

AGENDA FOR THE BOARD OF TRUSTEES
Monday, August 15, 2016, 7:30 P.M.

Call to Order
Roll Call
Pledge of Allegiance
Police Department Six-Month Report
Minutes of Previous Meeting
Bills and Payroll
Public Comment

REPORTS

CONSENT AGENDA

OLD BUSINESS

- 16-84-1 Ordinance Annexing Certain Territory Excluded from the Village of Riverwoods – 1R
- 16-81-1 Ordinance Excluding Certain Territory Commonly Known as 780 Saunders Road from the Village of Deerfield – 1R
- 16-85-1 Ordinance Increasing the Number of Authorized Class E Liquor Licenses from 13 to 14 for DAO Sushi – 1R

NEW BUSINESS

- 16-86 Approval of Local Agency Agreement for Federal Participation Amendment #1 for the Deerfield Road Reconstruction Project
- 16-87 Authorization to Award the Construction Contract for the 2016 UST Replacement with AST Project – Deerfield Road Lift Station
- 16-88 Authorization to Award Cleaning Services Contract
- 16-89 Resolution Approving an Amendment to the Personnel Policies and Procedures Manual of the Village of Deerfield
- 16-90 Ordinance Amending the Wage and Salary Plan – 1R

Items for discussion by Mayor and Board of Trustees
Reports of the Village Manager
Adjournment

DEERFIELD POLICE DEPARTMENT



Semi-Annual Report
2016



Kent Street, Village Manager:

On behalf of the men and women of the Deerfield Police Department, I am pleased to submit the Semi-Annual Report for 2016. This working document provides an overview of the traffic and criminal activity the Department has encountered during the first six months of the year. This report also describes the actions taken by our police officers to improve the quality of life in Deerfield.

I would like to take this opportunity to thank you, the Mayor and Board of Trustees, for your dedicated support of our professional and policing efforts.

Respectfully,



John J. Sliozis
Chief of Police



John J. Sliozis
Chief of Police

Thomas M. Keane
Deputy Chief of Patrol



Mission & Values



Mission Statement



With respect and dignity, the Deerfield Police Department will provide professional and ethical service through partnership with citizens and proactively identifying risks to Deerfield's quality of life.

The Police Department has identified nine continuing goals that help accomplish this mission:

- Prevention of crime
- Apprehension of offenders
- Recovery and return of property
- Safe movement of traffic
- Provision of services unavailable from other public and private welfare agencies
- Prevention of substance abuse in the community
- Education of juveniles, informing them of their legal responsibilities
- Education of the public in the steps it can take to reduce the probabilities of becoming the victim of criminal attack
- Participation in the implementation of disaster and disorder services

Values

Core values guide and inform all of an organization's interactions and reflect assumptions about the agency's identity. A basic understanding of Deerfield Police Department's values ensures that each staff member is clear on the ideals needed to achieve goals and objectives.

The Deerfield Police Department has identified the following values:

Professionalism in day-to-day activities of law enforcement and serving the community

A community that is **safe** for its residents and visitors. A **balance** of service, training, career development, and personal time that provides staff with the opportunity for success at the work place and home

Human rights that are the foundation of the country and society



Statistical Highlights

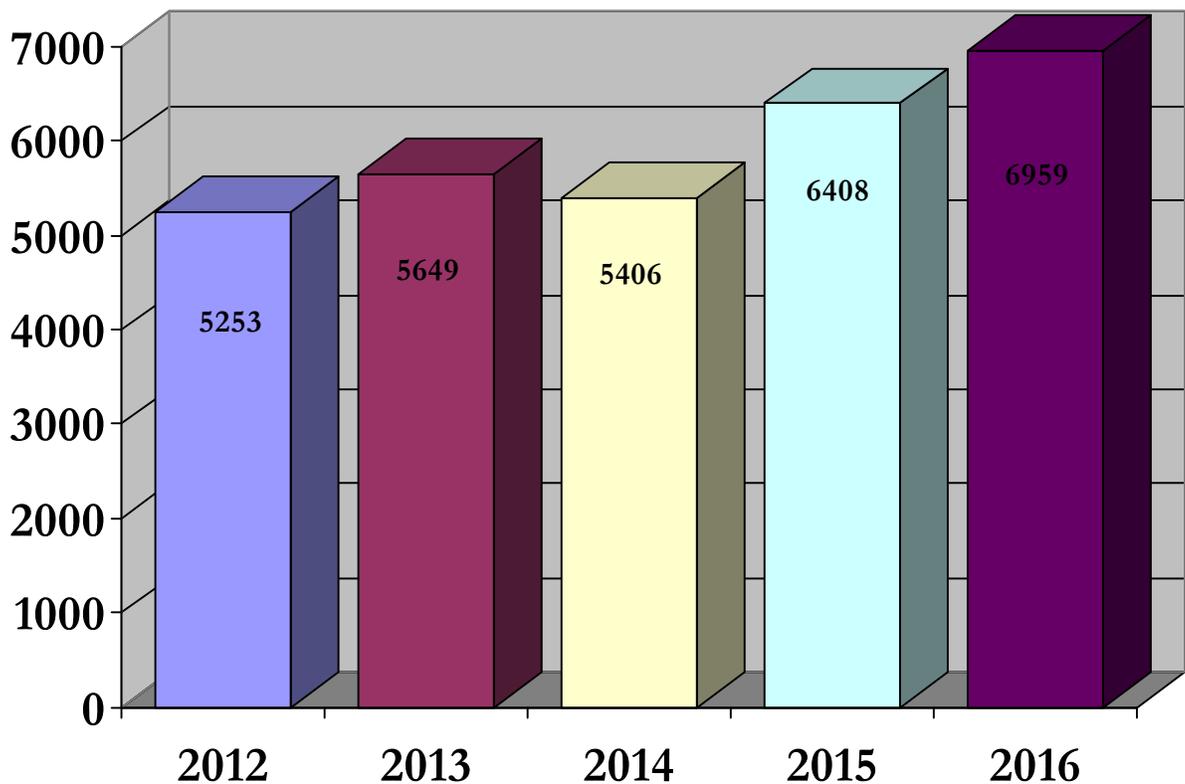
Calls for Service

“Calls for Service” is a term used by police to describe the activity generated by crime complaints, requests for service, and other police workload which cannot be categorized as either (A) inspectional service; (B) routine patrol activity; (C) administrative activity; (D) time out of service, such as meals, or (E) workload generated directly by the police officer, such as traffic or parking citations.

Calls for Service relate to almost every facet of the police operation. They include the investigation of miscellaneous complaints, the investigation of traffic collisions, the preliminary investigation of crimes, and a myriad of other services provided to the general public.

In the first half of 2016, the Deerfield Police received 12,041 calls for service, which includes traffic stops, 911 calls, and other public service requests. Of that total number, 6,959 required police response.

