideration, FONSI or Environmental Assessment, or any other environmental approval documentation are met. They must submit all copies of permits or other required documentation to the State, which are available if requested by FEMA at time of closeout.

Funding will be jeopardized if the environmental conditions contained in the project approval documents are not followed and required permits are not obtained.

Project Conditions:

1. If ground-disturbing activities occur during implementation, the applicant will monitor excavation activity, and if any artifacts or human remains are found during excavation process all work is to cease and the applicant will notify FEMA, Grantee, and SHPO.
2. The applicant must follow all applicable local, state, and federal laws, regulations, and requirements for the abatement and disposal of lead, asbestos, and other routinely encountered hazardous substances. If there is an unusual material encountered or there is an extraordinary amount of lead, asbestos, or other routinely encountered material, the applicant must also contact the relevant agency with authority for regulation of the material.
3. If deviations from the proposed scope of work result in substantial design changes, the need for additional ground disturbance, additional removal of vegetation, change in the proposed location of the generator, or in any other unanticipated changes to the physical environment, the Grantee must contact FEMA, and a re-evaluation under NEPA and other applicable environmental laws will be conducted by FEMA.
4. Substantial modifications to the interior or exterior of the Village Hall were not reviewed for environmental and historic preservation compliance. Any substantial modification must be resubmitted for full environmental and historic preservation review. Substantial modification includes any demolition, cuts/penetrations into historic fabric, and/or remodeling of existing spaces.

This is to be completed and signed after project completion and submitted as part of the grant closeout documentation.

Program Grant Legislative PreDisaster Mitigation
Project Number LPDM-PJ-05-IL-2010-002
Project Title Village of LaGrange Park Generator Project

I attest that all conditions listed in the environmental documentation were followed and the appropriate permit and supporting documents are attached. I further attest that none of the issues listed under the Project Conditions section of the Record of Environmental Consideration, FONSI or Environmental Assessment were encountered that would have required further environmental coordination with FEMA.

Signature of Applicant or Applicant's Agent

Date

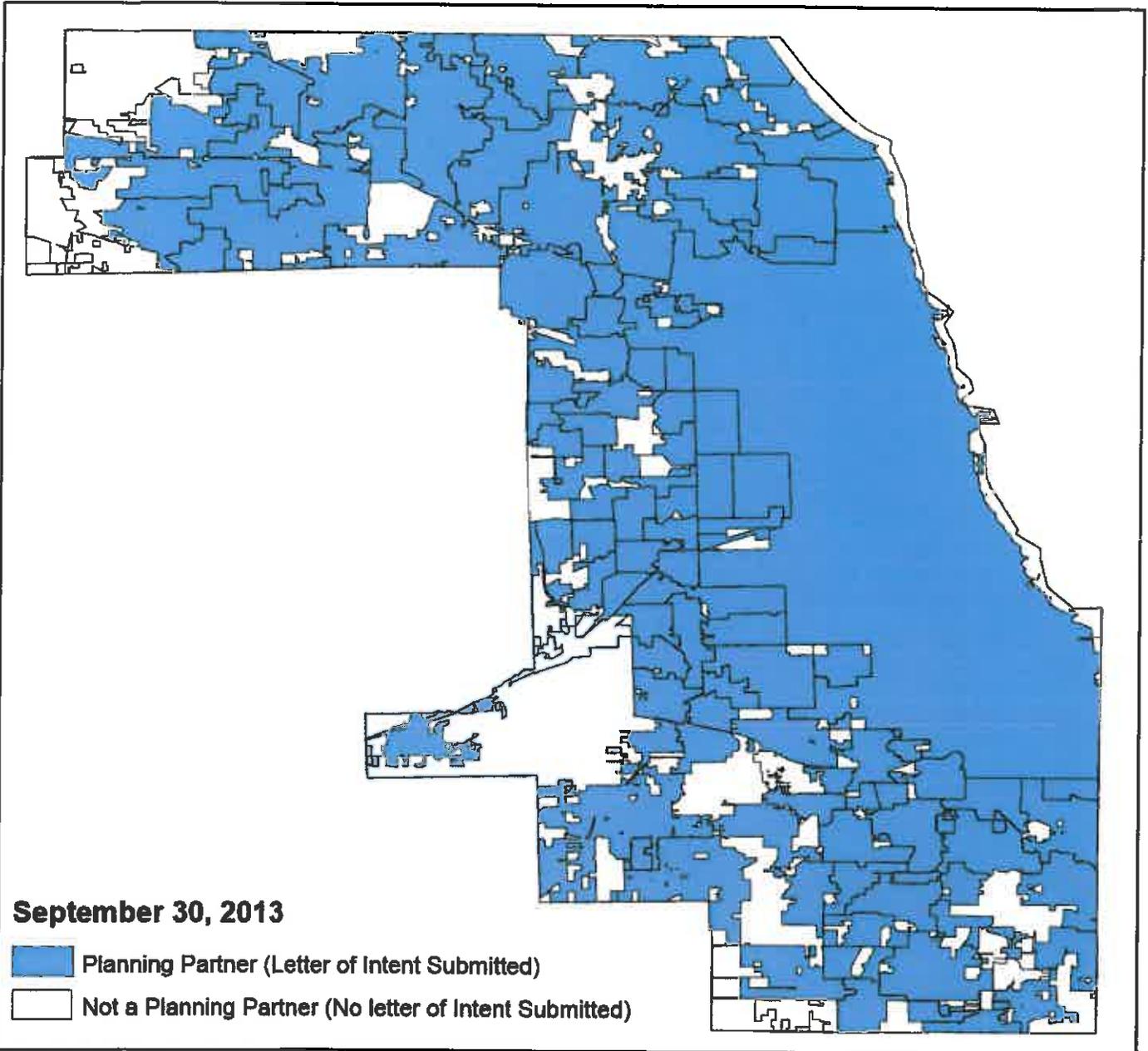
Signature of State Program Manager

Date

Signature of Regional Environmental Officer
FEMA-Region V

Date

Cook County Hazard Mitigation Plan Planning Partners



Planning Partners

Alsip	Chicago	Franklin Park	Justice	Norridge	Phoenix	South Holland
Arlington Heights	Chicago Heights	Glencoe	Kenilworth	North Riverside	Posen	Steger
Barrington	Chicago Ridge	Glenview	LaGrange	Northbrook	Prospect Heights	Stickney
Bedford Park	Cicero	Glenwood	LaGrange Park	Northfield	River Forest	Stone Park
Bellwood	Country Club Hills	Golf	Lansing	Northlake	River Grove	Streamwood
Berkeley	Countryside	Hanover Park	Lemont	Oak Forest	Riverdale	Summit
Berwyn	Des Plaines	Harvey	Lincolnwood	Oak Lawn	Riverside	Thornton
Blue Island	Dixmoor	Harwood Heights	Lynwood	Oak Park	Robbins	Tinley Park
Bridgeview	Dolton	Hazel Crest	Markham	Olympia Fields	Rolling Meadows	University Park
Broadview	East Hazel Crest	Hickory Hills	Matteson	Orland Hills	Roselle	Westchester
Brookfield	Elk Grove Village	Hillside	McCook	Orland Park	Rosemont	Western Springs
Buffalo Grove	Elmwood Park	Hinsdale	Melrose Park	Palatine	Sauk Village	Wheeling
Burbank	Evanston	Hodgkins	Merrionette Park	Palos Heights	Schaumburg	Willow Springs
Burnham	Evergreen Park	Hoffman Estates	Midlothian	Palos Hills	Schiller Park	Wilmette
Calumet City	Flossmoor	Homewood	Morton Grove	Palos Park	Skokie	Winnetka
Calumet Park	Forest Park	Indian Head Park	Mount Prospect	Park Forest	South Barrington	Worth
	Forest View	Inverness	Niles	Park Ridge	South Chicago Hts.	



Cook County Multi-Jurisdictional All Hazards Mitigation Plan Information Bulletin #3 The Planning Partnership

Who is Participating in the Hazard Mitigation Plan?

Cook County Department of Homeland Security and Emergency Management (DHSEM) is leading the effort to develop a Multi-Jurisdictional All Hazards Mitigation Plan (HMP) for Cook County, the planning area. The DHSEM has selected a contractor, Tetra Tech, Inc., to assist with the development of the HMP. Staff from the County and Tetra Tech, Inc. form the Planning Team that is coordinating the planning process and assisting with overall project administration.

A Steering Committee has been formed as a leadership group to provide guidance and direction to the planning process. It consists of over 25 diverse stakeholder organizations throughout the planning area. The Steering Committee will meet regularly to oversee the planning process and will act as the point of contact for all planning partners and the various interest groups in the planning area. The Steering Committee's goal is to ensure that the resulting document will be embraced both politically and by the constituency within the planning area.

Who are the "Planning Partners"? What are They Doing?

DHSEM has invited every municipality wholly or partially within Cook County to participate in the development of the HMP. Most of them — over 110 — have signed Letters of Intent (LOI) indicating their commitment to the process. These municipalities constitute the "Planning Partners".

Creating an effective Multi-Jurisdictional All Hazards Mitigation Plan requires engaged participation from all Planning Partners. There are several things each Planning Partner must do to fulfill their commitment to this process: provide information and data to the Steering Committee as requested, rank their potential risk to specified hazards, assess their capabilities, complete a Jurisdictional Annex and identify and prioritize an action plan. Planning Partners are also expected to stay informed of the planning process and to attend several meetings.

Upon successful completion of their Jurisdictional Annex and adoption of the full HMP, each Planning Partner will be eligible for pre-disaster mitigation grant funding from FEMA.

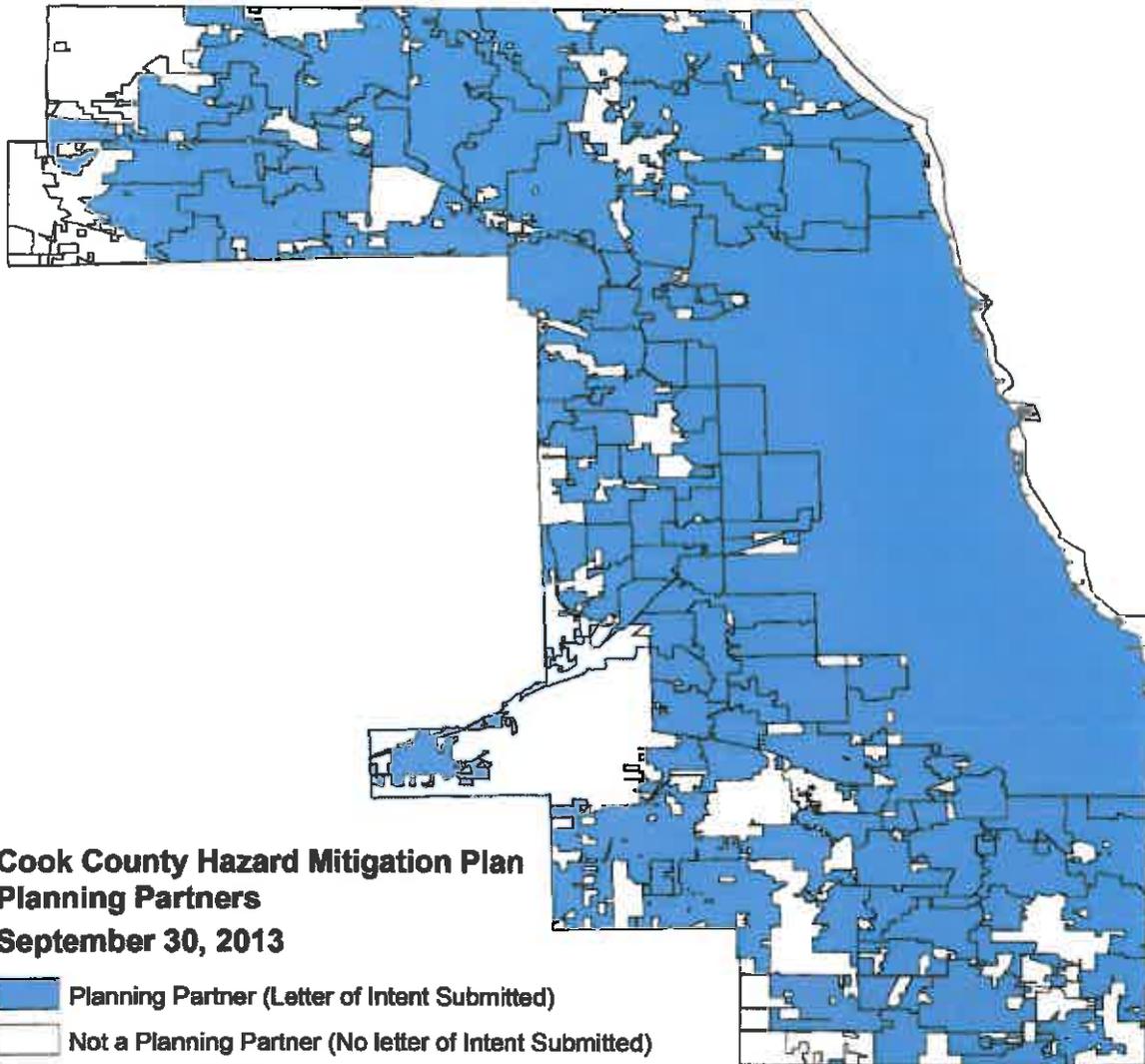
Who is a "Stakeholder"? How are They Involved?

"Stakeholder" is a general term that refers to anyone who lives in or does business in Cook County, including interest groups, organizations, businesses, schools, and private citizens. Every stakeholder has the opportunity to participate in this planning process by attending meetings, completing the public information survey and providing comments. To keep informed of the planning process and to find out when and where the meetings are, visit the HMP website frequently.

A Hazard Mitigation Plan (HMP) is a living document that communities use to reduce their vulnerability to natural hazards. HMPs form the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. They create a framework for risk-based decision making to reduce damages to lives, property, and the economy from future disasters.

Communities must have an approved and adopted HMP to receive pre-disaster mitigation grant funding. Grant funding is available for projects to mitigate risk to both public and private property. For example, projects such as home elevations and local flood mitigation projects are eligible for funding. Ultimately, these actions reduce vulnerability, and communities are able to recover more quickly from disasters.

Below is a map of all of the municipalities in Cook County. The Planning Partners—those municipalities that have submitted a Letter of Intent—are highlighted in blue.



For more information visit our website:
www.cookcountyhomelandsecurity.org/hazard-mitigation-plan

For more information about this process and the plan, please contact:

- ◆ Rob Flaner, Tetra Tech HMP Lead, (208) 939-4391 or rob.flaner@tetrattech.com
- ◆ Sandy Anagnostopoulos, Tetra Tech Planner, (312) 201-7759 or sandy.anagnostopoulos@tetrattech.com
- ◆ Gene Ryan, Cook County DHSEM, (312) 603-8547 or gene.ryan@cookcountyil.gov
- ◆ Dana Curtiss, Cook County DHSEM, (312) 603-8191 or dana.curtiss@cookcountyil.gov
- ◆ Susie Park, Cook County DHSEM, (312) 603-8177 or Susie.park@cookcountyil.gov



Cook County Multi-Jurisdictional All Hazards Mitigation Plan Information Bulletin #1 The Hazard Mitigation Plan

What is a Hazard Mitigation Plan?

A hazard mitigation plan (HMP) is “the representation of the jurisdiction’s commitment to reduce risks from natural hazards, serving as a guide for decision makers as they commit resources to reducing the effects of natural hazards.” (44 CFR 201.6) HMPs establish and maintain eligibility for grant funds. The planning process is as important as the plan itself because it creates a framework for governments to reduce the negative impacts from future disasters on lives, property, and the economy. Hazard mitigation planning can significantly reduce the physical, financial, and emotional losses caused by disasters.

Disaster Mitigation Act of 2000 is federal legislation that establishes a pre-disaster hazard mitigation program and new requirements for the national post-disaster Hazard Mitigation Grant Program (HMGP). It encourages and rewards state and local pre-disaster planning and promotes sustainability. Completion of an HMP will result in more effective risk reduction projects and in a faster and more efficient allocation of funding.

What are the benefits of participating in the Multi-Jurisdictional Hazard Mitigation Plan?

There are numerous benefits to local jurisdictions of participating in the multi-jurisdictional HMP including:

- ◆ The multi-jurisdictional planning effort identifies and creates partnerships that enhance grant funding opportunities.
- ◆ Multi-jurisdictional plans enable comprehensive approaches to mitigation of hazards that affect several jurisdictions in a specific geographic area.
- ◆ It enables partners within the planning area to pool resources and reduce their level of effort while avoiding duplication of effort.
- ◆ Furthermore, FEMA prefers multi-jurisdictional planning efforts.

What is required in a Hazard Mitigation Plan?

FEMA regulations require that the public must be engaged in all phases of the plan’s development. The HMP should review and incorporate existing plans and programs that can support or enhance hazard mitigation. The plan must assess the risk to natural hazards that may impact the planning area and identify and prioritize mitigation actions that can be taken. The HMP must also include a strategy for maintaining the plan, which must be updated every 5 years.

Cook County, Department of Homeland Security and Emergency Management (DHSEM), has contracted with Tetra Tech to facilitate the planning process and draft the Cook County Multi-Jurisdictional All Hazards Mitigation Plan. Tetra Tech will follow a seven phase planning process:

- ◆ Organize resources
- ◆ Conduct risk assessment
- ◆ Develop public involvement strategy
- ◆ Set goals, objectives and actions
- ◆ Implement plan maintenance strategy
- ◆ Write the plan
- ◆ Facilitate plan review/adoption

This process is modeled after FEMA’s Community Rating System’s planning process. The final HMP will consist of two volumes: one covering the whole planning area and the other with jurisdictional-specific annexes that address the specific mitigation actions of the jurisdictions. Tetra Tech has developed templates to assist in the drafting of a multi-jurisdictional HMP. The Cook County Multi-Jurisdictional All Hazards Mitigation Plan must be completed by June 30, 2014.