Summary of Incidents January through June



Statistical Highlights

Summary of Index Crimes

	Murder	Sexual Assault	Robbery	Agg. Assault Battery	Burglary	Theft	Vehicle Theft	Arson	Month Total
Jan.	0	0	0	0	2	14	0	0	16
Feb.	0	0	1	1	2	5	0	0	9
Mar.	0	0	0	1	0	5	0	0	6
Apr.	0	0	0	0	0	6	0	0	6
May	0	0	0	0	2	11	0	0	13
Jun.	0	1	0	0	2	6	0	0	9
Total	0	1	1	2	8	47	0	0	59

Index Crimes are used to indicate the amount and extent of serious crimes in a given jurisdiction as defined by the International Association of Chiefs of Police Committee on Uniform Crime Reports. Index Crimes include the following “Violent Crimes”: murder, non-negligent manslaughter, aggravated criminal sexual assault, robbery, aggravated battery and aggravated assault. Also included are the following “Property Crimes”: burglary, theft, larceny, motor vehicle theft and arson.

The Crime Index is the total number of Index Offenses occurring within a given jurisdiction during a specified period of time. In the first half of 2016, Deerfield’s Crime Index was 59. This is a decrease from the previous year when the Crime Index was 71 during the same time period.

As set forth in the Illinois Uniform Crime Reporting Program, the categories found in the chart below include the following offenses:

Murder includes First Degree Murder and second Degree Murder.

Criminal Sexual Assault includes Criminal Sexual Assault, Aggravated Criminal Sexual Assault,

Forcible Sodomy and Criminal Sexual Assault with an Object.

Robbery includes Armed Robbery, Robbery, Vehicular Hijacking and Aggravated Vehicular Hijacking.

Aggravated Assault/Battery includes Aggravated Battery, Heinous Battery, Aggravated Battery of a Child, Ritual Mutilation, Aggravated Battery of a Senior Citizen, Attempted First Degree Murder and Attempted Second Degree Murder.

Burglary includes Commercial Burglary, Residential Burglary and Home Invasion.

Theft includes Theft from Motor Vehicle, of Motor Vehicle Parts or Accessories, Burglary from Motor Vehicle, of Motor Vehicle Parts or Accessories, Theft Over \$300, Theft \$300 and Under, Retail Theft, Delivery Container Theft, Pocket-Picking, Purse Snatching, Theft from Building and Theft from Coin Operated Machine or Device.

Motor Vehicle Theft includes only Motor Vehicle Thefts.

Arson includes Arson and Aggravated Arson.

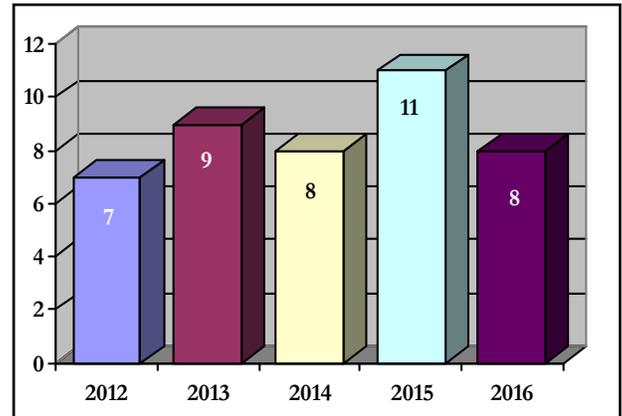
Statistical Highlights

Property Crimes

Burglaries

In the first half of 2016 there were 8 burglaries reported, down from 11 the previous year. Deerfield continues to be relatively low numbers of burglaries compared to surrounding areas.

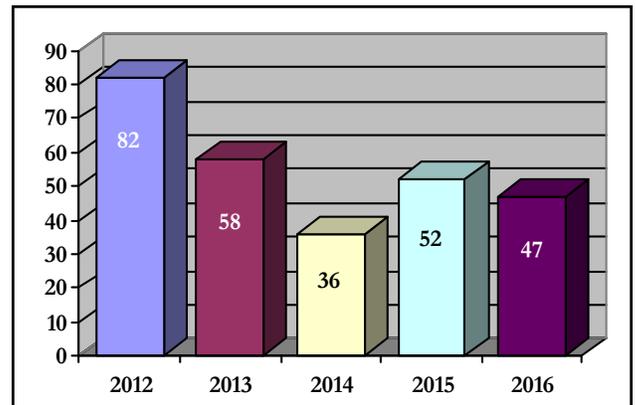
Summary of Burglaries by Year
January through June



Theft

In the first half of 2016, there were 47 reported instances of theft, down from 52 incidents in 2015.

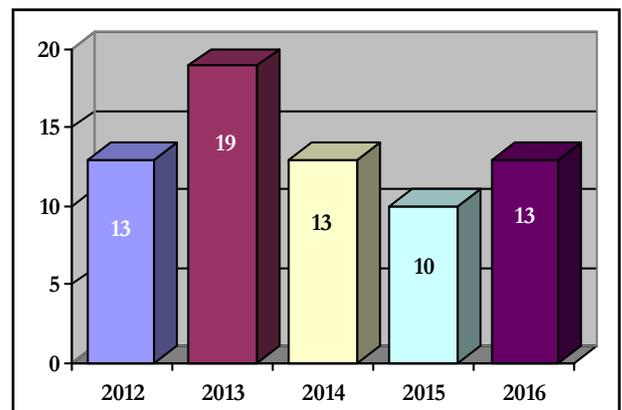
Summary of Thefts by Year
January through June



Criminal Damage to Property

There were 13 incidents of criminal damage to property in the first half of 2016. The average number of incidents over the last 5 years is 13.6 incidents.