The information herein further describes efforts and roles of your organization in ensuring the project’s success.

What is the schedule?

Task Name	2013						2014					
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun
Step 1: Steering Committee Support	←-----→											
Step 2: Public and Stakeholder Outreach	←-----→											
<i>Public Questionnaire/Survey</i>	←-----→											
<i>Public Outreach Meetings</i>	←-----→											
Step 3: THIRA and HMP Risk Assessment	←-----→											
<i>Data Collection</i>	←-----→											
<i>Deliver Risk Assessment Report</i>	◆											
Step 4: Develop Mitigation Strategy and Plan	←-----→											
Maintenance	←-----→											
<i>SWOO</i>	←-----→											
<i>Jurisdictional Annex Workshops</i>	←-----→											
<i>BCA Training</i>	←-----→											
Step 5: Develop Draft Plan	←-----→											
<i>Deliver Draft Plan to Steering Committee</i>	◆											
Step 6: Develop Final Plan	←-----→											
<i>Final Draft Submission to IEMA/FEMA</i>	◆											
<i>Plan Adoption</i>	←-----→											

What is required of each planning partner?

- ◆ Sign a Letter of Intent to participate and identify a point of contact
- ◆ Support the Steering Committee
- ◆ Provide information/data (and/or access to information) requested
- ◆ Attend and actively participate in meetings/workshops to which you are invited
- ◆ Rank the potential risks
- ◆ Perform a capability assessment
- ◆ Complete the Jurisdictional Annex template
- ◆ Identify and prioritize jurisdiction-specific actions
- ◆ Adopt the Plan
- ◆ The anticipated level of effort for planning partners (not on the Steering Committee) is between 24-48 hours, depending upon the jurisdiction's size.

For more information visit our website:

www.cookcounty/homelandsecurity.org/hazard-mitigation-plan

For more information about this process and the plan, please contact:

- ◆ Rob Flaner, Tetra Tech HMP Lead, (208) 939-4391 or rob.flaner@tetrattech.com
- ◆ Sandy Anagnostopoulos, Tetra Tech Planner, (312) 201-7759 or sandy.anagnostopoulos@tetrattech.com
- ◆ Gene Ryan, Cook County DHSEM, (312) 603-8547 or gene.ryan@cookcountyil.gov
- ◆ Dana Curtiss, Cook County DHSEM, (312) 603-8191 or dana.curtiss@cookcountyil.gov
- ◆ Susie Park, Cook County DHSEM, (312) 603-8177 or Susie.park@cookcountyil.gov

Public Works Committee

Scott Mesick, Chairman

Michael Sheehan

Mario Fotino

Village Board Agenda Memo

Date: 10/25/13

To: President and Board of Trustees

From: Brendan McLaughlin, Public Works Director *BJM*
Julia Cedillo, Village Manager *[Signature]*

RE: Emerald Ash Borer - Tree Removal Report

PURPOSE: This report informs the Village Board on the Emerald Ash Borer infestation and requests advanced funding to keep pace with the number of trees impacted.

BACKGROUND:

The Village of La Grange Park owns approximately 6,600 parkway trees. Prior to infestation, there were 1,347 Ash Trees, which equates to twenty one percent of village parkway trees.

The Emerald Ash Borer was first discovered in La Grange Park in September 2011. In 2009 it was estimated that it would cost the Village \$411,100 to remove trees and grind the stumps. This equates to an average removal and grinding cost of \$305 per tree. The current budget includes \$35,000 for tree removals and stump grinding. That is enough funds to remove and grind 115 trees.

All trees received a windshield inspection in the spring of this year. Over the spring and summer 100 trees were removed. Those trees showing initial indications of EAB infestation this spring experienced major decline over the course of the summer and fall. The fall inspection found an additional 190 trees needing removal. Public Works did not anticipate this level of decline to occur this quickly. It appears the beetles are working at a pace roughly six months quicker than anticipated. Some of this may be due to the trees reacting to a combination of both EAB and last year's drought.

Due to the liability that comes with inspecting trees and identifying dangerous situations, these trees need to be removed. Public Works is requesting the current year budget for tree removal and stumping be increased by \$65,000 to allow for removal of these trees, plus an additional 23 trees in March or April should more be identified before the fiscal year end. At the end of the infestation period, we do not anticipate exceeding the original forecast of \$411,100 for EAB removals and stumping.

MOTION ACTION REQUESTED: To increase the budget for Public Works Tree Trimming and Removal in the amount of \$65,000.

RECOMMENDATION:

Staff recommends the budget increase.

DOCUMENTATION:

- June 5, 2009 Village Board Agenda Memo on Emerald Ash Borer

VILLAGE BOARD AGENDA MEMO

Date: June 5, 2009
To: Village President and Board of Trustees
From: Julius Hansen, Director of Public Works
Bohdan Proczko, Village Manager
Re: Emerald Ash Borer – Community Readiness Plan for La Grange Park

GENERAL BACKGROUND

The Emerald Ash Borer (EAB) was first discovered in Illinois back in 2006. Since that time the Illinois Department of Agriculture (IDOA) has confirmed infestations of EAB in 18 of Illinois' counties, including Cook, with the closest confirmed cases in Burr Ridge and Oak Park.

Attached is an information brochure which has been developed by the Illinois Department of Agriculture (IDOA), which explains in further detail the EAB and what municipalities can do to prevent the further spread of the borer.

In line with recommendations from IDOA, the Village has prepared an EAB Community Readiness Plan. This document will be used as a guideline for staff, and residents, in the hopes of educating everyone about EAB.

LaGrange Park Statistical Facts: Current Total Parkway Tree Population – 6,610
Current Parkway Ash Tree Population – 1,347 (21% of total tree population)

Diameter Breakdown of Parkway Ash:

- 1-8" 171
- 9-19" 1,032
- 20-34" 141
- Over 35" 3

IF EAB is found in La Grange Park:

- Current Cost to Remove All Parkway Ash Trees \$411,100
*Cost is based on current prices charged by our tree removal contractor and includes stump removal. The above cost does not include restoration of the parkway.
- Estimated Cost to Replace All Parkway Ash Trees \$269,400
*Cost is based on current average Street Tree Consortium cost of \$200 per tree for the 2000 planting season.

MOTION / ACTION REQUESTED:

Motion approving the Resolution adopting the Emerald Ash Borer – Community Readiness Plan for La Grange Park

STAFF RECOMMENDATION:

Approval of the Resolution adopting the Emerald Ash Borer – Community Readiness Plan for La Grange Park. *Once the Plan has been adopted, information regarding EAB will be published in the Rose Clippings and posted on the Village's website.*

DOCUMENTATION:

- Emerald Ash Borer - Information Brochure from IDOA
- Resolution Adopting the Emerald Ash Borer – Community Readiness Plan
- Emerald Ash Borer – Community Readiness Plan for La Grange Park

RESOLUTION NO. 09-29

**RESOLUTION ADOPTING EMERALD ASH BORER – COMMUNITY
READINESS PLAN FOR LA GRANGE PARK**

WHEREAS, since 2006, the Illinois Department of Agriculture has identified 18 counties where the Emerald Ash Borer infestation has been located, including Cook County; and

WHEREAS, the Illinois Department of Agriculture has recommended that municipalities adopt a plan to identify the essential personnel, resources, procedures and fiscal resources to combat the Emerald Ash Borer; and

WHEREAS, based on information from the Illinois Department of Agriculture, staff has prepared the Emerald Ash Borer – Community Readiness Plan for La Grange Park; and

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

1. That the Village of La Grange Park hereby adopts the Emerald Ash Borer – Community Readiness Plan for La Grange Park; and
2. The Village Manager is authorized and directed to take such further actions, as he deems necessary and appropriate to implement, administer and enforce this Resolution.

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this 28th day of July 2009.

YES:

NOS:

ABSENT:

Approved this 28th day of July 2009.

Dr. James L. Discipio, Village President

ATTEST:

W. Kerry Brunette
Village Clerk

APPROVED AS TO FORM-
*VILLAGE ATTORNEY –*_____

**EMERALD ASH BORER
COMMUNITY READINESS PLAN
FOR:**

VILLAGE OF LA GRANGE PARK



Developed by:
Julius Hansen, Director of Public Works

June 2009

****As of February 2009, Burr Ridge and
Oak Park are the closest areas of
EAB infection to La Grange Park****

***"EARLY DETECTION IS THE KEY TO CONTROLLING THE EMERALD ASH
BORER AND THE INEVITABLE DAMAGE THAT OCCURS WITH A LACK OF
DETECTION AND SOUND URBAN AND COMMUNITY FORESTRY MANAGEMENT."
Reinee Hildebrandt, Ph.D., Urban Conservation Program
Administrator, Illinois Department of Natural Resources***

SUMMARY OF KEY ACTIONS
EMERALD ASH BORER READINESS PLAN

The La Grange Park readiness plan of action includes readiness team assignments, protocol and pro-active forestry management strategies for when the Emerald Ash Borer (EAB) arrives.

If the Emerald Ash Borer is found, the EAB Community Readiness Plan shall be implemented immediately with the Incident Commander providing oversight.

Local authorities will be updated by the Director of Public Works on the status of the EAB as it moves or is found throughout Illinois.

A list of the Ash trees on public lands will be maintained, and regular inspections will be performed by the Director of Public Works.

A Public Relations Campaign outline is included in the EAB Readiness Plan.

This EAB Readiness Plan was developed, in part, by:

Reinee Hildebrandt, Ph.D.

Urban Conservation Program Administrator

Illinois Department of Natural Resources

One Natural Resources Way

Springfield, IL 62702-1271

Phone: 217-785-8771

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INTRODUCTION

The purpose of this Emerald Ash Borer Community Readiness Plan is to identify the essential personnel, resources, procedures and fiscal resources to combat the Emerald Ash Borer in La Grange Park, Illinois.

Early detection is the key to minimizing loss of ash trees in our State and our community forests.

La Grange Park, is a community of 13,295 population located in Cook County, Illinois. La Grange Park has approximately 33 street miles containing an urban forestry tree population of 6,610 trees. 20 percent of the community forest is comprised of ash trees which equals a total potential loss of 1,347 ash trees within the municipal jurisdiction.

La Grange Park has participated in the Tree City USA program for over 12 years and has been actively managing and budgeting for their forest resources during that time. La Grange Park has conducted a tree inventory and developed a management plan with partial funds provided through the Illinois Department of Natural Resources, Urban and Community Forestry Assistance Act. This tree inventory has put La Grange Park in a good solid position to be ready for an exotic invasive insect such as the Emerald Ash Borer. The tree inventory data has been used to determine the ash tree population in the community. Lists of ash trees by street address have been generated from the data for monitoring and control purposes.

Current tree authority is: *Julius Hansen, Director of Public Works*

To keep updated on EAB developments in and around our municipality, please refer to the Village's website: www.lagrangepark.org.

If you have questions about EAB, please call the Public Works Department at (708) 352-2922 Ext. 100.

POLICY AND AUTHORIZATION – STATE & LOCAL STATUTES
PERTAINING TO EMERALD ASH BORER CONTROL AND MANAGEMENT

STATE STATUTES

The following State statutes provide state and local government with specific authorities to manage urban and community forests and to monitor, control and eradicate Emerald Ash Borer infested trees:

- 1) **65 ILCS 5/11-60-2 - Definition and abatement of nuisances.** Gives the authority to enforce nuisance issues. Each municipality may define, prevent, and abate nuisances.
- 2) **50 ILCS 90/1 through 90/30- Insect, Pest and Plant Disease Act.** This act is to prevent the introduction into and the dissemination within this State of insect pests and plant diseases and to provide for their repression and control. This law addresses the states authorities through the Illinois Department of Agriculture in dealing with invasive pests and diseases. La Grange Park has included local language that echoes concerns about movement of infected plant materials in their local ordinances. However, the authority for statewide enforcement is held by the State of Illinois Department of Agriculture. As of July 2006, the Department of Agriculture secured language on the declaration of Emerald Ash Borer as an official nuisance in Illinois.
- 3) **65 ILCS 5/11-42-13 - Arborists.** States that municipalities may register tree experts. La Grange Park has not implemented a mandatory permit system or similar registry of arborist within the municipal boundary. By pre-approval or permit systems the municipality has taken precautionary measures to determine if tree removal companies have adequate bonding (or accident insurance), driver's licenses and vehicle operator credentials, and appropriate arboricultural certifications and credentials for completing the work.
- 4) **65 ILCS 5/11-72-1 and 65 ILCS 5/11-73-1-2 and 65 ILCS 5/11-73.1-4 - Trees and Forestry.** Discusses the planting of trees by municipalities, and their rights to raise monies for that purpose. This law provides the local municipality the authority to create tax for the purpose of tree planting programs within the municipality. *La Grange Park is a member of the WCMC Suburban Tree Consortium, and plants trees yearly through this program with funding provided solely by the Village. The Village of La Grange Park has not implemented a tax for this program.*
- 5) **65 ILCS 5/11-60-1 Issuance and revocation of license** (65 ILCS 5/11-60-1) (from Ch. 24, par. 11-60-1) Sec. 11-60-1. The corporate authorities of each municipality may fix the amount, terms, and manner of issuing and revoking licenses. (Source: Laws 1961, p. 576.) (This law could give the municipality the authority to take a company off the tree removal service list if they are causing damage to property or not following incident protocol.)
- 6) **30 ILCS 735/1 thru 7 Urban and Community Forestry Assistance Act .** An act to provide technical assistance, training and financial aid to municipalities for

the development of plans and programs for the establishment and preservation of urban forestry programs.

- 7) **65 ILCS 5/11-80-2 Cities and Villages** - use of streets (65 ILCS 5/11-80-2) (from Ch. 24, par. 11-80-2) Sec. 11-80-2. The corporate authorities of each municipality may regulate the use of the streets and other municipal property.
- 8) **20 ILCS 805/805-130 Conservation of forests.** Promotion of forestry and forestry management. The Department (of Natural Resources) has the power to take measures for the promotion of planting, encouragement, protection, and conservation of forests and to promote forestry in this State.

LOCAL STATUTES

Within the Village of La Grange Park the following ordinances are in place to address a situation such as an Emerald Ash Borer Infestation:

- 1) La Grange Park Municipal Code – Section 95.25, Diseased Trees. Definitions.
- 2) La Grange Park Municipal Code – Section 95.26, Nuisance Declared; Duty to Remove.
- 3) La Grange Park Municipal Code – Section 95.27, Enforcement; Right to Enter, Inspect, Remove; Interfering with Enforcement.
- 4) La Grange Park Municipal Code – Section 95.28, Statement of Costs of Removal by Village Required.
- 5) La Grange Park Municipal Code – Section 95.29, Collection of Costs of Removal by Village; Lien.
- 6) La Grange Park Municipal Code – Section 95.30, Emerald Ash Borer Compliance Agreement.
- 7) La Grange Park Municipal Code – Section 95.99, Penalty.

These ordinances are placed under Appendix II.

LOCAL EMERALD ASH BORER CONTACT PERSON

The Director of Public Works will be the EAB point of contact person. The Director will perform the following duties:

Name/Title: Julius Hansen, Director of Public Works
Address: 937 Barnsdale Road, La Grange Park, IL 60526
Phone: (708) 352-2922 Mobile: n/a
Fax: (708) 354-9942 E-mail: jhansen@lagrangepark.org

Tasks: Point Person for authorizing action and making the official call to the IDOA to verify any potential EAB sites within the municipal jurisdiction. The director will determine the location of where all communications, orders, and primary logistics will take place. The director will determine the Staging areas and Debris handling sites. The director reviews and oversees municipal policy to determine the need for implementing additional policy and ordinances such as current decision-making hierarchy pertaining to trees, nuisance provisions of the ordinance, and law enforcement pertaining to trees. The director will establish local protocol for reporting potential local EAB findings. The director will contact the Illinois Department of Agriculture at: 847-294-4343 (Des Plaines office) or contact the USDA APHIS @ 1-866-EAB-4512.

COMMUNICATIONS, INFORMATION AND PUBLIC RELATIONS

Primary Contact:

Name/Title: Julius Hansen, Director of Public Works
Address: 937 Barnsdale Road, La Grange Park, IL 60526
Phone: (708) 352-2922 Mobile: (708) 243-1160
Fax: (708) 354-9942 E-mail: jhansen@lagrangepark.org

Secondary Contact:

Name/Title: Julia Cedillo, Assistant Village Manager
Address: 447 North Catherine Avenue, LaGrange Park, IL 60526
Phone: (708) 354-0225 Mobile:
Fax: (708) 354-0241 E-mail: jcedillo@lagrangepark.org

Tasks: This person oversees or is responsible for the following positions: Media Relations Expert – Operations Section Chief and the Neighborhood Relations Expert – Operations Section Chief and oversees the following tasks: *PRE-EAB:* Prior to any infestation, this person is responsible for publishing the Emerald Ash Borer Community Readiness Plan and distributing the plan and other Emerald Ash Borer information and training events as determined in the plan. This person establishes communications with all team members to gather information for posting to the public on the status of EAB to the community such as setting up press conferences. Responsibilities include updating the municipality website, publishing articles in the municipal newsletter.

POST-EAB: Once EAB has been verified, the role includes direct oversight supervisor the role of Media Relations Expert – Operating Chief, Staff Training Expert – Operating Chief and Neighborhood Relations Expert – Operating Chief.