Summary of Criminal Damage to Property
by Year - January through June



Statistical Highlights

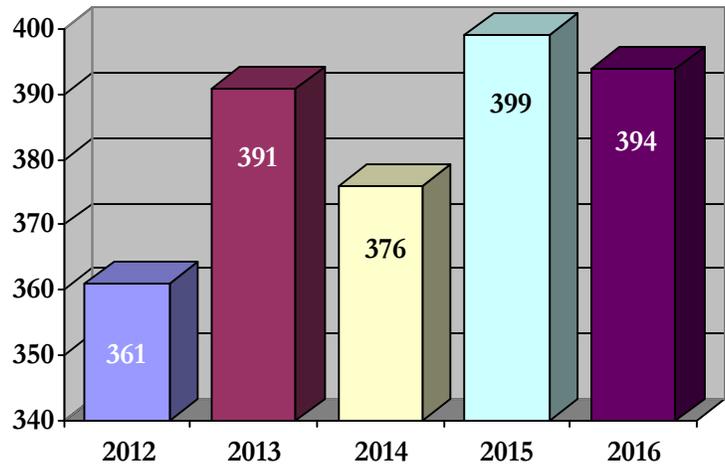
Traffic Accidents

Traffic Collisions

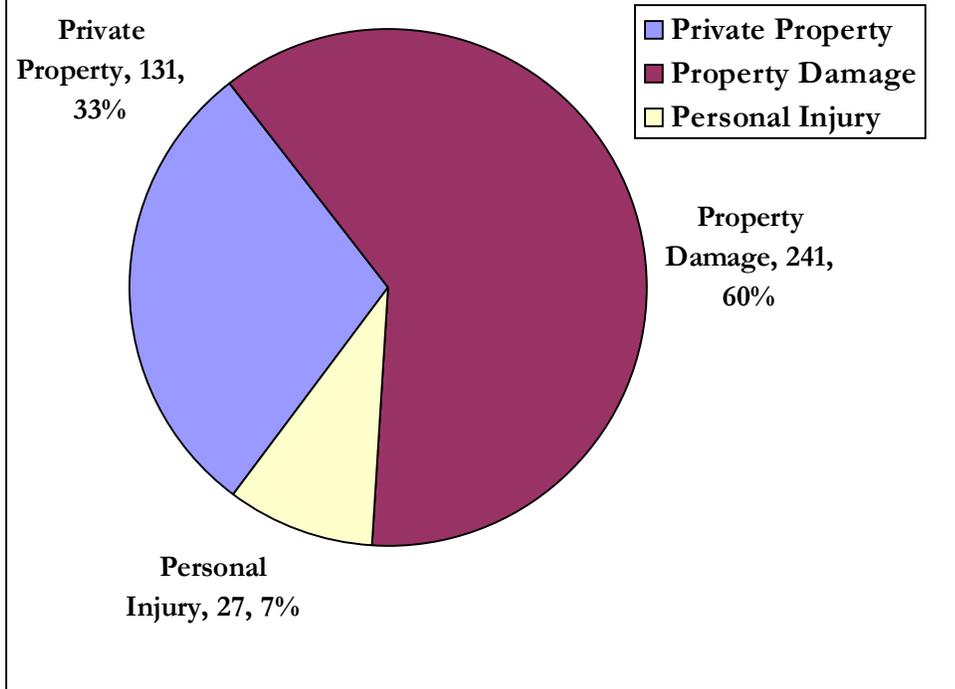
An important objective of the Police Department is to develop a selective traffic enforcement program directed toward high traffic collision locations, specific violations that cause accidents, and the times/days with greater numbers of collisions.

In the first half of 2016 there was a slight decrease in traffic accidents from 399 in 2015 to 394.

Total Collisions
January through June



Traffic Collisions By Type
January through June



Statistical Highlights

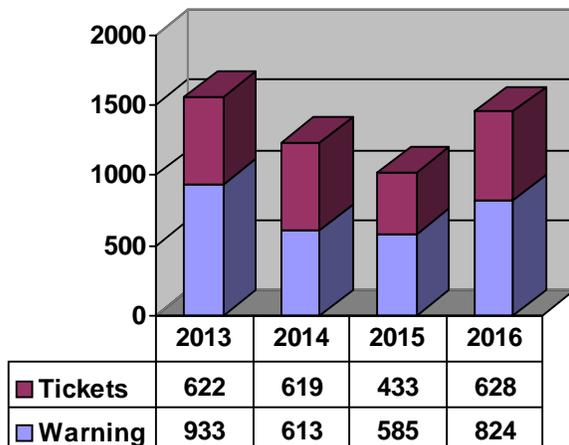
Traffic Enforcement

Year	Traffic Citations	Parking Citations
2012	1,797	998
2013	1,854	1,224
2014	1,821	1,292
2015	1,684	808
2016	1,895	962

Cell Phone Enforcement

For the period of January 1, 2016 through June 30, 2016 the Department issued 1,452 citations for cell phone violations (824 warnings and 628 traffic citations).

Cell Phone Citations (Traffic & Warning)
January through June



Parking Tickets

The following table lists the disposition of all parking tickets issued from January 1, 2016 through June 30, 2016. Of 962 total parking tickets written, 257 were voided. Of the 705 remaining, 96 are outstanding or unpaid, resulting in a payment compliance rate of 86.4%.

Ticket Disposition	Number of Tickets
Paid	587
Unpaid	17
Paid – Collection Agency	21
Final Notice Sent	16
Court Date Assigned	1
Void – Beyond Control	7
Void – Improperly Issued/Officer Error	17
Void – Deceased	0
Void – SOS Error	1
Void – All Others	232
Not on File	1
Sent to Collections	62
Total Issued	962

Monthly Statistical Summary

	Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Total
CALLS FOR SERVICE (Incidents Only)	2012	867	737	867	851	956	975	5,253
	2013	893	837	880	1,003	1,013	1,023	5,649
	2014	942	834	866	824	916	1,024	5,406
	2015	884	935	925	1092	1339	1,227	6,402
	2016	1145	1143	1065	1155	1226	1225	6,959
CRIMES								
HOMICIDE	2012	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0
SEXUAL ASSAULT	2012	0	0	0	1	0	0	1
	2013	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0
	2015	0	0	0	1	0	0	1
	2016	0	0	0	0	0	1	1
ROBBERY	2012	0	0	0	0	0	0	0
	2013	0	0	0	1	0	0	1
	2014	0	0	0	0	0	0	0
	2015	0	1	0	0	0	0	1
	2016	0	1	0	0	0	0	1
ASSAULT AND BATTERY	2012	0	0	1	0	0	0	1
	2013	0	0	0	0	0	2	2
	2014	1	2	0	0	0	1	4
	2015	1	0	0	0	1	1	3
	2016	0	1	1	0	0	0	2
BURGLARY	2012	1	2	2	0	1	1	7
	2013	2	3	3	0	0	1	9
	2014	0	0	2	0	2	4	8
	2015	3	2	2	2	2	0	11
	2016	2	2	0	0	2	2	8
THEFT	2012	10	10	12	18	16	16	82
	2013	10	7	8	6	20	7	58
	2014	3	1	10	5	9	8	36
	2015	7	6	10	6	11	12	52
	2016	14	5	5	6	11	6	47
AUTO THEFT	2012	0	0	0	0	0	1	1
	2013	0	0	0	0	0	0	0
	2014	1	0	0	0	0	0	1
	2015	2	0	0	0	1	0	3
	2016	0	0	0	0	0	0	0

Monthly Statistical Summary

	Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Total
ARSON	2012	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0
	2014	0	0	0	0	0	1	1
	2015	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0
CRIMINAL DAMAGE TO PROPERTY	2012	1	3	3	2	0	4	13
	2013	3	2	2	1	5	6	19
	2014	0	1	4	0	6	2	13
	2015	1	2	2	1	1	3	10
	2016	1	1	2	1	6	2	13
TRAFFIC								
PROPERTY DAMAGE ACCIDENTS	2012	33	28	26	30	36	45	198
	2013	30	36	34	40	44	63	247
	2014	53	33	25	21	41	45	218
	2015	53	45	44	30	35	34	241
	2016	28	48	35	29	56	46	242
PRIVATE PROPERTY ACCIDENTS	2012	14	19	23	13	29	19	117
	2013	11	15	23	21	24	23	117
	2014	21	26	14	20	22	24	127
	2015	19	24	18	21	27	22	131
	2016	18	17	17	19	21	24	116
PERSONAL INJURY ACCIDENTS	2012	4	5	8	4	16	9	46
	2013	6	5	2	3	3	8	27
	2014	2	1	9	7	8	4	31
	2015	6	5	4	2	4	6	27
	2016	14	1	3	4	7	7	36
D.U.I.	2012	5	4	6	9	6	7	37
	2013	4	5	3	1	4	8	25
	2014	1	2	2	0	2	3	10
	2015	1	1	2	1	4	3	12
	2016	2	4	5	7	4	4	26
TRAFFIC TICKETS	2012	251	259	275	270	427	315	1,797
	2013	233	253	255	334	380	309	1,764
	2014	318	291	301	287	319	305	1,821
	2015	327	260	286	277	280	254	1,684
	2016	311	344	274	324	328	314	1,895

August 1, 2016

The regular meeting of the Board of Trustees of the Village of Deerfield was called to order by Mayor Harriet Rosenthal in the Council Chambers of the Village Hall on August 1, 2016, at 7:30 p.m. The clerk called the roll and announced that the following were:

Present: Harriet Rosenthal, Mayor
Alan Farkas
Thomas Jester
Robert Nadler
William Seiden
Dan Shapiro
Barbara Struthers

and that a quorum was present and in attendance. Also present were Kent Street, Village Manager and Village Attorney Peter Coblentz.

PLEDGE OF ALLEGIANCE

Finance Director Eric Burk led those in attendance in reciting the Pledge of Allegiance.

PRESENTATION OF GFOA BUDGET AWARD

Mayor Rosenthal presented the Government Finance Officers Association Budget Award to Mr. Burk. She thanked Mr. Burk and his staff for the hard work they do every year on the Village budget.

MINUTES OF PREVIOUS MEETING

Trustee Farkas moved to approve the minutes from the July 18, 2016, Board of Trustees meeting. Trustee Struthers seconded the motion. The motion passed on a voice vote with Trustee Shapiro abstaining.

BILLS AND PAYROLL

Trustee Nadler moved to approve the Bills and Payroll dated August 1, 2016. Trustee Seiden seconded the motion. The motion passed by the following vote:

AYES: Farkas, Jester, Nadler, Seiden, Shapiro, Struthers (6)
NAYS: None (0)

TREASURER'S REPORT

Mr. Burk presented highlights from the Treasurer's Report representing six months of the year. He indicated the non-Home Rule sales tax fell slightly. Mr. Burk noted the building permit revenue increased over last year and last month and continues to exceed the budgeted amount. The large expenditures were engineering and construction costs, but there was nothing unexpected.

PUBLIC COMMENT

Scott Bentkover, 1503 Woodland Drive, expressed concern about the size of the storm sewer system in his area. He indicated the swales are no longer effective and his property is being flooded. Mr.

Bentkover understands there is a drainage study being performed for the area and inquired when these improvements could be performed. Mayor Rosenthal stated the Trustees will start the budget process soon and will determine the prioritization. She believes the project will become a priority.

Andy Winick, 1469 Woodland Drive, noted the Public Works employees frequently clear drains of leaves and debris. Mr. Street noted the Village has corresponded with a group of neighbors and welcomes their participation in the process.

Margie Stone, 531 Hermitage, expressed concern about emergency vehicles getting through due to the Deerfield Road construction project. Now that the viaduct is closed, there are even more difficulties for emergency vehicles. She was told A-Lamp would be directing traffic, but has not seen this happening. Ms. Stone noted she has also lost phone service during the reconstruction process and had water quality issues during a water main break. Mayor Rosenthal agreed that the Village needs to communicate better. The Village has spoken to the fire chief who stated they are not having difficulty getting through the construction.

Ms. Stone noted that Jewel has cut hours and has bare shelves. She thought the Village gave them concessions to keep the store open. Mayor Rosenthal noted the Osco side of the store would be kept open during the construction, but the grocery section would close while being rebuilt.

Andrew Marwick, 442 Kelburn, stated that the potholes on Kates Road north of the bridge should be addressed. He noted that the Deerfield Square developer promised to bring a nice restaurant to town, but is proposing to demolish the Biaggi's building and replace it with a multi-tenant building. Mr. Marwick wants a classy restaurant to stay in the area.

Dondee Ganey, 921 Stratford Road, noted that homeless shelters do not receive enough donations of feminine hygiene products. She would like to set up a donation drive in Deerfield. Mayor Rosenthal will see what she can do. Ms. Ganey noted there is a national campaign through the website DoSomething.org to collect feminine care products for the homeless through September 30.

REPORTS

REPORT AND RECOMMENDATION
OF THE PLAN COMMISSION RE:
REQUEST FOR RESUBDIVISION OF
THE 826, 828, 830, 832, 834, 836, 838,
840, 842 AND 844 CHESTNUT STREET
PROPERTIES (FORMERLY 824 AND
836 CHESTNUT STREET) INTO 9 LOTS
(JACOBS VENTURE II LLC)

The Plan Commission held a workshop meeting on July 14, 2016, to consider the request for resubdivision of the properties located at 826, 828, 830, 832, 834, 836, 838, 840, 842 and 844 Chestnut Street into nine lots. The Plan Commission voted 6-0 in favor of the request. Mr. Street indicated this is a simple resubdivision so each homeowner would have their own property. He noted there would be no physical changes made.

Trustee Struthers moved to accept the report and recommendation. Trustee Farkas seconded the motion. The motion passed by the following vote:

AYES: Farkas, Jester, Nadler, Seiden, Shapiro, Struthers (6)

NAYS: None (0)

REPORT AND RECOMEDATION OF STAFF RE: INCREASING THE NUMBER OF AUTHORIZED CLASS E LIQUOR LICENSES FRO 13 TO 14 FOR DAO SUSHI Management Analyst David Fitzgerald reported DAO Sushi would be opening in the former Wild Fish location in Deerfield Square. They are looking to open within the next few weeks. Mr. Fitzgerald stated they have completed all their paperwork and background checks required for a liquor license.

Mia Shi from DAO Sushi stated this is a family-owned business. There are three other DAO Sushi locations in Illinois.