EMERALD ASH BORER READINESS PLAN INCIDENT OBJECTIVES

The following are the Incident Objectives related to the Emerald Ash Borer Infestation that will serve as a basis for establishing priorities. The person responsible for this task is noted in ():

- 1) Remove ash trees that are currently in poor condition. (Director)
- 2) Monitor ash trees for occurrences of Emerald Ash Borer infestations. (Director)
- 3) Identify ash trees that are highly acclaimed ash tree specimens. (Director)
- 4) Ensure an orderly investigation of the existence of Emerald Ash Borer within the municipal jurisdiction. (Director)
- 5) Contact Illinois Department of Agriculture. (Director)
- 6) Provide citizens with information on municipality protocol for reporting potential EAB sites within the municipal jurisdiction via website and newsletter. (Director & Assistant Village Manager)
- 7) Advise citizens to only use EAB compliant contractors for tree work. (Director)
- 8) Keep citizens apprised of the current status of EAB within Illinois and its proximity to the municipality without creating a panic.(Director)
- 9) Advise citizens not to transport firewood into the Village. If they do, firewood should have certification. (Director)
- 10) Ensure a safe and orderly dispatch of trained, qualified and certified workforce (EAB compliant contractors) if the Emerald Ash Borer is found within municipal boundaries. (Director)
- 11) If Emerald Ash Borer is found implement sound urban and community forestry management practices and sanitary residual wood procedures for the eradication and control of the Emerald Ash Borer. (Director)
- 12) Establish policies and procedures for the residual wood debris management and disposal. (Director)
- 13) Establish policies for tree removal that minimize potential property damage. (Director)
- 14) Keep aware of new technologies for combating EAB and implement those preventative measures as economics and research results support. (Director)

STATE/FEDERAL HISTORY & PROTOCOL FOR EAB INCIDENTS

The Illinois Department of Agriculture is the lead state agency in addressing the Emerald Ash Borer. USDA APHIS is the lead federal regulatory agency.

On June 9, 2006, the Illinois Department of Agriculture in cooperation with USDA ASPHIS determined that Illinois had its first Emerald Ash Borer infested tree. This tree was in Kane County near Lily Lake. To view the first official announcement on June 13, 2006 see: <http://www.agr.state.il.us/newsrels/r0613061.html>

After the public hearing process, the Illinois Department of Agriculture took action.

On July 19, 2006 the Illinois Department of Agriculture officially declared all plants and plant products infested with the Emerald Ash Borer (*Agrilus planipennis* Fairmaire) a nuisance. To access the official quarantine language as established by the Illinois Department of Agriculture see the web address:

http://www.agr.state.il.us/Environment/Pest/EAB_declaration_of_nuisance.pdf

Also on July 19, 2006 the Illinois Department of Agriculture established the Emerald Ash Borer Quarantine based on the first infestation in Kane County near Lily Lake. Since that time, four amendments have been made, defining new quarantine zones. Each quarantine zone affects the transportation of regulated items within the specified areas. To access the official quarantine language, and subsequent amendments, as established by the Illinois Department of Agriculture see the web address:

- Original Quarantine Issued July 19, 2006
<http://www.agr.state.il.us/eab/data/OrigQtn7-06.pdf>
- First Amended Quarantine Issued November 9, 2006
<http://www.agr.state.il.us/eab/data/200702069111.pdf>
- Second Amended Quarantine Issued January 12, 2007
<http://www.agr.state.il.us/eab/data/20080421261.pdf>
- Third Amended Quarantine Issued April 27, 2007
<http://www.agr.state.il.us/eab/data/200704279249.pdf>
- Fourth Amended Quarantine Issued July 19, 2007
<http://www.agr.state.il.us/eab/data/200707197752.pdf>

For the most recent Emerald Ash Borer information and current quarantine maps, check with the Illinois Department of Agriculture website: www.agr.state.il.us or <http://www.agr.state.il.us/eab/?pg=106>

Illinois EAB Confirmed Infested Locations. For the most recent locations, check with the Illinois Department of Agriculture website: www.agr.state.il.us or <http://www.agr.state.il.us/eab/data/200901077839.pdf>

On December 1, 2006, USDA APHIS put in place a federal quarantine for the entire state of Illinois. For APHIS Quarantine information: <http://www.aphis.usda.gov>

Or http://www.aphis.usda.gov/newsroom/content/2006/11/eab_fed_order.shtml

A question answer section has been provided on the APHIS website at: http://www.aphis.usda.gov/publications/plant_health/content/printable_version/emerald_ash_borer_faqs.pdf

PROTOCOL FOR CONFIRMED EAB SITES

As of 10/12/06, the confirmation of an Ash tree infested with Emerald Ash Borer creates the following federal, state and local protocol.

1) The lead agency- Illinois Department of Agriculture staff will conduct an extensive survey of all known Ash trees within a one mile radius of the initial find.

2) The local unit of government assumes a support role by: 1) providing a listing of Ash trees from their local tree inventory or from the information gathered using the official inspection form provided in this reference, 2) respond to public calls that will naturally occur due to the IDOA's official announcement of a new Emerald Ash Borer site.

3) Implement the local community readiness plan (see La Grange Park plan). Depending upon municipal staffing levels, local officials may be requested to provide assistance to the Illinois Department of Agriculture in conducting the surveys.

PROTOCOL FOR MUNICIPALITIES WITH NON-INFESTATION SITES

1) Per your Local Community Readiness Plan, municipal officials should continue to serve as a contact for citizen inquiries on public and/or private municipal land (as local policy permits). The Village Representative (Director of Public Works, La Grange Park) should report any potential Emerald Ash Borer findings to the Illinois Department of Agriculture hotline: 1-800-641-3934.

2) Have staff properly trained for Emerald Ash Borer identification, bark peeling techniques, and local pre-EAB protocol. *Public Works training for EAB identification has been conducted.*

3) Monitor community forest for signs of an infestation using existing tree inventories and/or the EAB inspection form provided in this reference. Keep updated records on all Ash trees and be prepared to share the information with the Illinois Department of Agriculture officials as requested. Work with IDOA, APHIS, or Morton Arboretum - Detection Tree" survey program to monitor community Ash trees. *La Grange Park inventory is completed.*

4) Work with IDOA and other officials to conduct trap trees, detection trees and bark peeling surveys.

5) Implement a systematic approach to tree care. For routine tree care have the municipal staff equipped with the tools and forms necessary to inspect and record inspection findings. *Ash tree inventory list will continue to be maintained.*

6) Implement a systematic approach to tree removal. For the tree removal place highest priority on trees that are in poor condition. Next using ash species as a criterion, remove dead, dying and high maintenance Ash trees prior to EAB arrival.

7) Replant the community forest with a wide diversity of tree species. Ash trees will not be planted.

INSECT/CHEMICAL CONTROL

The USDA APHIS's currently does not endorse chemical control of Emerald Ash Borer. Their stance is that treatment is up to the individual tree owner. The Illinois Department of Agriculture recommends that you follow University of Illinois Extension Entomology Fact Sheet NHE-163 by the Department of Natural Resources and Environmental Sciences, October, 2006. Copies are available from your local University of Illinois Extension Office.

This publication indicates the following considerations when determining whether to use insecticidal control.

- 1) The only certain method to control Emerald Ash Borer is to remove the tree.
- 2) Healthy trees growing in locations with proper soil, fertility, light wind exposure and other environmental factors will survive attack longer than those in poorer health.
- 3) If trees are being removed in an area, it will probably be less expensive to have it removed at that time rather than later.
- 4) Cost of the purchase and planting of replacement trees not susceptible to Emerald Ash Borer should be considered.

For insecticidal control it is stated:

- 1) Treat trees no more than 10-12 miles from a known infestation
- 2) Control is more effective if the trunk diameter is less than 10 inches.
- 3) If many infested untreated Ash trees are nearby, any control attempts are unlikely to protect the tree.
- 4) It is difficult to keep the tree alive once it is infected.
- 5) Watch for new research findings that will address cost effectiveness and ability of insecticides to control EAB. Currently nothing has been proven to be effective.

Professional Insecticidal Controls:

1) Imidacloprid (Merit, IMA-jet, Imicide, Pointer) See publication for details

2) Foliar and bark sprays for bifenthrin (Onyx), cyfluthrin (Tempo), permethrin (Astro), or carbaryl (Sevin) in both mid May and late June will control visiting beetles and hatching larvae.

Homeowners insecticidal control options:

Follow insecticide label directions. Bayer Advanced garden Tree Shrub Control containing imidacloprid. For larger trees, due to the potential of drift issues, foliar and bark applications are best handled by a certified arborist or other professional horticulturalist.

Factors concerning treatment with imidacloprid are provided in the Extension publication.

It is best to contact a certified arborist to treat your trees. The list is available on: <http://www.illinoisarborist.org>

PROTOCOL FOR EAB POTENTIAL SITE INSPECTIONS

Provided is the official local contact authorized by the Village of La Grange Park. The director is available to conduct inspections of ash trees on your property or public property within the municipality's jurisdiction.

The individual who conducts the site inspection is the Director of Public Works. He is the local authority that is responsible for reporting potential EAB sites to the Illinois Department of Agriculture. *It is important that only the municipality's designee should be responsible for calling in the state officials in case a potential site is found. Please realize that the state system is not staffed heavily enough to accommodate the amount of calls that could potentially be generated from an unorganized approach.*

If you feel the person conducting your inspection on private property is in error, please contact a local arborist (to be paid for at the property owner's expense).

Name/Title: Julius Hansen, Director of Public Works
Address: 937 Barnsdale Road, La Grange Park, IL 60526
Phone: (708) 352-2922 Ext.100
Fax: (708) 354-9942 E-mail: jhansen@lagrangepark.org

In addition, if an adult borer is found, you may place it in a tightly sealed jar and call the Director of Public Works. Please provide your name and address and the address where the borer was found, if different. An investigation will be conducted.

Thank you for your cooperation.

LISTING OF OFFICAL EMERALD ASH BORER INSPECTORS

Residents of La Grange Park should contact the following OFFICIAL EMERALD ASH BORER SITE INSPECTOR for a site inspection if symptoms are seen on an ash tree.

Name/Title: Julius Hansen, Director of Public Works
Address: 937 Barnsdale Road, La Grange Park, IL 60526
Phone: (708) 352-2922 Ext. 100
Fax: (708) 354-9942 E-mail: jhansen@lagrangepark.org

EMERALD ASH BORER INSPECTION

FORM A- Initial Site Review

(Front of Form)

Inspector Name: _____ Community Identifier: _____
 Date of Inspection: _____ Sequential Record Number: _____

State: ILLINOIS County Reference: Cook
 Legal Description, GPS coordinates or Street Address of Potential EAB Site:

Inspection Requested By Whom: _____ Date of Request: _____
 Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 Cell Phone: _____

Overall condition of the Ash Tree <i>(Circle appropriate response to right)</i>	EXCELLENT or GOOD	FAIR	POOR
--	----------------------	------	------

Check all the items below that are observed on site:

EAB/ASH TREE SYMPTOMS	ENVIRONMENTAL/MECHANICAL
<input type="checkbox"/> Dying branches in top of tree	<input type="checkbox"/> Evidence of Excessive Pruning
<input type="checkbox"/> Dying branches through out tree	<input type="checkbox"/> Evidence of Mechanical Damage <input type="checkbox"/> Evidence of Construction Damage
<input type="checkbox"/> Branch sprouts	<input type="checkbox"/> Excessive Drainage/Water saturation <input type="checkbox"/> Potential for salt damage (next to road)
<input type="checkbox"/> Basal Sprouting/epicormic shoots	<input type="checkbox"/> Drought current or previous year <input type="checkbox"/> Potential for chemical drift (near field)
<input type="checkbox"/> Bark fissures	<input type="checkbox"/> Limited growing space
<input type="checkbox"/> Wood pecker damage/holes	<input type="checkbox"/> Evidence of other insect or disease
<input type="checkbox"/> 1/8" D-shaped emergence holes (Remove 6"x4" bark section) <i>(Go to FORM B)</i>	List sightings of other Insect or Disease problems below:
<input type="checkbox"/> Adult Emerald Ash Borer <i>(Go to FORM B)</i>	
<input type="checkbox"/> Bark falling off and S-Shaped galleries are disclosed <i>(Go to FORM B)</i>	POSSIBLE DIAGNOSIS:

EMERALD ASH BORER INSPECTION
FORM B - Potential Site

(Back of Form)

Inspector's Name: _____

(If not backed to Form A add:

Community Identifier: _____ Date of Inspection: _____ Sequential Record Number: _____

Legal Description, GPS coordinates or Street Address of Potential EAB Site:

It is advisable to take a Photograph or all details associated with the tree and the adult borer, if possible.

IF A POTENTIAL ADULT EMERALD ASH BORER is found:

All actions must follow the regulatory protocol established jointly by the Illinois Department of Agriculture (IDOA) and the Animal and Plant Health Inspection Service (APHIS). Additionally, follow any additional precautions above and beyond the IDOA and APHIS requirements that are indicated in the Community Readiness Plan. Per the Emerald Ash Borer Readiness Plan, contact the Community Forestry Administrator – Deputy Commander for further instructions.

CONDUCT A 6"x4" BARK SECTION REMOVAL TO LOOK FOR S-SHAPED GALLERIES

Check observation:

_____ 6"x4" Bark Section Removed

Observation:

_____ S- Shaped galleries

_____ Linear Galleries

_____ No galleries

_____ Other (Please describe: _____)

Other comments:

**Please fax the completed form if you feel that this tree is suspect for
EAB in the future, please fax to:
Mark Cinnamon, IDOA, 9511 Harrison Street, Des Plaines, IL 60016
Phone: 847-294-4343**

COMMUNICATIONS, INFORMATION AND PUBLIC RELATIONS
STAFF Training and Public Education/Awareness Campaigns

Communication and training are key to a successful eradication operation. Providing staff training will reduce the potential for accidents, ensure better adherence to protocol and a more efficient response to the situation. The following Departments are targeted for staff training: *Village of La Grange Park, Public Works Department*

Informing Elected Officials The Village President and Trustees meet on the 2nd and 4th Tuesdays of every month. Additional avenues for sharing information with municipality leaders include: E-mail and written communications. This plan will be reviewed by all Board members in June 2009.

List or check the key messages that will be shared with these officials:

- The threat of Emerald Ash Borer
- The number of ash trees in the municipality
- The cost of removal and replacement of infested trees
- Illinois Department of Agriculture directives
- Local EAB Readiness Team members and function
- Established Inspection and Verification Protocol
- Emerald Ash Borer Biology and life cycle

The Village of La Grange Park Board of Trustees will be provided with information concerning EAB. The following Village officials will also be provided with information:

Bohdan J. Proczko, Village Manager, Village of La Grange Park
447 North Catherine Avenue
La Grange Park, Illinois 60526
Telephone: (708) 354-0225
Fax: (708) 354-0241

Julia Cedillo, Assistant Village Manager, Village of La Grange Park
447 North Catherine Avenue
La Grange Park, Illinois 60526
Telephone: (708) 354-0225
Fax: (708) 354-0241

LISTING OF LOCATIONS FOR EAB MATERIALS
DISTRIBUTION TO RESIDENTS

Public Locations For Materials Distribution. Below is a list of public places where EAB information can be distributed.

Name of Site: La Grange Park Public Library
555 N. La Grange Road
La Grange Park, IL 60525
Phone: 708-352-0100
Fax: 708-352-1606

Contact Person: Dixie Conkis

List Possible Materials to be distributed at this site: Illinois Department of Agriculture Brochure – Emerald Ash Borer

Name of Site: La Grange Park Village Hall
447 N. Catherine Avenue
La Grange Park, IL 60526
Phone: 708-354-0225
Fax: 708-354-0241

Contact Person: Julia Cedillo, Assistant Village Manager

List Possible Materials to be distributed at this site: Illinois Department of Agriculture Brochure – Emerald Ash Borer

LIST OF MEDIA CONTACTS

Media Contact List. Below is a list of media contacts, reporters and media outlets that should be contacted for an official announcement verifying Emerald Ash Borer in La Grange Park.

These contacts will be sent a press release with the following information such as:

- Who found the site within your municipality?
- When was it found?
- What was the process that you went through to verify the site? And
- What should citizens do now that it is found in your municipality? (Examples: check their trees, don't move firewood, who is the point of contact, don't remove trees, who will handle residual wood, should they treat the trees)

(A draft Press Release follows the list of media contacts)

Name: The Doings Newspaper
Fax: 630/887-9646

The Suburban Life Newspaper
Fax: (630) 969-0228

DRAFT

DATE:

Julius Hansen, 708/352-2922

PRESS RELEASE

VILLAGE OF LA GRANGE PARK LATEST VICTIM OF EMERALD ASH BORER

La Grange Park, IL – La Grange Park, Illinois of Cook County is the latest community to discover the emerald ash borer (EAB). The EAB was found on **<description or address of infested site – suggestion – just state – EAST, CENTRAL, WEST part of town??>**. The Illinois Department of Agriculture has confirmed on **<date>** the EAB.

The EAB discovery was made on <date>, when <describe circumstances>. <Title and Name of person related to find> went out to survey the tree. “Quote,” says <person related to circumstance>. <Municipality Public Works, or city forester> <describe how the area was surveyed and the extent of damage that was determined for the area. Also tell if the trees have been removed or plans to remove them on certain date>.

The emerald ash borer (EAB) is a small, metallic green, non-native invasive pest whose larvae feast on the trunks of ash trees thereby cutting off their ability to transport nutrients and ultimately causing the tree’s decline. Ash trees can be infested with EAB for a few years before the tree begins to demonstrate any signs of EAB infestation. Symptoms of EAB include canopy dieback, D-shaped exit holes, shoots sprouting from the tree trunks and S-shaped larval galleries underneath the bark.

“The Illinois Department of Agriculture certainly supports a tree owner’s right to determine for themselves whether a pesticide treatment is appropriate in their specific circumstance,” Illinois Department of Agriculture Bureau Manager of Environmental Programs Warren Goetsch said. “Tree owners are encouraged to thoroughly research the various treatment options currently available and carefully weigh the costs associated with the required repeated treatments. Please be advised, however, that treatment of an ash tree will not guarantee that a specific tree might eventually be required to be removed.”