Trustee Jester moved to accept the report and recommendation. Trustee Struthers seconded the motion. The motion passed by the following vote:

AYES: Farkas, Jester, Nadler, Seiden, Shapiro, Struthers (6)

NAYS: None (0)

REPORT OF STAFF RE: JULY 23 SEVERE THUNDERSTORM RESPONSE AND OPERATION Assistant Village Manager Andrew Lichterman reported 14 members of the Public Works department responded to the rain storm event on July 23, 2016. This was considered a 100 year rain storm. He noted several roads were flooded, trees were toppled and some residents lost electricity. Staff ensured the series of reservoirs worked as expected. The Village's infrastructure was up to capacity. Staff will continue to work with residents and outside engineers. Police dispatch responded to more than 100 calls related to the flooding. 500 residents lost electrical service. ComEd was impacted on the restoration time due to damage to their equipment. He suggested residents keep their contact information up to date with the Village, as the Village does send out emails to keep residents informed. Trustee Struthers believes the Village's work on North Avenue seemed to work, as flooding in that area was not an issue as it had been in the past.

Mayor Rosenthal reminded residents to keep the sewer grates clear, because the water gets clogged and causes flooding as well. She also noted the Village cannot open flood gates. Mayor Rosenthal also asked residents to check on elderly neighbors.

REPORT OF STAFF RE: ANNEXING CERTAIN TERRITORY EXCLUDED FROM THE VILLAGE OF RIVERWOODS Mr. Lichterman reported this would be a boundary change with the Village of Riverwoods. He noted it is consistent with the 2013 site plan and brings the intersection of Parkway North Blvd and Woodview into the Village of Deerfield.

Trustee Farkas moved to accept the report. Trustee Shapiro seconded the motion. The motion passed by the following vote:

AYES: Farkas, Jester, Nadler, Seiden, Shapiro, Struthers (6)

NAYS: None (0)

CONSENT AGENDA

There were no items on the Consent Agenda.

OLD BUSINESS

There were no items for Old Business.

NEW BUSINESS

RESOLUTION APPROVING
INTERGOVERNMENTAL BOUNDARY
CHANGE AND REVENUE SHARING
AGREEMENT BETWEEN THE
VILLAGE OF DEERFIELD AND THE
VILLAGE OF RIVERWOODS

A Resolution approving an intergovernmental boundary change and revenue sharing agreement between the Village of Deerfield and the Village of Riverwoods. Mr. Lichterman stated the agreement outlines the terms for the possible deannexation of the property at 780 Sanders Road to the Village of Riverwoods. Trustee Nadler

inquired what would happen if the development did not occur. Mr. Coblenz noted that once the agreement is signed, the Ordinances will be recorded with Lake County. He noted there is a remedy in the agreement. If the property owner fails to provide information or develop the property, the process would reverse.

Trustee Farkas moved to adopt the Resolution. Trustee Shapiro seconded the motion. The motion passed by the following vote:

AYES: Farkas, Jester, Nadler, Seiden, Shapiro, Struthers (6)

NAYS: None (0)

RESOLUTION IN SUPPORT OF FRA
CREW SIZE RULE

A Resolution supporting the Federal Railroad Administration Crew Size Rule. The rule would require a minimum two-person crew for trains

operating in the United States. Some municipalities feel it is premature to make the change.

Trustee Struthers moved to adopt the Resolution. Trustee Shapiro seconded the motion. The motion passed by the following vote:

AYES: Farkas, Jester, Nadler, Seiden, Shapiro, Struthers (6)
NAYS: None (0)

DISCUSSION

THANK YOU

their assistance with the storm.

Mr. Street thanked the Public Works department,
the Police Department and administrative staff for

ADJOURNMENT

meeting. Trustee Farkas seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:29 p.m.

There being no further business or discussion,
Trustee Nadler made a motion to adjourn the

The next regular Board of Trustees meeting will take place on August 15, 2016, at 7:30 p.m.

APPROVED:

Mayor

ATTEST:

Village Clerk

**BILLS FOR THE
AUGUST 15, 2016
VILLAGE BOARD MEETING**

Vendor	Invoice #	Description	Org	Obj	Total Invoice
1ST AYD CORPORATION	PSI55095	SUPPLIES	102050	5421	524.17
1ST AYD CORPORATION	PSI56173	GAS SPILL KIT	102010	5320	72.10
1ST AYD CORPORATION	PSI56173	GAS SPILL KIT	502010	5320	72.10
1ST AYD CORPORATION	PSI56173	GAS SPILL KIT	542010	5320	72.10
1ST AYD CORPORATION	PSI56357	HANDSOAP	102010	5320	67.11
1ST AYD CORPORATION	PSI56357	HANDSOAP	502010	5320	67.11
1ST AYD CORPORATION	PSI56357	HANDSOAP	542010	5320	67.11
					<u>941.80</u>
303 TAXI, L.L.C.	33717	TAXI SUBSIDY PROGRAM	101210	5384	1,660.00
3M	SS20309	SIGN SHOP MATERIAL	102050	5421	478.13
A LAMP CONCRETE CONTRACTORS	15439	TRASH ASSISTANCE - DEERFIELD RD	222082	5910	441.75
A LAMP CONCRETE CONTRACTORS	15456	2016 STREET REHAB PROJ/PAY #2/063016-080916	222082	5910	146,907.00
A LAMP CONCRETE CONTRACTORS	15457	DEER LK & ESTATE REHAB/PH III/PAY #2/063016-081516	222082	5910	149,589.94
					<u>296,938.69</u>
ADVANCED TREECARE	1031-100871	TREE AND STUMP REMOVAL	102037	5365	1,300.00
ADVANCED TREECARE	1031-101021	TREE AND STUMP REMOVAL	102037	5365	540.00
ADVANCED TREECARE	1031-101031	TREE AND STUMP REMOVAL	102037	5365	1,150.00
ADVANCED TREECARE	1031-101041	TREE AND STUMP REMOVAL	102037	5365	480.00
ADVANCED TREECARE	1031-101201	TREE AND STUMP REMOVAL	102037	5365	1,440.00
					<u>4,910.00</u>
AECOM INC	37771589	RES 29A GRNDWTR COMPLIANCE: 120515-060316	542052	5362	2,688.99
AECOM INC	37781370	RES 29A GRNDWTR COMPLIANCE: 060416-071516	542052	5362	4,149.70
					<u>6,838.69</u>
AMERICAN CHARGE SERVICE	98858	TAXI SUBSIDY PROGRAM	101210	5384	1,575.00
AMERICAN PLANNING ASSN	075994-1673	ANNUAL DUES: RYCKAERT	101330	5330	756.00
AMERICAN PUBLIC WORKS ASSOCIATION	2456	APWA ANNUAL CONFERENCE REG - LITTLE	102010	5210	350.00
AMERICAN PUBLIC WORKS ASSOCIATION	2456	APWA ANNUAL CONFERENCE REG - LITTLE	502010	5210	350.00
AMERICAN PUBLIC WORKS ASSOCIATION	2456	APWA ANNUAL CONFERENCE REG - LITTLE	702050	5210	136.00
					<u>836.00</u>
AQUAFIX INC	19012	LIFT STATION DEGREASER	542052	5422	1,120.00
ARAMARK REFRESHMENT SERVICES	503030	COFFEE - PW/ENG	102010	5450	60.49
ARAMARK REFRESHMENT SERVICES	503030	COFFEE - PW/ENG	102110	5450	60.49
ARAMARK REFRESHMENT SERVICES	503030	COFFEE - PW/ENG	502010	5450	60.49
ARAMARK REFRESHMENT SERVICES	503030	COFFEE - PW/ENG	542010	5450	60.49
					<u>241.96</u>
ARMOR SYSTEMS CORP	010019400000-072416	COLLECTION FEES	106010	5460	33.32
BANNERVILLE USA	21839	THANKSGIVING LIGHT POLE BANNERS	101210	5387	365.00
BARNES & THORNBURG LLP	1903946	SPECIAL COUNSEL - NPDES PERMIT	542052	5365	6,963.00
BRENDAN'S TOOLS INC	07261624414	SMALL TOOLS	702050	5440	125.20
BRENDAN'S TOOLS INC	08021624768	SMALL TOOLS	702050	5440	266.90
					<u>392.10</u>
CALEA	INV22522	ANNUAL CONTINUATION FEE	106010	5390	4,065.00
CDW GOVERNMENT INC	DWR5512	MONITORS (6)	101111	5810	589.00
CDW GOVERNMENT INC	DWR5512	MONITORS (6)	101210	5810	294.50
					<u>883.50</u>
CINTAS	022346098	MATS - PW/ENG/TRN STN	102010	5320	50.77
CINTAS	022346098	MATS - PW/ENG/TRN STN	102038	5320	50.77
CINTAS	022346098	MATS - PW/ENG/TRN STN	502010	5320	50.77
CINTAS	022346098	MATS - PW/ENG/TRN STN	542010	5320	50.77
CINTAS	022346100	CLOTHING - DICKINSON	102110	5130	19.78
CINTAS	022346101	MATS - WRF	542052	5320	89.55
					<u>312.41</u>
CITY OF HIGHLAND PARK	009155-073116	WATER PURCHASES - JUL 16	502031	5423	135,270.79
CITY OF HIGHLAND PARK	009530-073116	WATER PURCHASES - JUL 16	502031	5423	1,093.26
CITY OF HIGHLAND PARK	020587-073116	WATER PURCHASES - JUL 16	502031	5423	110,294.95
					<u>246,659.00</u>
COMED	0233100028-070516	A/C 0233100028 06/03/2016 TO 07/05/2016	102050	5510	1,191.47
COMED	1398050042-063016	A/C 1398050042 05/24/2016 TO 06/24/2016	102010	5510	114.32
COMED	1398050042-063016	A/C 1398050042 05/24/2016 TO 06/24/2016	106010	5388	129.06
COMED	1398050042-063016	A/C 1398050042 05/24/2016 TO 06/24/2016	602019	5510	154.05
COMED	1398050042-063016	A/C 1398050042 05/24/2016 TO 06/24/2016	602038	5510	175.19
COMED	1476603014-080116	A/C 1476603014 07/22/2016 TO 08/01/2016 FINAL	542052	5510	34.52
COMED	1695047076-070516	A/C 1695047076 06/03/2016 TO 07/05/2016	102050	5510	116.38
COMED	2649596021-080316	630 CENTRAL / GARAGE / 072116 TO 080316	101210	5550	8.46
COMED	2649597117-072116	630 CENTRAL / UNIT 1 / 071416 TO 072116	101210	5550	3.53
COMED	2649598098-072116	630 CENTRAL / UNIT 2 / 071416 TO 072116	101210	5550	2.85
					<u>1,929.83</u>
CORTESI, JAMES	550680/56309	1042 FAIR OAKS - DEPOSIT REFUND	910000	2423	200.00
CRAFTWOOD LUMBER CO.	219200	SUPPLIES	102050	5421	29.75
CRAFTWOOD LUMBER CO.	219932	OPERATING SUPPLIES	101210	5460	18.99
					<u>48.74</u>