EAB was first discovered in North America in 2002 in the Detroit and Ontario areas. Since then, it is estimated that approximately 25 million ash trees in North America have been felled due to EAB.

A computerized inventory of all parkway and public property trees indicates that the La Grange Park has approximately 1,371 ash trees which makes up only 21% of the village’s total canopy. Fortunately, as a Tree City USA community, La Grange Park has practiced planting a variety of species to avoid a major devastation of the community’s canopy.

The Director of Public Works will respond immediately to suspect sighting of EAB. It is very important for area residents to be aware and vigilant in inspecting their ash trees for this pest. If you suspect you may have found adult or larval form of this insect, contact the La Grange Park Public Works Department at (708) 352-2922 ext. 100.

Additional information can be obtained by visiting the following links:

www.emeraldashborer.info/

www.agr.state.il.us/newsrels/r0727062.html

www.IllinoisEAB.com

www.agr.state.il.us/

www.na.fs.fed.us/thp/eab

www.aphis.usda.gov/ppq/ep/eab/

www.mortonarb.org

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SOURCES OF INFORMATION

These sources are internet sites and written materials that can be accessed to keep current of Emerald Ash Borer Activity in Illinois.

EMERALD ASH BORER INTERNET SITES:

For the official national Emerald Ash Borer website with information on the national movement of the Emerald Ash Borer and regional information on EAB:

www.emeraldashborer.info

For the USDA Forest Service Forest Health Emerald Ash Borer home page with information on the national movement of the Emerald Ash Borer and official USDA publications and information on EAB

<http://na.fs.fed.us/fhp/eab/>

<http://na.fs.fed.us/fhp/eab/index.shtm>

Illinois Department of Agriculture Natural Resources Website where the official verification and announcement was posted:

<http://www.agr.state.il.us/index.html>

APHIS Emergency and Domestic Programs website featuring Emerald Ash Borer:

http://www.aphis.usda.gov/plant_health/plant_pest_info/emerald_ash_b/downloads/survey_guidelines_2008.pdf

Illinois Department of Natural Resources Urban and Community Forestry Website has the Prairie Tree Companion electronic newsletter featuring Emerald Ash Borer, The Illinois Emerald Ash Borer Community Readiness Plan, the Illinois Emerald Ash Borer Readiness Plan Workbook – A Framework for Local EAB Preparedness and Community Action, Tree City USA program information, Urban and Community Forestry Grant information.

<http://www.dnr.state.il.us/conservation/forestry/urban/index.htm>

For a newsletter on EAB that includes a detailed biological description of the Emerald Ash Borer, quarantine information:

<http://na.fs.fed.us/fhp/eab/info/info.shtm>

For downloadable images of EAB (Please remember to give credit to the photographers, when possible)

<http://na.fs.fed.us/fhp/eab/img/img.shtm>

For a website that addresses the ash resource and includes the USDA FS research paper on ash in Chicago:

<http://na.fs.fed.us/fhp/eab/ar/ar.shtm>

For the USDA Forest Service= Emerald Ash Borer PEST ALERT flyer:

www.emeraldashborer.info/files/EAB.pdf

http://na.fs.fed.us/spfo/pubs/pest_al/eab/eab.pdf

For NE ILLINOIS - Morton Arboretum's Plant Health Care reports and Plant Health Care website with a new publication on Emerald Ash Borer in Illinois:

<http://mortonarb.org/plantinfo/plantclinic/index.htm>

For a general map showing location of EAB nationwide:

<http://www.entm.purdue.edu/EAB/images/maps/fullSize/nationalMap.jpg>

MEETINGS PROVIDING EAB UPDATES AND PRESENTATIONS

Name/Title: *Northeast Illinois Municipal Foresters Meetings*
Name of Organization/Group: Illinois Arborist Association/IDNR
Contact: April Toney, Executive Director
Address: P.O. Box 860, Antioch, IL 60002
Phone: 887-617-8887 E-mail: iaa@wi.rr.com

Meeting Dates: Typically second Thursday of each month
Special Interests in EAB: Presentations on Emerald Ash Borer, IAA provides educational training sessions throughout the year. Check their website for information: Web Address: <http://www.illinoisarborist.org/> or http://www.illinoisarborist.org/northeast_municipal_foresters_lu.htm

Name/Title: *Annual Illinois Arborist Association Conference*
Name of Organization/Group: Illinois Arborist Association
Contact: April Toney, Executive Director
Address: P.O. Box 860, Antioch, IL 60002
Phone: 887-617-8887 E-mail: iaa@wi.rr.com

Meeting Date: Fall each year
Special Interests in EAB: Certified Arborist Training, Presentations on Emerald Ash Borer, Arboricultural Treatments for EAB, IAA provides educational training sessions throughout the year. Check their website for information: Web Address: <http://www.illinoisarborist.org/>

Name/Title: *Tree City USA Conference and Awards Ceremony*
Name of Organization/Group: Illinois Department of Natural Resources – Urban and Community Forestry Program
Contact: Reinee Hildebrandt, Urban Conservation Program Administrator
Address: One Natural Resources Way, Springfield, IL 62702-1271
Phone: 217-785-8771 Fax: 217-785-2438
E-mail: reinee.hildebrandt@illinois.gov

Meeting Dates: Last Tuesday in March each year
Special Interests in EAB: Presentations on Emerald Ash Borer, IDNR provides the Prairie Tree Companion electronic newsletter with a special issue on Emerald Ash Borer, Tree City USA NewsBits are sent automatically to Tree City USA communities, and IDNR-Urban and Community Forestry Program maintains an Urban and Community Forestry Newsletter located at the following Website Address: <http://www.dnr.state.il.us/conservation/forestry/urban/index.htm>

LISTING OF CITIZEN/PUBLIC EDUCATION OPPORTUNITIES

The following citizen and public education activities are planned:

CITIZEN/PUBLIC EDUCATION

Title/Topic: EAB General Information /Protocol

Mode of Communication: The Rose Clippings Newsletter

Date: *Quarterly Newsletter, first article in Summer 2009*

Target Audience: All Residents of the Village of La Grange Park

CITIZEN/PUBLIC EDUCATION

Title/Topic: EAB General Information /Protocol

Mode of Communication: Village of La Grange Park Website (www.lagrangepark.org)

Date: *On-going*

Target Audience: All residents of the Village; any website users

CITIZEN/PUBLIC EDUCATION

Title/Topic: EAB General Information /Protocol

Mode of Communication: Cable Channel – Village of La Grange Park

(basic wording to forward attention to website or Julius Hansen with questions)

Date: *On-going*

Target Audience: All residents of the Village

FISCAL CONSIDERATIONS

Village of La Grange Park has a total of 1,347 ash trees in the municipality.

COMPLETE ERADICATION OF ASH TREES – *Estimated Cost*

Tree Removal	\$276,000
Stump Removal	\$ 60,100
Disposal of Wood	<u>\$ 75,000</u>
	\$411,100

TREE REPLACEMENT – Planting of New Trees – *Estimated Cost*

$$1,347 \times \$200 = \$269,400$$

COMMUNITY FORESTRY AND NATURAL RESOURCE MANAGEMENT CONSIDERATIONS

La Grange Park has a Street Tree Inventory of all public trees in the municipality. This inventory was completed in 2008 with partial funding from the Illinois Department of Natural Resources, Urban and Community Forestry Assistance Act grant program. The inventory is a computerized inventory system with continual updates conducted.

La Grange Park is a community of 13,295 population located in Cook County, Illinois. La Grange Park has approximately 33 street miles containing an urban forestry tree population of 6,610 trees. 20 percent of the community forest is comprised of ash trees which equals a total potential loss of 1,347 ash trees within the municipal jurisdiction.

According to the inventory and urban forestry management plan, in La Grange Park , there are 6,610 trees on Village property. 20 percent of the public owned trees are ash trees for a total public ash tree population of 1,347 ash trees. *The number of ash trees located on private property is unknown.*

Key areas within the municipality for high risk of Emerald Ash Borer due to the high number of ash trees include: *A complete map showing where all the public property ash trees are located is being compiled. Once complete, areas where a high density of trees are located will be listed.*

Appendix I contains a listing of all publicly owned ash trees within the municipal boundaries is attached.

LIST OF MUNICIPAL STAFF AUTHORIZED FOR TREE REMOVAL

*All trees 8" or less, could potentially be removed
by the Public Works Department*

Below is a list of La Grange Park municipal employees that will be called upon for tree removal purposes on public lands, for trees 8" or less. All workers are not ISA certified; but have attended a local EAB Procedural Training. Employees have been screened according to the skills and abilities needed to safely operate the equipment necessary to remove trees safely.

Name/Title: Julius Hansen, Director of Public Works
Address: 937 Barnsdale Road, La Grange Park, IL 60526
Phone: (708) 352-2922 Ext. 100
Fax: (708) 354-9942 E-mail: jhansen@lagrangepark.org
Other Qualifications: _____
Attended local EAB Procedural Training: Yes No

LIST OF PRE-APPROVED TREE REMOVAL CONTRACTORS

Below is a list of potential tree removal contractors with the permits, qualifications, certifications and bonding (insurance) for tree removal within the boundaries of La Grange Park. Municipal residents must use one of the individuals listed below for EAB tree removal purposes. Contractors who are removing private property trees must obtain a Permit from the Village. *The following contractors have EAB Compliance Agreements completed, and currently have contracts with the Village of La Grange Park for tree removal and other tree related work.*

Company: Asplundh Tree Expert Co.
Contact Name/Title: Larry Gauger
Address: 7942 S. Madison Street, Burr Ridge, Illinois 60521
Phone: (630) 321-1840 Fax: (630) 321-1844
E-mail: lgauger@asplundh.com
Bonded yes no Permit obtained yes no
ISA Certified yes no Other

Company: Sinnott Tree Service
Address: 301 S. Spring Avenue, La Grange, Illinois 60525
Phone: (708) 579-5300
Bonded yes ___ no Permit obtained ___yes ___no
ISA Certified yes ___no Other

Company: Steve Piper & Sons, Inc.
Contact Name/Title: Lori A. Mantuano
Address: 31W320 Ramm Drive, Naperville, Illinois
Phone: (630) 898-6050 Fax: (630) 898-6191
Bonded: yes ___ no Permit obtained ___yes ___no
ISA Certified yes ___no Other

Company: Vega Tree Service, Inc.
Contact Name/Title: Noe Vega
Address: 1818 North 38th Avenue, Stone Park, Illinois 60165
Phone: (630) 450-9181 Fax: (630) 450-9136
Bonded: yes ___ no Permit obtained ___yes ___no
ISA Certified yes ___no Other

DEBRIS HANDLING CENTER TRUCKING CONTRACTS

Below is a list of potential contractors with the permits, qualifications, certifications and bonding (insurance) for debris removal/ trucking of debris to the designated debris handling site.

Company: Steve Piper & Sons, Inc.
Contact Name/Title: Lori A. Mantuano
Address: 31W320 Ramm Drive, Naperville, Illinois
Phone: (630) 898-6050 Fax: (630) 898-6191
Bonded: yes ___ no
ISA Certified yes ___no Other

Company: A. Block
Contact Name/Title:
Address: 15660 Canal Bank Road, Lemont, Illinois
Phone: Fax:
Bonded: yes ___ no
ISA Certified yes ___no Other

PUBLIC PROPERTY TREE REPLACEMENT PROGRAM

Tree Replacement program specifications are: *As ash trees are removed, the address of the site will be put on a list for replacement. As funds are available, (currently the Village has a budget of approximately \$20,000 annually for purchasing approximately 75 trees), planting at these sites will occur in chronological order.*

SUGGESTED REPLACEMENT TREES LIST

A listing of all ash trees located on public property is attached hereto as Appendix I.
No Ash trees that are susceptible to EAB will be planted. Currently the following trees are being planted in La Grange Park (through the Village's program): Hybrid Elm, Pear, Maple, Oak, Crabapple and Ginkgo.

The tree planting efforts will be monitored by:

Name/Title: Julius Hansen, Director of Public Works
Address: 937 Barnsdale Road, La Grange Park, IL 60526
Phone: (708) 352-2922 Mobile: (708) 243-1160
Fax: (708) 354-9942 E-mail: jhansen@lagrangepark.org

Post tree planting care will be handled by:

Name/Title: Julius Hansen, Director of Public Works
Address: 937 Barnsdale Road, La Grange Park, IL 60526
Phone: (708) 352-2922 Mobile: (708) 243-1160
Fax: (708) 354-9942 E-mail: jhansen@lagrangepark.org

As a member of the Suburban Tree Consortium, the Village has contracted with Wilson Nurseries over the past 5 years to provide the Village with trees for its yearly tree planting program. Furthermore, the Suburban Tree Consortium membership provides the services of the landscape contractor Pugsley and Lahaie for the planting of these trees.

Village Board Agenda Memo

Date: 10/24/13

To: President and Board of Trustees

From: Brendan McLaughlin, Public Works Director *BJM*
Julia Cedillo, Village Manager *JAC*

RE: **2013 Construction Projects – Amendments to Edwin Hancock Engineering Agreements**

PURPOSE: Adoption of Amendments to the Edwin Hancock Engineering Agreements for (1) 2013 Sewer Lining Project and (2) Beach Resurfacing Project.

GENERAL BACKGROUND: At the Board meeting on May 28, 2013, the Board adopted Engineering Agreements between with the Village and Edwin Hancock Engineers for (1) 2013 Sewer Lining Project and (2) Beach Resurfacing Project.

As a result of additional work added to the original Contractor's contracts, it was necessary to prepare Amendments to both original engineering agreements. These Amendments reflect a discount by Edwin Hancock Engineers on the design engineering portion of the fee, due to the fact that they did not have to prepare additional specifications and bidding documents, since the work was added to the original contracts with those contractors involved.

The Amendments reflect the new total fee for design engineering and construction engineering. A summary of the costs is as follows:

2013 Sewer Lining

	<u>Original Contract</u>	<u>Amended Contract</u>	<u>Increase Amount</u>
Design Engineering	\$13,500	\$15,500	\$2,000
Construction Engineering	\$20,250	\$24,750	\$4,500

Beach Avenue Resurfacing

	<u>Original Contract</u>	<u>Amended Contract</u>	<u>Increase Amount</u>
Design Engineering	\$26,700	\$34,200	\$7,500
Construction Engineering	\$36,250	\$51,250	\$15,000

These projects are budgeted for in their respective funds.

MOTION/ACTION REQUESTED:

Motion authorizing the Village President to execute two Amendments to the Professional Engineering Services Agreement for (1) 2013 Sewer Lining Project and (2) Beach Resurfacing Project.

STAFF RECOMMENDATION:

Staff recommends approval of these documents.

DOCUMENTATION:

- Amendment No. 1 to the Agreement between the Village of La Grange Park and Edwin Hancock Engineering Co. for the Furnishing of Professional Services for 2013 Sewer Lining Project
- Amendment No. 1 to the Agreement between the Village of La Grange Park and Edwin Hancock Engineering Co. for the Furnishing of Professional Services for Beach Avenue Resurfacing Project

AMENDMENT NO. 1 TO THE
AGREEMENT
between
THE VILLAGE OF LA GRANGE PARK
and
EDWIN HANCOCK ENGINEERING CO.
for the
FURNISHING OF PROFESSIONAL SERVICES
for

2013 SEWER LINING PROJECT

This Amendment No. 1 is to the AGREEMENT executed May 30, 2013. The amended terms result from a change to the original scope of the improvement by the addition of lining 217' of 15" sewer and 1,093' of 12' sewer in the 1400 and 1500 blocks on Blanchan Avenue.

Section B.1.a is to be removed in its entirety and replaced with the following:

To pay the Engineer as compensation for all Preliminary Engineering services performed as stipulated in above Section A.1 a sum of money not to exceed Fifteen Thousand Five Hundred and no/100 Dollars **(\$15,500.00)**, unless there is a substantial change in the scope, complexity, or character of the work to be performed or there is a substantial overrun in the time necessary for the ENGINEER to complete the work due to causes beyond its control, no increase in Fees shall occur without the advance written agreement of the VILLAGE. Under such circumstances, adjustments in the total compensation to the ENGINEER shall be determined through discussions between the parties of this AGREEMENT, and shall be documented by a change order or amendment to this AGREEMENT.

Section B.1.b is to be removed in its entirety and replaced with the following:

To pay the Engineer as compensation for all Construction Engineering services performed as stipulated in above Section A.2 a sum of money not to exceed Twenty Four Thousand Seven Hundred Fifty and no/100 Dollars **(\$24,750.00)**, unless there is a substantial change in the scope, complexity, or character of the work to be performed or there is a substantial overrun in the time necessary for the ENGINEER to complete the work due to causes beyond its control, no increase in Fees shall occur without the advance written agreement of the VILLAGE. Under such circumstances, adjustments in the total compensation to the ENGINEER shall be determined through discussions between the parties of this AGREEMENT,

IN WITNESS WHEREOF, the parties have caused this AMENDMENT NO. 1 to be executed in duplicate counterparts, each of which shall be considered as an original, by their duly authorized officers as of the dates below indicated.

Executed by the VILLAGE, this

_____ day of _____, 2013.

VILLAGE OF LA GRANGE PARK
447 Catherine Avenue
La Grange Park, Illinois 60526

By: _____
Dr. James L Discipio, Village President

ATTEST:

By: _____
Amanda G. Seidel, Village Clerk

Executed by the ENGINEER, this

_____ day of _____, 2013.

EDWIN HANCOCK ENGINEERING CO.
9933 ROOSEVELT ROAD
WESTCHESTER, ILLINOIS 60154

By: _____
Derek Treichel, P.E., President

ATTEST:

By: _____
Paul E Flood, Senior Vice President

(Seal)

AMENDMENT NO. 1 TO THE
AGREEMENT
between
THE VILLAGE OF LA GRANGE PARK
and
EDWIN HANCOCK ENGINEERING CO.
for the
FURNISHING OF PROFESSIONAL SERVICES
for
BEACH AVENUE RESURFACING PROJECT

This Amendment No. 1 is to the AGREEMENT executed May 30, 2013. The amended terms result from a change to the original scope of the improvement by the addition of resurfacing of Newberry Avenue from 31st Street to 30th Street.