Vendor	Invoice #	Description	Org	Obj	Total Invoice
CRIME STOPPERS	2016	DONATION	106010	5330	100.00
DANIEL CREANEY COMPANY	39745	WOODLAND & OAKWOOD DRAINAGE STUDY - MAY 16	102110	5362	9,102.50
DISCOVERY BENEFITS	0000669095-IN	FLEX BENEFITS ADMIN - JUL 16	101111	5365	249.90
DOOL TOONS INC	07232016	PLAZA PLEASURES PERFORMANCE	101210	5387	650.00
DYNEGY ENERGY SERVICES	147136816061	A/C 0195097137 05/25/2016 TO 06/26/2016	502031	5510	3,897.43
DYNEGY ENERGY SERVICES	147136916061	A/C 0411051084 05/25/2016 TO 06/22/2016	542052	5510	308.75
DYNEGY ENERGY SERVICES	147137016061	A/C 0465035072 05/26/2016 TO 06/26/2016	502031	5510	315.46
DYNEGY ENERGY SERVICES	147137116061	A/C 0606055010 05/25/2016 TO 06/22/2016	502031	5510	1,192.13
DYNEGY ENERGY SERVICES	147137216061	A/C 0822171022 05/26/2016 TO 06/23/2016	542052	5510	170.57
DYNEGY ENERGY SERVICES	147137316061	A/C 0927104050 05/20/2016 TO 06/20/2016	542052	5510	1,413.03
DYNEGY ENERGY SERVICES	147137416061	A/C 3547124017 05/20/2016 TO 06/20/2016	542052	5510	21,094.58
					28,391.95
ELEVATOR INSPECTION SERVICES COMPANY INC	61509	ELEVATOR RE-INSPECTIONS	101330	5365	165.00
FEDERAL EXPRESS CORP	5-485-93378-ENG	MAILING - ENG	102110	5337	30.54
FEDERAL EXPRESS CORP	5-485-93378-POL	SHIPPING	106010	5337	20.63
					51.17
FEDEX OFFICE PRINT & SHIP SERVICES	07272016	SHIPPING BOX	101330	5450	13.17
FGK SERVICES INC	0816-10	TRAIN STATION CLEANING - AUG 16	102038	5321	505.04
FGK SERVICES INC	0816-10-2	TRAIN STATION CLEANING - LIGHTS/WINDOWS	102038	5321	618.00
					1,123.04
FIORE NURSERY AND LANDSCAPE SUPPLY	1102501	VILLAGE HALL PLANTS	102037	5914	531.25
FIORE NURSERY AND LANDSCAPE SUPPLY	1102507	VILLAGE ENTRANCE PLANTS	102037	5914	1,188.50
					1,719.75
FISHMAN, ADAM AND BAEZ, ANNETTE	549802/56337/1	901 CASTLEWOOD - DEPOSIT REFUND	910000	2423	200.00
FITZGERALD, DAVID	07272016	EXP REIMB - SHERMAN WATCH ENGRAVING	101210	5387	30.00
FITZGERALD, DAVID	08032016	EXP REIMB - FAMILY DAYS DINNER	101210	5387	71.08
					101.08
FOOT STONE. INC.	08202016	PLAZA PLEASURES PERFORMANCE	101210	5387	500.00
FRANKEL, JOEL	08272016	PLAZA PLEASURES PERFORMANCE	101210	5387	700.00
GALLS LLC	005663701	APPAREL: FRONTONE	106034	5130	193.45
GALLS LLC	005687909	APPAREL: HORSTEIN	106034	5130	83.00
GALLS LLC	005695231	APPAREL: FRONTONE	106034	5130	141.99
GALLS LLC	005700292	APPAREL: DRANICZAREK	106034	5130	315.26
GALLS LLC	005702882	APPAREL: RANIERI	106034	5130	98.00
GALLS LLC	005748587	APPAREL: DRANICZAREK	106034	5130	43.71
					875.41
GB SPRINKLER SYSTEMS INC	50685	SPRINKLER SYSTEM REPAIR	102037	5914	353.50
GB SPRINKLER SYSTEMS INC	50877	INSTALL SPRINKLER RAIN SENSORS	101210	5322	904.00
					1,257.50
GEWALT-HAMILTON ASSOCIATES INC	4382.815-1	NORTH AVE/PH III/030116-061916	222082	5362	1,229.10
GEWALT-HAMILTON ASSOCIATES INC	4625.902-4	NORTHWEST QUADRANT MEETINGS	101210	5365	338.00
					1,567.10
GHA TECHNOLOGIES INC	9873417	BACKUP BATTERY REPLACEMENT	502010	5460	44.24
GRAINGER INC	9171686232	SAFETY GLASSES	702050	5421	69.20
GRAYBAR ELECTRIC COMPANY INC	986411102	ELECTRICAL WIRE/BOX	102050	5421	3,290.96
GREAT LAKES COCA COLA DISTRIBUTION LLC	9501226323	VENDING MACHINE LEASE	106010	5322	150.00
GREENGARD INC	0022924	RAMSAY RD STORM SEWER/PH II/062516-071516	222082	5362	4,100.00
GUY SCOPPELLITI ORIGINAL LANDSCAPING CO.	29366	PLANT IN REAR YARD	102050	5365	2,775.00
HAKIMI, MICHAEL AND JOANNA	550886/56352	1345 BERKLEY CT - DEPOSIT REFUND	910000	2423	200.00
HEALY ASPHALT COMPANY, LLC	59453MB	ASPHALT (COLD PATCH)	102050	5421	2,922.83
HIGHLAND PARK FORD	106848	SQUAD WHEELS	702050	5470	502.94
HOME CITY ICE CO	3250167026	ICE	102010	5410	68.60
HOME DEPOT CREDIT SERVICES	0023332	OPERATING SUPPLIES	101210	5460	19.55
HOME DEPOT CREDIT SERVICES	0023332	OPERATING SUPPLIES	102038	5460	13.03
HOME DEPOT CREDIT SERVICES	0023332	OPERATING SUPPLIES	106010	5460	97.78
HOME DEPOT CREDIT SERVICES	3971968	PAD LOCKS - WRF	542052	5470	190.08
HOME DEPOT CREDIT SERVICES	4066771	OPERATING SUPPLIES	101210	5460	14.94
HOME DEPOT CREDIT SERVICES	6164515	PAD LOCKS - TAX CREDIT	542052	5470	(19.01)
HOME DEPOT CREDIT SERVICES	6564504	HINGES - WRF	542052	5470	9.33
HOME DEPOT CREDIT SERVICES	7064358	SPRINKLER & HOSE - WRF	542052	5470	25.92
HOME DEPOT CREDIT SERVICES	9054778	DEHUMIDIFIER FOR ARMORY	106034	5460	194.67
					546.29
HR SIMPLIFIED INC	47416	COBRA NOTIFICATIONS - JUN 16	101111	5365	100.00
ICON BUILDING GROUP	547412/55697	1327 GREENWOOD - DEPOSIT REFUND	910000	2423	10,000.00
IDLEWOOD ELECTRIC SUPPLY INC	299726	SENSOR SWITCH - WRF	542052	5470	36.68
ILLINOIS TACTICAL OFFICERS ASSOCIATION	3864	CONFERENCE: HARDT	106034	5212	295.00
J BRICK PAVING & LANDSCAPING INC	539169/55902	1455 GREENWOOD - DEPOSIT REFUND	910000	2423	500.00
JANES, BRANDON	09212016	TRAVEL ADVANCE - IAWWA ANNUAL MTG	542052	5210	276.87
JANES, BRANDON	09212016	TRAVEL ADVANCE - IAWWA ANNUAL MTG	542052	5211	276.87
					553.74