Section B.1.a is to be removed in its entirety and replaced with the following:

To pay the Engineer as compensation for all Preliminary Engineering services performed as stipulated in above Section A.1 a sum of money not to exceed Thirty Four Thousand Two Hundred and no/100 Dollars **(\$34,200.00)**, unless there is a substantial change in the scope, complexity, or character of the work to be performed or there is a substantial overrun in the time necessary for the ENGINEER to complete the work due to causes beyond its control, no increase in Fees shall occur without the advance written agreement of the VILLAGE. Under such circumstances, adjustments in the total compensation to the ENGINEER shall be determined through discussions between the parties of this AGREEMENT, and shall be documented by a change order or amendment to this AGREEMENT.

Section B.1.b is to be removed in its entirety and replaced with the following:

To pay the Engineer as compensation for all Construction Engineering services performed as stipulated in above Section A.2 a sum of money not to exceed Fifty One Thousand Two Hundred Fifty and no/100 Dollars **(\$51,250.00)**, unless there is a substantial change in the scope, complexity, or character of the work to be performed or there is a substantial overrun in the time necessary for the ENGINEER to complete the work due to causes beyond its control, no increase in Fees shall occur without the advance written agreement of the VILLAGE. Under such circumstances, adjustments in the total compensation to the ENGINEER shall be determined through discussions between the parties of this AGREEMENT, and shall be documented by a change order or amendment to this AGREEMENT.

IN WITNESS WHEREOF, the parties have caused this AMENDMENT NO. 1 to be executed in duplicate counterparts, each of which shall be considered as an original, by their duly authorized officers as of the dates below indicated.

Executed by the VILLAGE, this

_____ day of _____, 2013.

VILLAGE OF LA GRANGE PARK
447 Catherine Avenue
La Grange Park, Illinois 60526

By: _____
Dr. James L Discipio, Village President

ATTEST:

By: _____
Amanda G. Seidel, Village Clerk

Executed by the ENGINEER, this

_____ day of _____, 2013.

EDWIN HANCOCK ENGINEERING CO.
9933 ROOSEVELT ROAD
WESTCHESTER, ILLINOIS 60154

By: _____
Derek Treichel, P.E., President

ATTEST:

By: _____
Paul E Flood, Senior Vice President

(Seal)

Village Board Agenda Memo

Date: 10/24/13

To: President and Board of Trustees

From: Brendan McLaughlin, Public Works Director
Julia Cedillo, Village Manager

BSM

JCD

RE: **Newberry/Oak/ Kemman Water & Sewer Main Relocation Project**
Payment of OTM Water Services Invoice

PURPOSE: Authorization for the payment of the invoices from OTM Water Services for valve work completed during the Newberry/Oak/Kemman water and sewer main relocation project.

GENERAL BACKGROUND:

Prior to the start of the water and sewer main relocation project at Newberry/Oak/Kemman, Village Public Works employees exercised the water main valves which were going to be needed. At that time, all valves performed to a satisfactory level, however once the project began the contractor was not able to achieve a full water shut-down.

It was necessary to call in the Village's contractor who performs valve exercising and repair, to perform rebuilds/repairs to 6 valves. Because the design of these water valves has changed since they were installed in the 1920's, and parts are no longer available, OTM had to rebuild several valves with parts they fabricate. The rebuilding of these valves, versus the installation of new water valves saved the Village thousands of dollars.

MOTION/ACTION REQUESTED:

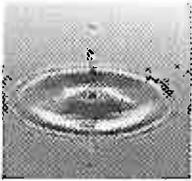
Motion authorizing the payment of \$10,150 to OTM Water Services for Invoices 1088 and 1089 dated October 18, 2013.

STAFF RECOMMENDATION:

Staff recommends approval of this payment.

DOCUMENTATION:

- OTM Water Services Invoice 1088 dated October 18, 2013
- OTM Water Services Invoice 1089 dated October 18, 2013



OTM Water Services

4726 W 88th St
Hometown, IL 60456
Ph 708.257.2783

Invoice No. 1088

INVOICE

Customer

Name LAGRANGE PARK
Address _____
City _____ State _____ ZIP _____
Phone _____

Date 10/18/2013
Order No. _____
Rep _____
FOB _____

Qty	Description	Unit Price	TOTAL
3	** Newberry/Oak Kemman/Oak Project ** Staging, working and testing water valves in the area of Oak and Newberry. 3 Hours	\$200.00	\$600.00
1	CIVB - Sheet 2 #96. Valve taken apart, cleaned and repaired. 6" P/E at Oak/Newberry. *New stem inserted	\$1,200.00	\$1,200.00
1	CIVB - Sheet 2 #101. Valve taken apart, cleaned and repaired. 6" P/E at Oak/Newberry. *New stem inserted	\$1,200.00	\$1,200.00
1	CIVB - Sheet 2 #102. Valve taken apart, cleaned and repaired. 6" P/E at Oak/Newberry.	\$1,200.00	\$1,200.00
1	CXT - Sheet 2 #100. Top all new nuts, bolts, packing and gasket. 6" P/E S/E corner Oak/Newberry	\$350.00	\$350.00
2	Refurbishing and swapping parts. 2 Hours	\$200.00	\$400.00

Payment Details

Cash
 Check
 Credit Card

Name _____
 CC # _____
 Expires _____

SubTotal	\$4,950.00
Shipping & Handling	\$0.00
Taxes State	
TOTAL	\$4,950.00

Office Use Only

ON THE MARK WATER SERVICES

Thank You

On The Mark Water Services, Inc.
 4726 W. 89th St.
 Homelown, IL 60456
 (708) 257-2783

INVOICE

1038

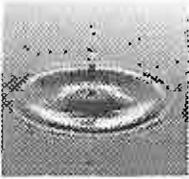
ORDER NO.	INVOICE DATE		
	10/18/13		
DATE SHIPPED	SHIPPED VIA		
NO. PCS.	WT.	FOB	TERMS

SOLD TO

SHIPPED TO

L AERANGE PARK

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
3	HRS	NEWBERKY/OAK KEMMAN/OAK PROJECT STAGING/WORKING/TESTING SHUT DOWN		
1	CIVB	SHEET 2 #96. VALVE TAKEN APART CLEANED AND REPAIRED 6" P/E OAK/N.B. *NEW STEM INSERTED		
1	CIVB	SHEET 2 #101. VALVE TAKEN APART CLEANED AND REPAIRED 6" P/E OAK/N.B. *NEW STEM INSERTED		
1	CIVB	SHEET 2 #102. VALVE TAKEN APART CLEANED AND REPAIRED 1" P/E OAK/N.B.		
1	CXT	SHEET 2 #100. TOP ALL NEW NUTS, BOLTS, PACKING AND GASKET. 6" P/E SIC CORNER OAK/N.B.		
2	HRS	REFURBISHING AND SWAPPING PARTS		



OTM Water Services

4726 W 88th St
Hometown, IL 60456
Ph 708.257.2783

Invoice No. 1089

INVOICE

Customer

Name LAGRANGE PARK
Address _____
City _____ State _____ ZIP _____
Phone _____

Date 10/18/2013
Order No. _____
Rep _____
FOB _____

Qty	Description	Unit Price	TOTAL
1	** Newberry/Oak Kemman/Oak Project ** CIVB - Sheet 4 #106. Valve taken apart, cleaned and repaired. 6" P/E Harding and Newberry.	\$1,200.00	\$1,200.00
1	CIVB - Sheet 2 #98. Valve taken apart, cleaned and repaired. 6" P/E Oak and Newberry.	\$1,200.00	\$1,200.00
1	CIVB - Sheet 2 #106. Valve taken apart, cleaned and repaired. 10" P/E Oak and Kemman.	\$1,400.00	\$1,400.00
1	CIVB - Sheet 2 #106. Valve taken apart, cleaned and repaired. 10" P/E Oak and Kemman. Replaced stem and gates.	\$1,400.00	\$1,400.00

SubTotal	\$5,200.00
Shipping & Handling	\$0.00
Taxes State	
TOTAL	\$5,200.00

Payment Details

- Cash
- Check
- Credit Card

Name _____
CC # _____
Expires _____

Office Use Only

ON THE MARK WATER SERVICES

Thank You

On The Mark Water Services, Inc.
 4726 W. 88th St.
 Hometown, IL 60456
 (708) 257-2783

INVOICE

1089

ORDER NO.	INVOICE DATE		
	10/18/13		
DATE SHIPPED	SHIPPED VIA		
NO. PCS.	WT.	FOB	TERMS

SOLD TO

SHIPPED TO

LAGRANGE PARK

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		NEWBERRY/OAK KEMMAN/OAK PROJECT		
1	CIVB	SHEET 4 #106. VALVE TAKEN APART CLEANED AND REPAIRED 6" P/E HARDING AND NEWBERRY.		
1	CIVB	SHEET 2 #98. VALVE TAKEN APART CLEANED AND REPAIRED. 6" P/E OAK/N.B.		
1	CIVB	SHEET 2 #106 VALVE TAKEN APART CLEANED AND REPAIRED. 10" P/E OAK AND KEMMAN		
1	CIVB	SHEET 2 #106. VALVE TAKEN APART CLEANED AND REPAIRED - USING DIFFERENT STEM & GATES. 10" P/E OAK & KEMMAN		

Village Board Agenda Memo

Date: 11/1/2013
To: President & Village Board
From: Brendan McLaughlin, Director of Public Works *BJM*
Julia Cedillo, Village Manager *JC*
RE: Resolution for Construction on State Highways

GENERAL BACKGROUND:

The Illinois Department of Transportation maintains control over La Grange Road, 31st Street and Maple Avenue. Since the Village maintains control over the public utilities within the right-of-way of these highways, work is occasionally performed in these areas.

To avoid posting a surety bond whenever work is performed, IDOT allows municipalities to adopt a multi-year resolution. This is a standard resolution that will cover 2014 and 2015.

MOTION / ACTION REQUESTED:

Motion to approve Resolution for Construction on State Highway.

STAFF RECOMMENDATION:

Staff recommends approval of the Resolution.

DOCUMENTATION:

- Resolution for Construction of State Highways

RESOLUTION No. _____

WHEREAS, the Village of La Grange Park, hereinafter referred to as *Municipality*, located in the County of Cook, State of Illinois, desires to undertake in the years 2014 and 2015, the location, construction, operation and maintenance of driveways and street returns, watermains, sanitary and storm sewers, street light, traffic signals, sidewalk, landscaping, etc., on State highways, within said *Municipality*, which by law and/or agreement come under the jurisdiction and control of the Department of Transportation of the State of Illinois hereinafter referred to as *Department*, and,

WHEREAS, an individual working permit must be obtained from the *Department* prior to any of the aforesaid installations being constructed either by the *Municipality* or by a private person or firm under contract and supervision of the *Municipality*.

NOW, THEREFORE, be it resolved by the *Municipality*:

FIRST: That *Municipality* hereby pledges its good faith and guarantees that all work shall be performed in accordance with the conditions of the permit to be granted by the *Department*, and to hold the State of Illinois harmless during the prosecution of such work, and assume all liability for damages to person or property due to accidents or otherwise by reason of the work which is to be performed under the provision of said permit.

SECOND: That all authorized officials of the *Municipality* are hereby instructed and authorized to sign said working permit on behalf of the *Municipality*.

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this 26th day of November 2013.

YES:

NOS:

ABSENT:

Approved this 26th day of November 2013.

Dr. James L. Discipio, Village President

ATTEST: _____
Amanda Seidel
Village Clerk

APPROVED AS TO FORM-
VILLAGE ATTORNEY- Format Previously Approved
10/7/02 C.Keating

Finance Committee

Patricia Rocco, Chairwoman

Scott Mesick

James Kucera

Village Board Agenda Memo

Date: November 5, 2013

To: Finance Committee Chair Patricia B. Rocco
President & Board of Trustees

From: Pierre A. Garesché, Finance Director *P.A.G.*
Julia A. Cedillo, Village Manager *JAC*

Re: **Tax Levy Ordinances**

GENERAL BACKGROUND:

A proposed tax levy ordinance authorizing the 2013 real estate tax levy is attached. If approved by the Board, the ordinance will authorize the Cook County Clerk to levy \$3,441,390 in real estate tax for the Village. This represents a 4.9% increase over the \$3,280,639 in real estate tax extended last year by the Cook County Clerk on behalf of the Village. Initially, the levy is likely to be scaled back to a 1.7% increase by the Cook County Clerk due to the tax cap law. The Consumer Price Index increased by 1.7% during 2012, which is the number used by the County for tax cap calculations. We are asking for a percentage increase larger than 1.7% so the value of any new property in town will be used to maximize the actual real estate tax extension. The tax cap law excludes the value of new property when calculating the maximum allowable real estate tax rate. Including the value of new property, we estimate the actual real estate tax extension to be \$3,359,000. This is a 2.4% increase over the 2012 extension.

A second ordinance is attached directing the Cook County Clerk how to reduce the levy in the likely event it is required by the Property Tax Extension Limitation Law.

Finally, a third ordinance and a fourth ordinance are also attached. These tax abatement ordinances direct the County Clerk to abate entirely the respective levies contained in the two bond ordinances previously approved by the Board. You may recall that in order to designate the two bond issues as General Obligation Bonds, and thereby lower the interest rates, the Village needed to levy real estate taxes for paying the bonds off. However, since our intent is to actually use Motor Fuel Tax funds to pay off one set of bonds and wastewater service charges to pay off the other, we need to pass two ordinances each year abating the previously authorized tax levies for that particular year.

MOTION/ACTION REQUESTED:

We request that the four ordinances be approved at the November 26, 2013 Board meeting.

STAFF RECOMMENDATION:

We recommend the four ordinances be adopted.

DOCUMENTATION:

- Tax Levy Ordinance
- Levy Reduction Ordinance
- Tax Abatement Ordinance for Street Bonds
- Tax Abatement Ordinance for Sewer Bonds

ANNUAL TAX LEVY ORDINANCE

AN ORDINANCE PROVIDING FOR THE ANNUAL TAX LEVY FOR THE VILLAGE OF LA GRANGE PARK, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING MAY 1, 2013 AND ENDING APRIL 30, 2014

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

SECTION 1: That for the purpose of paying certain corporate expenses of the Village of La Grange Park, Cook County, Illinois, for the fiscal year beginning the first day of May 2013, and ending the thirtieth day of April 2014, as set forth in the Annual Budget, passed and approved by the Board of Trustees on the 23rd day of April, 2013, there is hereby levied upon all of the taxable property within the corporate limits of the Village of La Grange Park, Cook County, Illinois, the following sums of money for the following purposes and objects hereinafter described.

The column headed "Total Budgeted" represents the sum budgeted for each particular purpose opposite thereto. The sum or sums in the column headed "From Tax Levy" opposite each purpose represents the sum of money to be collected from the tax levy. The balance, if any, from each sum budgeted shall be collected or taken from any surplus on hand and the other sources of revenue of the Village of La Grange Park.

APPROVED AS TO FORM -
VILLAGE ATTORNEY Format/language
Previously approved 10/00

CORPORATE FUND

Total
BudgetedFrom
Tax LevyAdministration Department

Full-Time Salaries	\$452,000.00	\$260,000.00
Part-Time Salaries	17,000.00	
Legal Fees	90,000.00	
Auditing Fees	13,000.00	
Other Professional Services	49,500.00	
Auto Maintenance & Repair	0	
Equipment Maintenance & Repair	4,400.00	
Building Maintenance & Repair	6,000.00	
Machine & Equipment Rental	6,300.00	
Janitorial Service	5,000.00	
Advertising	3,100.00	
Printing	10,500.00	
Postage	11,000.00	
Telephone	14,400.00	
Miscellaneous Services	4,800.00	
Office Equipment	2,000.00	
Auto Parts & Supplies	0	
Bldg. & Land Maint. Materials	700.00	
Janitorial Supplies	700.00	
Fuel	0	
Books & Maps	250.00	
Office Supplies	8,000.00	
Photo Supplies	0	
Health & Life Insurance	82,000.00	
Dues & Subscriptions	15,000.00	
West Central Cable Agency	0	
Training, Safety & Travel	3,400.00	
Receptions/Official Functions	5,900.00	
Zoning Board of Appeals	5,600.00	
Board of Police Commissioners	1,000.00	
Community Event	500.00	
Recycling Programs	2,000.00	
Contingencies	2,900.00	
Ambulance Loan Repayment	12,500.00	
	<hr/>	<hr/>
Total for Administration Department	\$ 829,050.00	\$260,000.00

	<u>Total</u> <u>Budgeted</u>	<u>From</u> <u>Tax Levy</u>
<u>Police Department</u>		
Police Full-Time Salaries	\$1,509,200.00	\$778,912.00
Telecom/Administrative Salaries	295,000.00	
Auxiliary Police Officer Wages	13,000.00	
Legal Fees	23,000.00	
Other Professional Services	13,000.00	
Auto Maintenance & Repair	26,000.00	
Equipment Maintenance & Repair	16,000.00	
Building Maintenance & Repair	5,000.00	
Machine and Equipment Rental	4,500.00	
Janitorial Service	8,500.00	
Printing	5,000.00	
Postage	2,200.00	
Telephone	11,000.00	
Miscellaneous Services	3,000.00	
Office Equipment	2,000.00	
Other Equipment & Machinery	0	
Auto Parts & Supplies	11,500.00	
Equipment Parts & Supplies	3,000.00	
Bldg. & Land Maint. Materials	700.00	
Food	500.00	
Ammunition & Targets	4,000.00	
Janitorial Supplies	2,500.00	
Uniforms	21,000.00	
Fuel	48,000.00	
Books & Maps	900.00	
Office Supplies	6,900.00	
Photo Supplies	900.00	
Health & Life Insurance	430,000.00	
Accident Insurance	100.00	
Dues & Subscriptions	4,500.00	
Training, Safety & Travel	12,000.00	
Special Programs	1,500.00	
Contingencies	3,000.00	
	-----	-----
Total for Police Department	\$2,487,400.00	\$778,912.00

Total
Budgeted

From
Tax Levy

Building Department

Building Full-Time Salaries	\$135,000.00	\$75,000.00
Part-Time Salaries	0	
Legal Fees	500.00	
Plan Review/Inspection Fees	62,500.00	
Other Professional Services	5,000.00	
Auto Maintenance & Repair	1,500.00	
Equipment Maintenance & Repair	850.00	
Building Maintenance & Repair	1,000.00	
Machine & Equipment Rental	0	
Janitorial Service	1,100.00	
Printing	1,400.00	
Postage	500.00	
Telephone	8,050.00	
Miscellaneous Services	1,500.00	
Office Equipment	500.00	
Other Equipment & Machinery	250.00	
Auto Parts & Supplies	500.00	
Bldg. & Land Maint. Materials	150.00	
Janitorial Supplies	200.00	
Uniforms	600.00	
Fuel	1,050.00	
Books & Maps	2,200.00	
Office Supplies	1,500.00	
Health & Life Insurance	6,500.00	
Dues & Subscriptions	550.00	
Training, Safety & Travel	1,900.00	
Contingencies	1,000.00	
	<hr/>	<hr/>
Total for Building Department	\$235,800.00	\$75,000.00
TOTAL FOR CORPORATE FUND	\$3,552,250.00	\$1,113,912.00

SPECIAL CORPORATE PURPOSES

FIRE PROTECTION FUND	<u>Total</u> <u>Budgeted</u>	<u>From</u> <u>Tax Levy</u>
Salaries & Wages	\$454,921.00	\$440,000.00
Vehicle Maintenance & Repair	25,550.00	
Equipment Maintenance & Repair	12,030.00	
Building Maintenance & Repair	9,580.00	
Janitorial Service	1,400.00	
Printing	2,000.00	
Postage	500.00	
Telephone	5,500.00	
Miscellaneous Services	53,200.00	
Office Equipment	625.00	
Other Equipment & Machinery	8,500.00	
Vehicle Parts & Supplies	5,500.00	
Equipment Parts & Supplies	10,980.00	
Bldg. & Land Maint. Materials	2,000.00	
Janitorial Supplies	1,000.00	
Chemicals	600.00	
Uniforms	5,000.00	
Fuel	19,500.00	
Books & Maps	4,000.00	
Office Supplies	3,500.00	
Medical Supplies	8,500.00	
Health & Life Insurance	15,000.00	
Accident Insurance	1,200.00	
Dues & Subscriptions	9,280.00	
Training, Safety & Travel	35,230.00	
Fire Insurance Board	0	
Contingencies	2,000.00	
	<hr/>	<hr/>
TOTAL FOR FIRE PROTECTION FUND	\$ 697,096.00	\$440,000.00

STREET & BRIDGE FUND

	<u>Total Budgeted</u>	<u>From Tax Levy</u>
Public Works Full-Time Salaries	\$457,000.00	\$180,000.00
Public Works Temporary Wages	38,000.00	
Vehicle Maintenance & Repair	35,000.00	
Equipment Maintenance & Repair	17,000.00	
Building Maintenance & Repair	4,000.00	
St.Light & Traf. Sig. Maintenance	28,000.00	
Machine & Equipment Rental	7,500.00	
Janitorial Service	1,500.00	
Tree Trimming & Removal	70,000.00	
Refuse Collection & Disposal	35,000.00	
Utilities	50,000.00	
Telephone	5,000.00	
Laundry Service	4,000.00	
Miscellaneous Services	25,000.00	
Office Equipment	1,500.00	
Other Equipment & Machinery	7,500.00	
Vehicle Parts & Supplies	15,000.00	
Equipment Parts & Supplies	10,000.00	
Bldg. & Land Maint. Materials	10,000.00	
Janitorial Supplies	1,500.00	
Chemicals	3,000.00	
Uniforms	3,000.00	
Fuel	35,000.00	
Small Tools	1,500.00	
Traffic Control Supplies	5,000.00	
Materials for Streets	60,000.00	
Office Supplies	2,000.00	
Health & Life Insurance	115,000.00	
Dues & Subscriptions	1,500.00	
Training, Safety, and Travel	1,500.00	
Contingencies	1,400.00	
	<hr/>	<hr/>
TOTAL FOR STREET & BRIDGE FUND	\$1,051,400.00	\$180,000.00

OTHER SPECIAL CORPORATE PURPOSES	Total <u>Budgeted</u>	From <u>Tax Levy</u>
Police Pension Fund	\$785,000.00	\$ 765,000.00
Illinois Municipal Retirement Fund	147,060.00	70,000.00
Police Protection Fund	450,000.00	440,000.00
Employer Social Security Fund	167,840.00	80,000.00
Liability Insurance Fund	245,000.00	120,000.00
Crossing Guards Fund	88,000.00	50,000.00
Ambulance Service Fund	615,674.00	115,000.00
TOTAL FOR OTHER SPECIAL CORPORATE PURPOSES	<u>\$2,498,574.00</u>	<u>\$1,640,000.00</u>

TOTAL FOR SPECIAL CORPORATE PURPOSES	\$4,247,;070.00	\$2,260,000.00
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WATER FUND

Administration Department

Salaries and Wages	\$81,000.00
Professional Services	13,000.00
Other Services	20,100.00
Capital Outlay	3,000.00
Supplies	1,600.00
Pension & Insurance	40,620.00
Principal & Interest	12,700.00
Other Expenses	10,000.00

Total for Administration Department	<u>\$182,020.00</u>
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Distribution Department

Salaries and Wages	\$176,000.00
Professional Services	120,800.00
Other Services	202,250.00
Capital Outlay	1,017,850.00
Supplies	1,876,750.00
Pension & Insurance	104,500.00
Other Expenses	4,500.00

Total for Distribution Department	<u>\$3,502,650.00</u>
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TOTAL FOR WATER FUND	\$3,684,670.00
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2004 DEBT SERVICE FUND

Total
Budgeted

From
Tax Levy

Miscellaneous Services	\$ 500.00	
Principal Payments	208,000.00	
Interest Payments	<u>16,000.00</u>	
Total FOR 2004 DEBT SERVICE FUND	\$ 224,500.00	

MOTOR FUEL TAX FUND

Engineering Fees	\$ 0	
Street Resurfacing	235,000.00	
Sidewalks, Curbs & Gutters	0	
Other Equipment & Machinery	0	
Materials for Streets	0	

TOTAL FOR MOTOR FUEL TAX FUND	\$ 235,000.00	
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SEWER FUND	Total <u>Budgeted</u>	From <u>Tax Levy</u>
<u>Administration Department</u>		
Salaries and Wages	\$ 68,300.00	
Professional Services	11,400.00	
Other Services	14,100.00	
Capital Outlay	2,000.00	
Supplies	1,500.00	
Pension & Insurance	35,080.00	
Other Expenses	5,500.00	
Principal& Interest	458,000.00	
	<hr/>	
Total for Administration Department	\$595,880.00	
<u>Operation & Maintenance Department</u>		
Salaries and Wages	\$ 43,300.00	
Professional Services	65,200.00	
Other Services	97,950.00	
Capital Outlay	412,200.00	
Supplies	25,300.00	
Pension & Insurance	23,960.00	
Other Expenses	5,700.00	
	<hr/>	
Total for Operation & Maint. Depart.	<u>\$ 673,610.00</u>	
TOTAL FOR SEWER FUND	\$1,269,490.00	

CAPITAL PROJECTS FUND

	<u>Total Budgeted</u>	<u>From Tax Levy</u>
Street Resurfacing	\$213,460.00	
Sidewalks, Curbs & Gutters	30,000.00	
Public Buildings & Grounds	845,400.00	
31st Street Projects	0	
Administration Equipment	9,400.00	
Police Equipment	29,600.00	
Fire Equipment	15,426.00	
Public Works Equipment	121,150.00	
Building Equipment	0	
Tree Purchases	15,000.00	
	<hr/>	
TOTAL FOR CAPITAL PROJECTS FUND	\$1,279,436.00	

EMERGENCY TELEPHONE SYSTEM

Equipment Maintenance & Repair	\$ 21,000.00	
Telephone	24,000.00	
Miscellaneous Services	22,000.00	
Building Alterations & Improv.	0	
Equipment & Machinery	50,000.00	
Equipment Parts & Supplies	500.00	
Contingencies	0	
	<hr/>	
TOTAL FOR EMERGENCY TELEPHONE SYSTEM FUND	\$117,500.00	

Total for All Funds	\$14,609,916.00	\$3,373,912.00
Add 2% for Loss of Collection		67,478.00
		<hr/>
GRAND TOTAL OF ALL TAX LEVIES		\$3,441,390.00

SECTION 2:

SUMMARY

<u>Fund</u>	<u>Total Budgeted</u>	<u>Amount to be Raised by Tax Levy</u>	<u>2% for Loss of Collection</u>	<u>Total Amount to be Raised by Tax Levy</u>
Corporate	\$3,552,250.00	\$1,113,912.00	\$ 22,278.00	\$1,136,190.00
Police Pension	785,000.00	765,000.00	15,300.00	780,300.00
I.M.R.F.	147,060.00	70,000.00	1,400.00	71,400.00
Street & Bridge	1,051,400.00	180,000.00	3,600.00	183,600.00
Fire Protection	697,096.00	440,000.00	8,800.00	448,800.00
Police Protection	450,000.00	440,000.00	8,800.00	448,800.00
Social Security	167,840.00	80,000.00	1,600.00	81,600.00
Liability Insurance	245,000.00	120,000.00	2,400.00	122,400.00
Crossing Guards	88,000.00	50,000.00	1,000.00	51,000.00
Ambulance Service	<u>615,674.00</u>	<u>115,000.00</u>	<u>2,300.00</u>	<u>117,300.00</u>
	\$7,799,320.00	\$3,373,912.00	\$67,478.00	\$3,441,390.00
GRAND TOTAL OF ALL TAX LEVIES				\$3,441,390.00

SECTION 3:

The Village Clerk is hereby authorized and directed to certify this ordinance and levy to the County Clerk of Cook County, Illinois, and said County Clerk of Cook County, Illinois is hereby authorized and directed to extend the taxes that they may be collected in the manner other general taxes are collected, in manner and form provided by law, and this shall be a sufficient authority to do so.

SECTION 4:

This ordinance shall be in full force and effect upon its passage and approval as required by law.

PASSED AND APPROVED by the Board of Trustees this 26th day of November, 2013.

Amanda G. Seidel, Village Clerk
Village of La Grange Park
Cook County, Illinois

APPROVED this 26th day of November, 2013.

Dr. James L. Discipio, Village President
Village of La Grange Park
Cook County, Illinois

Ordinance No. _____

AN ORDINANCE PROVIDING FOR
SPECIFIC REDUCTIONS OF THE 2013
PROPERTY TAX LEVY PURSUANT TO THE
PROPERTY TAX EXTENSION LIMITATION LAW.

WHEREAS, the Board of Trustees of the Village of La Grange Park has adopted a property tax levy for the Village of La Grange Park; and

WHEREAS, the Village of La Grange Park is subject to the Property Tax Extension Limitation Law, 35 ILCS §200/18-185 et seq.; and

WHEREAS, the property tax levy enacted by the Village of La Grange Park may need to be reduced by the Cook County Clerk so as to conform to the Property Tax Extension Limitation Law;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LA GRANGE PARK, COUNTY OF COOK, AND STATE OF ILLINOIS:

SECTION 1: If a reduction in the levy of the Village of La Grange Park is required pursuant to the Property Tax Extension Limitation Law, then the Cook County Clerk is hereby directed to reduce the Corporate Fund levy of the Village of La Grange Park by the entire reduction amount (100%), which may be required by the Property Tax Extension Limitation Law. If the required reduction is larger than the total Corporate Fund levy, then the Cook County Clerk shall proportionally reduce the levy of each of the other funds by the difference.

SECTION 2: This ordinance shall pertain to the tax year 2013 levy.

SECTION 3: This ordinance shall take effect from the date of its passage and approval as provided by law.

PASSED AND APPROVED by the President and Board of Trustees of the Village of La Grange Park, Cook County, Illinois, this 26th day of November, 2013.

APPROVED:

Dr. James L. Discipio
Village President
Village of La Grange Park
Cook County, Illinois

ATTEST:

Amanda G. Seidel, Village Clerk

*APPROVED AS TO FORM -
VILLAGE ATTORNEY 11/19/04*

Ordinance No. _____

**ORDINANCE PROVIDING FOR THE ABATEMENT OF CERTAIN TAXES
LEVIED FOR THE PAYMENT OF GENERAL OBLIGATION BONDS,
SERIES 2004, OF THE VILLAGE OF LAGRANGE PARK, ILLINOIS**

**BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE
VILLAGE OF LAGRANGE PARK, ILLINOIS, AS FOLLOWS:**

Section 1. Pursuant to an ordinance of the Village of LaGrange Park, Illinois (the "Village"), adopted on April 27, 2004 and entitled: "Supplemental Ordinance Providing for the Issuance of \$2,260,000 General Obligation Bonds, Series 2004, of the Village of LaGrange Park, Illinois" (the "Ordinance"), the Village issued its General Obligation Bonds, Series 2004 (the "Bonds"), and levied taxes upon all taxable property in the Village for the purpose of paying annual principal and interest payments due with respect to the Bonds. The amount levied for the 2013 tax levy year for such purpose is \$264,435.00.

Section 2. By virtue of the deposit in trust of Motor Fuel Tax Payments (as defined in the Ordinance) sufficient for the payment of annual debt service payments with respect to the Bonds, the extension of the 2013 tax levy provided for in the Ordinance above will not be necessary and it is hereby determined that said levy in the amount of \$264,435.00 shall be abated entirely.

Section 3. The County Clerk of The County of Cook, Illinois (the "County Clerk") is requested and directed to abate in its entirety the 2013 tax levy in the amount of \$264,435.00 heretofore levied by the Village pursuant to the Ordinance.

Section 4. A certified copy of this ordinance shall be filed in the office of the County Clerk.

Section 5. This ordinance shall take effect upon its adoption in the manner provided by law.

This ordinance was adopted by the following vote:

AYES:

NAYS:

Adopted: November 26, 2013

Dr. James L. Discipio, Village President

Attest:

Amanda G. Seidel, Village Clerk

*** *** ***

Recorded: _____, _____

County Clerk

Ordinance No. _____

**ORDINANCE PROVIDING FOR THE ABATEMENT OF CERTAIN TAXES
LEVIED FOR THE PAYMENT OF GENERAL OBLIGATION BONDS,
SERIES 2006, OF THE VILLAGE OF LAGRANGE PARK, ILLINOIS**

**BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE
VILLAGE OF LAGRANGE PARK, ILLINOIS, AS FOLLOWS:**

Section 1. Pursuant to an ordinance of the Village of LaGrange Park, Illinois (the "Village"), adopted on March 28, 2006 and entitled: "Ordinance Providing for the Issuance of \$5,645,000 General Obligation Bonds, Series 2006, of the Village of LaGrange Park, Illinois" (the "Ordinance"), the Village issued its General Obligation Bonds, Series 2006 (the "Bonds"), and levied taxes upon all taxable property in the Village for the purpose of paying annual principal and interest payments due with respect to the Bonds. The amount levied for the 2013 tax levy year for such purpose is \$428,556.25.

Section 2. By virtue of the deposit in trust of Enterprise Revenues (as defined in the Ordinance) sufficient for the payment of annual debt service payments with respect to the Bonds, the extension of the 2013 tax levy provided for in the Ordinance above will not be necessary and it is hereby determined that said levy in the amount of \$428,556.25 shall be abated entirely.

Section 3. The County Clerk of The County of Cook, Illinois (the "County Clerk") is requested and directed to abate in its entirety the 2013 tax levy in the amount of \$428,556.25 heretofore levied by the Village pursuant to the Ordinance.

Section 4. A certified copy of this ordinance shall be filed in the office of the County Clerk.

Section 5. This ordinance shall take effect upon its adoption in the manner provided by law.

This ordinance was adopted by the following vote:

AYES:

NAYS:

Adopted: November 26, 2013

Dr. James L. Discipio, Village President

Attest:

Amanda G. Seidel, Village Clerk

*** *** ***

Recorded: _____

County Clerk

Village Manager's Report

Village Board Agenda Memo

Date: November 7, 2013
To: Village President & Board of Trustees
From: Julia Cedillo, Village Manager 
RE: Proposal for Professional Recruitment Services for Finance Director Position

PURPOSE

To seek Village Board direction as to whether the Village should consider engaging the professional services of Voorhees Associates LLC for the recruitment of the Finance Director position.

GENERAL BACKGROUND

On October 4, 2013, Finance Director Pierre Garesche submitted his formal notice of retirement from his employment with the Village of La Grange Park. Mr. Garesche will have served the position for 28 years, with his final date of employment on March 28, 2014. As such, the Village must begin the process for recruiting a new director, which has proven to be, in recent years, a challenge for local government organizations in the Chicagoland area.

Candidates for this position must have significant experience in finance management, accounting, fiscal reporting and control, budget development and monitoring, development of financial policies, coordination of the annual audit, execution of the Village's payroll and accounts payable operations, utility billing, investments, supervision of staff, and other financial duties. Candidates must also understand the challenges of municipal finance in a difficult economy, work cooperatively with other Village departments, and offer exceptional customer service to the public who visit Village Hall. Qualifications for this position include: Graduation from a four-year college or university with major course work in accounting, finance, business, or related field; extensive experience in finance administration including supervisory experience; with an MPA/MBA or CPA being desirable.

Given the responsibility of the position and the importance of timeliness in financial reporting and processes, staff recommends that there be a ten (10) day to two week positional overlay to allow for the training of a new director and a familiarity of priority functions and responsibilities.

PROFESSIONAL RECRUITMENT ASSISTANCE

Recruiting a director position typically requires three to four months to seek input on the process, establish a timeline and positional needs, develop a recruitment notice or job advertisement, review resumes, select candidates, interview, background and reference check and negotiate terms of employment. Due to the trending challenges of recruiting the Finance Director position, the demands of this process, and the upcoming budget cycle, staff is recommending that the Village consider enlisting the services of a recruiting firm with expertise specific to the municipal government organization in general and Finance Director position in particular.

Village staff solicited a proposal from Voorhees Associates LLC, a well-known firm in the Chicagoland area. The Village has previously utilized this firm for the recruitment of two Village Managers. As such, they are familiar with our community as well as our organization. Voorhees is the one of the leading municipal government executive recruiting firms in our region. One clear advantage of utilizing Voorhees is their ability to personally identify potential candidates suitable to specific positions based upon their knowledge of the municipal government industry. As a top

recruiting firm in our industry, Voorhees has the ability to market the position in a way that creates greater interest from qualified candidates than we otherwise could do on our own. A proposal for professional services from Voorhees Associates is attached to this memo. The proposal includes two levels of service, outlined below:

Full Scope Recruitment

- Phase I: Position Assessment, Job Evaluation, Brochure development
- Phase II: Advertising, Candidate Recruitment and Outreach
- Phase II: Candidate Evaluation and Screening
- Phase IV: Presentation of Recommended Candidates
- Phase V: Interviewing Process
- Phase VI: Appointment
- Cost: Recruitment Fee is \$12,000, Recruitment Expenses are \$3,750 (not to exceed), and optional brochure printing is an additional \$900. The total cost not to exceed is \$16,650 (includes optional printing).

Limited Scope Recruitment

- Phase I: Position Assessment, Job Evaluation, Recruitment Pamphlet development
- Phase II: Advertising, Candidate Recruitment and Outreach
- Phase II: Candidate Evaluation and Screening
- Phase IV: Presentation of Recommended Candidates
- Cost: Recruitment Fee is \$10,000, Recruitment Expenses are \$3,750 (not to exceed), and optional brochure printing is an additional \$900. The total cost not to exceed is \$14,650 (includes optional printing).

MOTION/ACTION REQUESTED

This item is for discussion only. Staff is seeking direction from the Village Board as to whether there is interest in enlisting the professional services of Voorhees Associates for the recruitment of the Finance Director position. If there are questions for clarification or general direction from the Village Board, staff will prepare the appropriate documentation for the November Village Board Meeting.

STAFF RECOMMENDATION

Staff recommends that the Village Board consider the benefits of engaging Voorhees Associates for the Finance Director position. The firm can assist the Village in the exercise of a thorough process that will work to identify a list of qualified candidates particularly suited to our organizational needs.

Should the Village Board desire to engage the services of Voorhees Associates, staff feels that the Limited Scope Recruitment level of service is sufficient to meet our needs.

DOCUMENTATION

- Voorhees Associates Proposal
- Voorhees Associates – Information from Website



Offices in:
Arizona • Delaware
Illinois • Michigan • Wisconsin

November 5, 2013

Ms. Julia Cedillo
Village Manager
Village of LaGrange Park
447 N. Catherine Avenue
LaGrange Park, IL 60526

Dear Ms. Cedillo:

Thank you for the opportunity to provide you with a proposal for the Village of LaGrange Park's Director of Finance recruitment and selection process. Voorhees Associates prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

QUALIFICATIONS AND EXPERIENCE

Voorhees Associates is a public management consulting firm serving municipal clients and other public sector entities on a national basis. We work exclusively in the public sector, offering customized executive recruitment services, as well as providing other management studies and services for communities. Voorhees Associates has been certified as an FBE (Female Business Enterprise) in the State of Illinois.

Voorhees Associates, LLC was established in 2009 with headquarters in Deerfield, Illinois. Heidi Voorhees, President, previously spent 8 years with the nationally recognized public sector consulting firm, The PAR Group and was President of The PAR Group from 2006 – 2009. Ms. Voorhees has conducted more than 190 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 12 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service with the Villages of Wilmette and Schaumburg, Illinois, as well as the City of Kansas City, Missouri.

The firm has a total of seventeen consultants, both generalists and specialists (public safety, finance, parks, etc.), who are based in Arizona, Delaware, Illinois, Michigan, and Wisconsin, as well as four reference specialists and four support staff.

Experience

Voorhees Associates has completed 124 recruitments since its establishment in 2009. We have 16 current recruitments in various stages of completion. Our consultants are experienced executive recruiters who have conducted over 350 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we've held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

500 Lake Cook Road, Suite 350, Deerfield, Illinois, 60015
847/580-4246 www.voorheesassociates.com

References

The following references can speak to the quality of service provided by Voorhees Associates:

Director of Finance recruitment

Director of Community Development recruitment

Fire Chief recruitment

Director of Public Works recruitment

City of Highland Park, Illinois

David Knapp, City Manager

1707 St. Johns Ave

Highland Park, IL 60035

847-926-1000

dknapp@cityhpi.com

Director of Financial Services recruitment

Intergovernmental Risk Management Agency

Larry Bush, Executive Director

Four Westbrook Corporate Center

Suite 940

Westchester, IL 60154

(708) 562-0300

larryb@irmarisk.org

Consultant Assigned

Voorhees Associates' President Heidi Voorhees will be responsible for your recruitment and selection process.

Heidi J. Voorhees President

Ms. Voorhees has extensive experience in both executive search and general management consulting assignments. She has led more than 140 recruitments for local government entities across the country and takes pride in facilitating a tailored, thorough process that gives elected and appointed officials the tools they need to make critical personnel decisions. Her clients have included the City of Austin, Texas; Johnson County, Kansas; Evanston, Illinois; Waukesha, Wisconsin; Fort Worth, Texas; Bloomington, Illinois; Carbondale, Illinois; Fayetteville, North Carolina; and clients in Arizona, Rhode Island, and Colorado.

In addition to her eleven years of executive recruitment and management consulting experience, she has 19 years of local government leadership and management service, with the Villages of Wilmette and Schaumburg, Illinois, and the City of Kansas City, Missouri.

From 1990 to 2001, Ms. Voorhees served as the Village Manager for Wilmette, Illinois, one of Chicagoland's notable residential suburbs located on the shore of Lake Michigan. During her tenure, Ms. Voorhees focused on delivering high quality services and responsiveness to a recognized interactive community, streamlining administrative and management functions and team building throughout the organization that employed 200 individuals. Under her leadership, the organization developed a collaborative budget process, formalized its long range capital improvement program, and developed budget and financial policies that led to the achievement of a AAA bond rating for the community.

Since leaving the Village of Wilmette in 2001, Ms. Voorhees has been an Adjunct Instructor for the Center for Public Safety located on the campus of Northwestern University. She also instructs law enforcement

executives in the Executive Management Program on management, community relations, and organizational culture. Ms. Voorhees has also been an Instructor for the Northwestern University Master's Degree Program in Public Policy and Administration. She is a frequent speaker on recruitment and selection issues and has conducted training programs for the Illinois City and County Management Association, the Ohio City and County Management Association, the American Public Works Association – Chicago Metro Chapter, the Illinois Association of Municipal Management Assistants, the Northern Illinois University Civic Leadership Program, and the Great Lakes Leadership Academy.

Ms. Voorhees holds a Master's Degree in Public Affairs from the School of Public and Environmental Affairs at Indiana University where she was a fellow in the Eli Lilly State and Local Government Fellowship Program. Ms. Voorhees was recognized as the distinguished Alumnus for the School in 1998. She also has a Bachelor of Science degree in Political Science from Illinois State University.

Ms. Voorhees has served on the Boards of Directors of numerous professional associations including the Chicago Metropolitan Managers' Association and the Illinois City and County Management Association. For two years, she was the Illinois representative to the ICMA University, the professional development arm of the International City and County Management Association. In 1999, she was selected to participate in the Leadership Greater Chicago Program and has been an active Rotarian for 23 years. She is currently on the Board of the Family Service Center for Wilmette, Glenview, Kenilworth and Northbrook, Illinois and the Board of the League of Women Voters of Wilmette, Illinois.

SCOPE OF WORK

A typical recruitment and selection process can take 175 hours to conduct. At least 50 hours of this time is "administrative" including ad placement, acknowledgment of résumés, reference interviews, and due diligence on candidates. These tasks may take longer if someone is performing them for the first time. We believe our experience and ability to professionally administer your recruitment will provide you with the best possible outcome. Voorhees Associates clients are kept informed of the progress of a recruitment throughout the recruitment process. Consultants are always available to provide information and answer questions, and details of the process such as placement of advertising and applications received are discussed in regular updates via either telephone or email.

Voorhees Associates suggests the following approach to your recruitment, subject to your requests for modification:

Phase I – Position Assessment, Job Announcement and Brochure Development

Phase I will include the following steps:

- **Interviews** with the Village Manager, and the Village's senior staff as well as any other individuals you deem appropriate to best understand the responsibilities, challenges, and culture of the Village.

At least eight (8) hours of one-on-one interviews will be conducted with elected officials, staff and the public in order to develop our Recruitment Brochure. This important document outlines the expectations that the Village has for its next Director of Finance, providing us with the information we need to target our recruitment. During this process we will assist you with establishing the salary for Director of Finance by conducting a salary survey of comparable communities, if so desired.

- **Development of a Job Announcement.**
- **Development of a detailed Recruitment Brochure** for your review and approval.

- Agreement on a detailed **Recruitment Timetable**.

Phase II – Advertising, Candidate Recruitment and Outreach

Phase II will include the following steps:

- Placement of the Job Announcement in appropriate professional online publications. In addition to public sector publications and web sites, outreach will include LinkedIn and other private sector resources. We can provide the Village with placement recommendations, if so desired.
- The development of a database of potential candidates unique to this position and to the Village of LaGrange Park, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I.
- Outreach will be done through e-mail, telephone contacts, and U.S. mail as appropriate. Voorhees Associates consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

Phase III – Candidate Evaluation and Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.

We will develop a matrix which identifies key traits (taken from the Recruitment Brochure) such as education, experience, and the specific skills needed for the Director of Finance. We will then use these filters to screen the candidates into a group of 15 to 20 semi-finalists.

- Candidates will be interviewed by telephone or Skype to fully grasp their qualifications and experience as well as their interpersonal skills.

We personally contact all the semi-finalists and conduct about an hour long telephone interview, asking specific questions about their experience and skill set. This allows us to ask follow up questions and probe specific areas. It also provides us with an assessment of their verbal skills and their level of energy for and interest in the position.

- Formal and informal references (two per candidate) and an internet search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by Voorhees Associates, ensuring LaGrange Park's process is professional and well regarded by all who participate.

Phase IV – Presentation of Recommended Candidates

Phase IV will include the following steps:

- Voorhees Associates will prepare a **Recruitment Report** that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We

provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. As résumés come in all different formats, these "mini" résumés will give you a clear, consistent look at each candidate "at a glance."

- Voorhees Associates will provide you with a log of all candidates who applied for the position. You may also review all of the résumés should you so desire.
- Voorhees Associates will meet with you to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours with you to bring the candidates to "life" by reviewing their telephone interview and providing excerpts from two (2) references we will have done on the individual.

Phase V –Interviewing Process

Phase V will include the following steps:

- At the Recommendation meeting, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample.
- Voorhees Associates will develop the first and second round interview questions for your review. Voorhees Associates will provide you with interview books that include the credentials each candidate submits, a summary of each candidate's credentials, a set of questions with room for interviewers to make notes, and an evaluation sheet to assist interviewers in assessing each candidate's skills and abilities.
- Voorhees Associates will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. The schedule will incorporate a tour of Village of LaGrange Park facilities and interviews with Department Heads and elected officials.

We offer a community "Meet and Greet" option, at no charge, as a means for the community to interact and get to know the candidates in an informal setting. At this "Meet and Greet," candidates would give a brief overview of themselves and answer questions from the audience.

- Once candidates for interview are selected, additional references will be contacted along with a media and internet search, verification of educational credentials, criminal court, credit, and motor vehicle and records checks. Employment verification can also be provided if so desired. Voorhees Associates recommends a two-step interviewing process with (typically) five candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and a "score sheet."
- Voorhees Associates consultants will be present for all of the interviews, serving as a resource and facilitator.

Phase VI – Appointment of Candidate

- Voorhees Associates will assist you as much as you request with the salary and benefit negotiations and drafting of employment agreement, if appropriate.
- Voorhees Associates will notify all applicants of the final appointment action by the Village Manager, including professional background information on the successful candidate.
- Voorhees Associates will provide no-fee telephone follow-up and counsel to the Village Manager and appointed Director of Finance for six months following conclusion of the recruitment.

Optional 360° Evaluation

As a service to the Village of LaGrange Park, we offer the option to provide you with a proposal for a 360° performance evaluation for the new appointed Director of Finance at about six months into his or her employment. This evaluation will include seeking feedback from both Elected Officials and Department Directors, along with any other constituent the Village feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, Voorhees Associates will prepare a proposal for this service.

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

On-site interviews of LaGrange Park officials and staff, development and approval of recruitment brochure Deliverable: recruitment brochure	weeks 1-2
Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant	weeks 3-8
Consultant recommendation to Village Manager of qualified candidates Deliverable: recruitment report	week 9
Selection of candidate finalists by Village Manager; additional background and reference checks, report preparation and presentation Deliverable: interview reports including suggested questions and evaluation sheets	week 10
Interviews of selected finalist candidates; Village Manager selection of final candidate; negotiation, offer, acceptance and appointment	weeks 11-12

Summary of Costs

Recruitment Fee:	\$12,000
Recruitment Expenses: (not to exceed)	3,750
Expenses include consultant travel, postage/shipping, telephone, support services, copying etc. Also includes candidate due diligence efforts and advertising costs up to \$1,000*.	
Recruitment Brochure printing (optional) Assumes full color	900
Total Fees:	\$16,650**

*Advertising costs over \$1,000 will be placed only with client approval. If less than \$1,000, Client is billed only for actual cost.

**This fee does not include travel and accommodations for candidates interviewed.

Optional Services

If desired, Voorhees Associates can assist with personality assessments of finalist candidates. Our consultants recommend the use of Caliper Pre-Employment Assessments. These assessments can be taken on line or in paper format, and provide clear, objective information on an individual's strengths, limitations, motivations, and potential. The cost of these assessments would be a direct pass-through to the Village and would depend upon the tool selected. Ms. Voorhees has experience in using this tool with other clients (including the City of Austin, Texas) and has found it useful. Additional information about Caliper can be found on their web site, www.calipercorp.com.

Additionally, Voorhees Associates can recommend and coordinate a variety of other options, based on your preference.

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows: Recruitment expenses and the costs for the Recruitment Brochure printing will be itemized with sufficient detail and invoiced as incurred. In addition, the Recruitment Fee will be invoiced in three (3) equal payments, billed during the course of the recruitment. The first invoice for the Recruitment Fee will be sent upon acceptance of our proposal. The second invoice will be sent following the recommendation of candidates and will include any expenses incurred to date. The final invoice will be sent upon completion of the recruitment assignment and will include all remaining expenses. Upon receipt of each invoice the Village will approve payment in accordance with its claims procedures within thirty (30) days of receipt.

Voorhees Associates Guarantee

It is the policy of Voorhees Associates to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the Village Manager not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration. Additional reimbursable expenses may be incurred should the situation require consultant travel to LaGrange Park beyond the normal three visits.

Upon appointment of a candidate, Voorhees Associates provides the following guarantee: should the selected and appointed candidate at the request of the Village of LaGrange Park or the employee's own determination, leave the employ of the Village of LaGrange Park within the first 24 months of appointment, we will, if desired, conduct another search for the cost of expenses and announcements only.

In addition, in accordance with the policy of our firm as well as established ethics in the executive search industry, we will not actively recruit the placed employee for a period of five years.

LIMITED SCOPE RECRUITMENT PROCESS

Limited Scope Recruitment

Voorhees Associates offers Clients a "Limited Scope" recruitment process. The Limited Scope Recruitment is designed for municipal officials who require only partial assistance with a recruitment.

Limited Scope Recruitment Process vs. Full Recruitment and Selection Process

The first several components of a Limited Scope Recruitment Process and a Full Recruitment and Selection Process are similar and are designed to recruit candidates for the position. The consultant will visit the community, develop and place the job announcement, conduct outreach for candidates, review resumes and conduct telephone interviews. Two (2) references and education verification will be completed for each candidate. Finally, a Recruitment Portfolio that includes the information on the recommended candidates including resumes, cover letters and any supporting information the candidate submitted will be prepared and provided to the client via a candidate presentation meeting. At this point in the Limited Scope Recruitment process, Voorhees Associates' involvement will be complete.

In summary, the major differences between the Limited Scope Recruitment Process and the Full Recruitment and Selection Process are:

- A Recruitment Pamphlet, instead of a full color Brochure, will be prepared for the Limited Scope Recruitment. This will be one page which will consist of a brief description of the community, a few candidate traits and a short list of opportunities and the job ad – all on a single page. This Pamphlet will be distributed as a .pdf file.
- The Limited Scope Recruitment will include only the presentation of a single Recruitment Portfolio (for the community to reproduce) whereas a full Recruitment and Selection provides the client with as many books as requested. Any additional books will cost \$35 each, plus postage.
- Once candidates for interview are selected, additional references will be contacted along with criminal court, credit, and motor vehicle and records checks. Voorhees Associates will not be involved in any components of a Recruitment and Selection Process beyond the background checks of selected candidates.
- Voorhees Associates will not offer any guarantee regarding the selection and tenure of the candidates. Voorhees Associates will bill the client immediately after presentation of candidates and will not “redo” the Recruitment and Selection Process if the Client is unsuccessful in hiring someone from the group of recommended candidates.
- Development of interview questions, second interview questions, and assistance with contract negotiations will be the responsibility of the client.

Summary of Costs for Limited Scope Recruitment

Recruitment Fee	\$10,000
Recruitment Expenses: (not to exceed)	3,750
Expenses include consultant travel, postage/shipping, telephone, support services, copying etc. Also includes candidate due diligence efforts and advertising costs up to \$1,000*.	
Recruitment Brochure printing (optional) Assumes full color	900
 Total Fees:	 \$14,650**

*Advertising costs over \$1,000 will be placed only with client approval. If less than \$1,000, Client is billed only for actual cost.

**This fee does not include travel and accommodations for candidates interviewed.

Why Choose Voorhees Associates?

The heart and soul of a professional recruitment firm is the expertise it brings to its clients. Voorhees Associates consultants are all experienced local government executives who have demonstrated careers

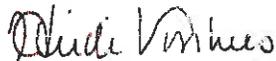
and expertise that brings first hand knowledge of the disciplines in which they now consult. This knowledge can assist clients in designing the appropriate interview questions, the development of written and oral exercises to best assess candidates' abilities, and facilitation of the clients' discussion of the candidates.

Our process reflects the client's goals and objectives—therefore, the time we spend developing the Recruitment Brochure is critical in our understanding of the challenges, opportunities, and culture of the position under consideration. Our candidate assessment and interviewing skills are based on thousands of interviews over the course of our Consultants' many years of experience in the recruitment and selection field. This professional familiarity allows us to be sensitive to the nuances, not only the obvious. In addition, as experienced local government professionals, our Consultants are able to ask probing, thoughtful questions and effectively evaluate the candidates' answers. We provide the client with a diverse list of potential candidates who have been fully vetted by our staff and who are truly interested in and well-qualified for the position. We respect the confidentiality of candidates' applications and are respectful of the candidates' current employment situation when we conduct reference calls. We are not a gatekeeper—clients will be provided with a list of everyone who applied and may view the résumés should they so desire.

Our firm's executive recruitment standards embrace a professional process of integrity, trust, and respect toward all parties involved and a commitment toward meeting the expressed needs and desires of our Client. Our ultimate goal is for the client to be completely satisfied with the selected candidate.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Sincerely,



Heidi J. Voorhees
President
Voorhees Associates, LLC

ACCEPTED BY THE VILLAGE OF LA GRANGE PARK, ILLINOIS

BY: _____

TITLE: _____

DATE: _____

KEY REASONS FOR CHOOSING TO USE AN EXECUTIVE RECRUITMENT FIRM

Local government officials may ask why they should consider using an executive recruitment firm to assist them in the recruitment and selection of administrative personnel such as a City Manager, Police Chief or Finance Director. The following is a list of seven (7) reasons why using a professional recruitment firm can be beneficial to a local government.

- **Focus:** One of the most compelling reasons to use a recruitment and selection firm is to focus your recruitment resources on decision making. A recruitment and selection firm can assist you with the many logistics of a recruitment process including development of a job announcement; placement of the announcement in the appropriate publications and on the appropriate websites; development of a detailed recruitment brochure based on conversations with elected officials, staff members, community leaders and citizens; interaction with potential candidates; due diligence and background work on candidates; and, research on compensation issues including contracts and employment agreements. The recruitment firm can aggressively compete for top candidates in a way that the governmental organization cannot. The appropriate role of the recruitment firm is to provide you with the information and data you need to make an informed decision on the candidates you select for an interview.
- **Experience In Assessing Talent:** Our candidate assessment and interviewing skills are based on thousands of interviews over the course of our Consultants' many years of experience in the recruitment and selection field. This professional familiarity allows us to be sensitive to the nuances, not only the obvious. In addition, our consultants are all experienced local government professionals, able to ask probing, thoughtful questions and effectively evaluate the candidates' answers.
- **Resources and Outreach:** A reputable professional recruitment firm will find exceptional and experienced candidates regardless of the market conditions or competitiveness of that profession. A professional recruitment firm will provide a comprehensive outreach effort that will result in a well qualified pool of candidates for you to consider.
- **Expertise:** The heart and soul of a professional recruitment firm is the expertise it brings to its clients. Voorhees Associates consultants are experienced local government executives who have demonstrated careers and expertise that brings first hand knowledge of the disciplines in which they now consult. This knowledge can assist clients in designing the appropriate interview questions, the development of written and oral exercises to best assess candidates' abilities, and facilitation of the clients' discussion of the candidates.
- **Objectivity:** Often, hiring a professional recruitment and selection firm can bring objectivity to the process that encourages the applications of internal candidates and other candidates who might not otherwise apply. This can help overcome the incorrect notion by both internal and external candidates that the outcome of the search is "predetermined." In addition, the firm can work with the client on the delicate issues associated with "internal" candidates.
- **Overcome Hidden Costs:** There are direct and indirect costs associated with conducting a staff-managed recruitment, such as finding listings of professionals, calling potential candidates to assess interest, conducting preliminary interviews and, reference checks. These and other tasks related to the recruitment take staff away from their regular responsibilities. A typical recruitment takes at least 100 hours of staff time.
- **Consistency:** A professional recruitment firm can provide for the uniform and comprehensive screening of candidates, ensuring that the candidates are treated equally, that the recruitment is open to all, which results in a process that provides for a competitive and diversified group of candidates from which to choose a final candidate.



www.VoorheesAssociates.com
Call us today! 847-580-4246

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*"Far and away the best
prize that life offers is the
chance to work hard at
work worth doing"*
...Theodore Roosevelt

Voorhees Associates LLC
500 Lake Cook Road, Suite 350
Deerfield, IL 60015

info@voorhees.com
Ph: 847-580-4240
Fax: 866-401-3100

Need Assistance?

Fill out our [Contact Form](#) and a
Representative will contact you
shortly.

Signup for Job Announcements

Complete our [Job
Announcement Signup Form](#)
and we will email you new job
information as it becomes
available.

Looking for an Interim or Temporary Assignment, or Outsourced Placements?

Visit our sister company
GovTempsUSA, LLC for more
information.
www.govtempusa.com

Open Positions at VoorheesAssociates

Position	Location	Department
Village Administrator	Village of Inverness, IL	Administration
Operations Manager-AWU	City of Austin, TX	Water Utility
Police Chief	Village of Mokena, IL	Police Department
Township Manager	Oakland Charter Township, MI	Administration
Human Resources Director	Village of Oak Park, IL	Human Resources
Community & Economic Development Director	Village of Oak Park, IL	Economic Development
Economic Development Director	Calumet City, IL	Economic Development
Village Administrator	Village of Lake Villa, IL	Administration
Village Manager	Village of Lombard, IL	Administration
Deputy Director of Technical Services Center	Government Finance Officers Association, IL	Director
Village Administrator	Village of Volo, IL	Administration
Police Chief	Village of Lake Bluff, IL	Police Department
Managing Director	Barrien County Road Commission, MI	
Village Manager	Village of Skokie, IL	Administration
City Manager	City of DeKalb, IL	Administration
Executive Director	Illinois Fire Safety Alliance, Mt. Prospect, IL	
Police Chief	Village of Schaumburg, IL	Police Department
Assistant Director of Engineering and Public Works	Schaumburg, IL	Public Works
Director of Engineering and Public Works	Schaumburg, IL	Public Works

<u>Client</u>	<u>Position</u>	<u>Population</u>
<u>Arizona</u>		
Central Arizona Regional Economic Development Foundation	Executive Director	
<u>Connecticut</u>		
Financial Accounting Foundation	GASB Board Member (2 positions) Project Manager	N/A
<u>Illinois</u>		
Village of Algonquin, Illinois	Village Manager	30,046
Village of Bensenville, Illinois	Director of Public Works	20,703
Village of Buffalo Grove, Illinois	Village Manager	42,909
City of Carbondale, Illinois	City Manager	25,092
Village of Cary, Illinois	Village Administrator Chief of Police	18,713
Village of Cherry Valley, Illinois	Director of Public Works	3,091
Village of Clarendon Hills, Illinois	Village Manager Community Development Director	8,572
DeKalb County, Illinois	County Administrator	105,000
DeKalb Sanitary District, IL	District Manager Assistant to Manager/Finance Assistant to Manager/Human Resources	N/A
DuPage Public Safety Communications, Illinois	Deputy Director Support Services	N/A
City of East Moline, Illinois	City Manager	21,300
City of Effingham, Illinois	Director of Administrative Services	12,384
City of Elgin, Illinois	Community Development Director Economic Development Director Streets Maintenance Supervisor	105,000
Village of Elk Grove Village, Illinois	Director of Business Dev. & Marketing	34,737
City of Elmhurst, Illinois	City Manager	43,300
City of Evanston, Illinois	Director of Community & Economic Dev. Director of Public Works Superintendent of Streets & Sanitation	75,000
Family Service Center, Wilmette, Illinois	Executive Director	N/A

City of St. Charles, Illinois	Economic Development Division Manager	32,276
Techny Towers Conference & Retreat Center, IL	Executive Director	N/A
Village of Tinley Park, Illinois	Chief of Police	58,000
Village of West Dundee, Illinois	Fire Chief	8,000
West Suburban Special Recreation Assoc., IL	Executive Director	Multiple
Will County Center for Economic Development, IL	Vice President for Economic Development	Multiple
Village of Woodridge, Illinois	Chief of Police	32,971

Indiana

Chesterton Indiana Utilities Board	Utility Superintendent	11,000
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Iowa

City of Burlington, Iowa	City Manager	25,663
City of Washington, Iowa	City Administrator	7,266

Michigan

City of Alpena, Michigan (In Progress)	City Manager	10,476
Berrien County Road Commission (In progress)	Executive Director	163,278
City of Caro, Michigan (In Progress)	City Manager	4,145
City of Midland, Michigan	Fire Chief Chief of Police	40,807

New Jersey

Cherry Hill Fire District, NJ	Fire Chief	71,045
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North Carolina

City of Fayetteville, North Carolina	Development Services Director Chief Information Officer Assistant City Manager	208,000
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Ohio

City of Kettering, Ohio	Human Resource Director	57,502
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Texas

City of Austin, Texas	Chief Animal Services Officer Health & Human Services Director	787,000
City of Burleson, Texas	Assistant Director of Parks & Recreation City Manager	36,990
City of Corpus Christi, Texas	Director of Human Resources	305,215
City of Garland, Texas	Managing Director of Fire Managing Director of Information Technology Managing Director of Fire	226,876

Wisconsin

City of Baraboo, Wisconsin	Executive Director of the Community Dev. Authority	11,755
City of Beaver Dam, Wisconsin	Chief of Police	15,000
Village of Brown Deer, Wisconsin	Village Manager	12,061
City of Burlington, Wisconsin	Chief of Police	10,102
City of Fond du Lac, Wisconsin	Director of Public Works City Manager	43,021
City of Fort Atkinson, Wisconsin	City Manager	12,300
City of Plymouth, Wisconsin	Director of City Services	8,468
City of Princeton, Wisconsin	City Administrator/Clerk/Treasurer	7,500
Village of Richfield, Wisconsin	Village Administrator	11,500
City of Wauwatosa, Wisconsin	Director of Finance Fire Chief Director of Public Works Director of Economic Development	44,271
City of Whitewater, Wisconsin	City Manager	14,300

2012 STUDIES:

City of Baraboo, WI	Compensation & Classification Study
City of Garland, TX	Fire Chief Assessment Center
McHenry County Conservation District, IL	Assessment of the Operations and Organizational Effectiveness of the Police Department
City of Midland, MI	Police and Fire Chief Assessment Centers
Village of Montgomery, IL	Promotional Deputy Police Chief and Police Sergeant Assessment Centers

Village of River Forest, IL

Compensation & Classification & Performance Evaluation Project

2011 STUDIES:

College of Lake County, IL

Police Chief Assessment Center

Park District of Highland Park, IL

Compensation & Classification

Lake County Planning, Building & Development

Organizational Assessment & Goal Setting Session

Village of Montgomery, IL

Myers Briggs Testing

Village of Niles, IL

Police Department Staffing and Operations Study

City of Port Washington, WI

Police Chief Assessment Center

City of Warrenville, IL

Staffing and Service Delivery Study

City of Wauwatosa, WI

Fire Chief Assessment Center

2010 STUDIES:

City of Beaver Dam, WI

Police Chief Assessment Center

City of Burlington, WI

Pay and Class Study

Police Chief Assessment Center

City of Fort Worth, TX

Management Services Team Building Workshop

City of Port Washington, WI

Property Management Audit Police Department

President's Report

Village Board Agenda Memo

Date: October 29, 2013
To: Board of Trustees
From: Jim Discipio, Village President
RE: Meeting Schedule

GENERAL BACKGROUND:

State Statutes require public bodies to provide notice of scheduled meetings prior to the start of each calendar year. We have put together a list of dates for the 2014 calendar year that continues the Village Board's established meeting schedule of a Work Session on the second Tuesday and a regular Village Board meeting on the fourth Tuesday of each month.

Please note that the 4th Tuesday in December 2013 falls on December 24. It is assumed that this meeting will be re-scheduled, perhaps to January 14, 2014. That decision does not need to be made now. However, it is unlikely that the Village Board will meet on December 24, 2013.

ACTION REQUESTED:

Motion approving Resolution and 2014 meeting schedule.

RECOMMENDATION:

This is a Village Board decision.

DOCUMENTATION:

Resolution and attached Meeting dates for calendar year 2014.

RESOLUTION NO. _____

RESOLUTION APPROVING 2014 MEETING DATES

WHEREAS, in accordance with Illinois Compiled Statutes (5 ILCS 120/2.02.), every public body shall give public notice of the schedule of regular meetings at the beginning of each calendar year, and

WHEREAS, in addition to the notice required by Section 2.02, every public body at the beginning of each calendar year must prepare and make available a schedule of all its regular meetings for such calendar year, listing the times and places of such meetings.

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

1. That the Village of La Grange Park hereby approves the 2014 Meetings Reminder, as attached hereto; and
2. The Village Manager is authorized and directed to take such further actions as she deems necessary and appropriate to implement, administer and enforce this Resolution.

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this 26th day of November, 2013.

YES:

NOS:

ABSENT:

Approved this 26th day of November, 2013.

Dr. James L. Discipio, Village President

ATTEST:

Amanda Seidel
Village Clerk

2014 MEETINGS REMINDER

VILLAGE BOARDS & COMMISSIONS

Board of Police Commissioners	As Needed
Cool Villages Commission	TBD
Commercial Revitalization Committee	As Needed
Municipal Code Subcommittee	As Needed
Plan Commission	3 rd Wednesday (as needed)
Police Pension Fund	As Needed
Public Works Garage Committee	As Needed
Traffic, Safety & Engineering	2 nd Wednesday (as needed)
Youth Commission	Monday Night Preceding 2nd Tuesday
Zoning Board of Appeals	3 rd Tuesday (as needed)

All meetings will be held at 447 N. Catherine Avenue, La Grange Park, IL beginning at 7:00 p.m. unless otherwise posted.

VILLAGE OF LA GRANGE PARK
La Grange Park Village Hall, 447 N. Catherine Ave., La Grange Park, Illinois

2014 MEETINGS REMINDER

January 14, 2014	Work Session Meeting	7:30 p.m.	Village Hall
January 28, 2014	Village Board Meeting	7:30 p.m.	Village Hall
February 11, 2014	Work Session Meeting	7:30 p.m.	Village Hall
February 25, 2014	Village Board Meeting	7:30 p.m.	Village Hall
March 11, 2014	Work Session Meeting	7:30 p.m.	Village Hall
March 25, 2014	Village Board Meeting	7:30 p.m.	Village Hall
April 8, 2014	Work Session Meeting	7:30 p.m.	Village Hall
April 22, 2014	Village Board Meeting	7:30 p.m.	Village Hall
May 13, 2014	Work Session Meeting	7:30 p.m.	Village Hall
May 27, 2014	Village Board Meeting	7:30 p.m.	Village Hall
June 10, 2014	Work Session Meeting	7:30 p.m.	Village Hall
June 24, 2014	Village Board Meeting	7:30 p.m.	Village Hall
July 8, 2014	Work Session Meeting	7:30 p.m.	Village Hall
July 22, 2014	Village Board Meeting	7:30 p.m.	Village Hall
August 12, 2014	Work Session Meeting	7:30 p.m.	Village Hall
August 26, 2014	Village Board Meeting	7:30 p.m.	Village Hall
September 9, 2014	Work Session Meeting	7:30 p.m.	Village Hall
September 23, 2014	Village Board Meeting	7:30 p.m.	Village Hall
October 14, 2014	Work Session Meeting	7:30 p.m.	Village Hall
October 28, 2014	Village Board Meeting	7:30 p.m.	Village Hall
November 11, 2014	Work Session Meeting	7:30 p.m.	Village Hall
November 25, 2014	Village Board Meeting	7:30 p.m.	Village Hall
December 9, 2014	Work Session Meeting	7:30 p.m.	Village Hall

Items of Interest

VILLAGE OF LA GRANGE PARK
La Grange Park Village Hall, 447 N. Catherine Ave., La Grange Park, Illinois

Zoning Board of Appeals Mtg.

Tuesday, November 19, 2013
7:00 pm

2013 MEETINGS REMINDER

November 26, 2013	Village Board Meeting	7:30 p.m.	Village Hall
December 10, 2013	Work Session Meeting	7:30 p.m.	Village Hall