Vendor	Invoice #	Description	Org	Obj	Total Invoice
JG UNIFORMS, INC	4591	APPAREL: ANNEN	106034	5130	211.94
KAPLAN TRUCKING & PAVING CO INC	550066/56351	1017 PRAIRIE - DEPOSIT REFUND	910000	2423	200.00
KARSTROM, JOHN	172	BOARD MEETING TV PRODUCTION - 07/18/2016	101210	5364	115.00
KHOTIMSKIY, IGOR	460024/53065	920 APPLETREE - DEPOSIT REFUND	910000	2410	1,000.00
KONICA MINOLTA BUSINESS SOLUTIONS	9002611319	COPIER MAINT/PW-ENG/JUL 16	102110	5450	172.76
KONKE ELECTRIC INC	2156	ELECTRICAL WORK - CO SYSTEM/PW GARAGE	102010	5320	625.00
KONKE ELECTRIC INC	2156	ELECTRICAL WORK - CO SYSTEM/PW GARAGE	102110	5320	625.00
KONKE ELECTRIC INC	2156	ELECTRICAL WORK - CO SYSTEM/PW GARAGE	502010	5320	625.00
KONKE ELECTRIC INC	2156	ELECTRICAL WORK - CO SYSTEM/PW GARAGE	542010	5320	625.00
					<u>2,500.00</u>
KOOPMAN, JOSEPH	547891/56324	1301 SOMERSET - DEPOSIT REFUND	910000	2423	200.00
KOSHUSHKO, INES	P11595-2016	VEHICLE LICENSE REFUND - OVERPAYMENT	100001	4240	29.00
KRASNIK, DAVID AND HILARY	467303/53036	1345 LINDEN - DEPOSIT REFUND	910000	2423	10,000.00
LAKE COUNTY COLLECTOR	16-33-106-010/TY2015	630 CENTRAL / PROPERTY TAX / 2ND INSTALLMENT	101210	5387	5,323.77
LAKE COUNTY RECORDER	2016-00040627	PLAT 328431/DOC 245274/DOC 283217/DOC 755916	101330	5365	12.00
LAKE COUNTY RECORDER	2016-00044959	RECORDED ORD & EXHIBITS: QUADRANGLE FILE 7313905	101330	5365	97.00
LAKE COUNTY RECORDER	2016-00044961	RECORDED ORD & EXHIBITS: ABPN FILE 7313907	101330	5365	81.00
					<u>190.00</u>
LAKE COUNTY SHERIFF RESERVE DEPUTY UNIT	2016	DONATION FOR FAMILY DAYS	106010	5330	200.00
LAKE COUNTY TRUCK SALES	10899	A/C PARTS - #800	702050	5470	336.96
LAKE COUNTY TRUCK SALES	50086	SWEEPER REGEN	702050	5470	112.50
					<u>449.46</u>
LICHTERMAN, ANDREW	08052016	SHERMAN 25-YEAR ANNIVERSARY CEREMONY	101210	5387	351.00
LICHTERMAN, ANDREW	08092016	1219 CARLISLE IMPROVEMENT ALLOWANCE	101210	5365	15,000.00
					<u>15,351.00</u>
LINDENHURST EXPLORERS	2016	DONATION FOR FAMILY DAYS	106010	5330	200.00
LOVE, WILLIAM	468641/53330	914 FAIR OAKS - DEPOSIT REFUND	910000	2423	1,350.00
M & N SUPPLY	2923	WORK GLOVES	542031	5421	68.94
MAHLER, JEFF AND LAURIE	545990/56147	345 FAIRVIEW - DEPOSIT REFUND	910000	2423	200.00
MASTER BREW	1345204	COFFEE	106010	5460	209.74
MCHENRY ANALYTICAL WATER LABORATORY, INC	591182	INDEPENDENT LAB TESTING - WRF	542052	5365	118.90
MENONI & MOCOJNI, INC.	1194188	BLACK DIRT	502050	5421	89.25
MENONI & MOCOJNI, INC.	1194568	BLACK DIRT/PEAT MOSS	502050	5421	177.50
MENONI & MOCOJNI, INC.	1194741	ROOT AXE	542031	5421	28.90
MENONI & MOCOJNI, INC.	1194921	WEED KILLER	102037	5421	13.50
MENONI & MOCOJNI, INC.	1195793	WEED KILLER	102037	5421	13.50
MENONI & MOCOJNI, INC.	1195921	BLACK DIRT	102037	5365	102.00
MENONI & MOCOJNI, INC.	1196282	BURLAP/TWINE	102037	5421	158.50
MENONI & MOCOJNI, INC.	1196507	BLACK DIRT FOR STUMP FILL	102037	5421	150.20
MENONI & MOCOJNI, INC.	1196513	BLACK DIRT FOR STUMP FILL	102037	5421	155.81
MENONI & MOCOJNI, INC.	1196659	LIMESTONE	102037	5914	276.00
MENONI & MOCOJNI, INC.	1196661	BRICK HAMMERS (2)	502050	5421	74.10
					<u>1,239.26</u>
MGP, INC	3113	CSR STUDY GROUP - JUN 16	101210	5365	275.00
MGP, INC	3114	GIS STAFFING SERVICES - JUN 16	102110	5375	6,334.17
MGP, INC	3160	CSR STUDY GROUP - JUL 16	101210	5365	275.00
MGP, INC	3161	GIS STAFFING SERVICES - JUL 16	102110	5375	6,334.17
					<u>13,218.34</u>
MOORE LANDSCAPES INC.	27811	LANDSCAPE MAINTENANCE	102050	5365	1,230.00
MOORE LANDSCAPES INC.	27992	TURF MAINT/AUG 16/#8 OF 12	101111	5324	675.73
MOORE LANDSCAPES INC.	27992	TURF MAINT/AUG 16/#8 OF 12	101210	5914	168.93
MOORE LANDSCAPES INC.	27992	TURF MAINT/AUG 16/#8 OF 12	102038	5320	675.73
MOORE LANDSCAPES INC.	27992	TURF MAINT/AUG 16/#8 OF 12	102050	5365	675.73
MOORE LANDSCAPES INC.	27992	TURF MAINT/AUG 16/#8 OF 12	602019	5320	675.73
MOORE LANDSCAPES INC.	27992	TURF MAINT/AUG 16/#8 OF 12	602038	5390	506.82
MOORE LANDSCAPES INC.	27993	PLANTING & MAINT/AUG 16/#8 OF 12	101111	5324	1,073.73
MOORE LANDSCAPES INC.	27993	PLANTING & MAINT/AUG 16/#8 OF 12	101210	5914	2,863.33
MOORE LANDSCAPES INC.	27993	PLANTING & MAINT/AUG 16/#8 OF 12	102037	5914	2,147.50
MOORE LANDSCAPES INC.	27993	PLANTING & MAINT/AUG 16/#8 OF 12	102038	5320	357.92
MOORE LANDSCAPES INC.	27993	PLANTING & MAINT/AUG 16/#8 OF 12	602019	5320	357.92
MOORE LANDSCAPES INC.	27993	PLANTING & MAINT/AUG 16/#8 OF 12	602038	5390	357.93
					<u>11,767.00</u>
MOSCONI - ENRICO LANDSCAPE CONTRACTORS INC	T33155	TREE REMOVAL	102037	5914	260.00
MOSCONI - ENRICO LANDSCAPE CONTRACTORS INC	T33156	STRING TRIM ENTIRE CURB/WAUKEGAN - DHS TO LCRD	102050	5365	800.00
MOSCONI - ENRICO LANDSCAPE CONTRACTORS INC	T33158	LANDSCAPING AND RESTORATION	102037	5365	390.00
MOSCONI - ENRICO LANDSCAPE CONTRACTORS INC	T33158	LANDSCAPING AND RESTORATION	102050	5365	260.00
MOSCONI - ENRICO LANDSCAPE CONTRACTORS INC	T33158	LANDSCAPING AND RESTORATION	602019	5320	130.00
MOSCONI - ENRICO LANDSCAPE CONTRACTORS INC	T33159	LANDSCAPING AND RESTORATION	102037	5365	530.00
MOSCONI - ENRICO LANDSCAPE CONTRACTORS INC	T33159	LANDSCAPING AND RESTORATION	102050	5365	353.33
MOSCONI - ENRICO LANDSCAPE CONTRACTORS INC	T33159	LANDSCAPING AND RESTORATION	602019	5320	176.67
MOSCONI - ENRICO LANDSCAPE CONTRACTORS INC	T33166	TREE CABLING	102037	5365	126.50
MOSCONI - ENRICO LANDSCAPE CONTRACTORS INC	T33166	TREE CABLING	102050	5365	84.33
MOSCONI - ENRICO LANDSCAPE CONTRACTORS INC	T33166	TREE CABLING	602019	5320	42.17
					<u>3,153.00</u>
MUNICIPAL INSURANCE COOPERATIVE AGENCY	001001671549	DEDUCTIBLE - DOA 04/01/2016	502010	5350	1,000.00
MURRIN, MICHAEL	AUG16	PLUMBING INSPECTIONS (36) - AUG16	101330	5365	2,340.00

Vendor	Invoice #	Description	Org	Obj	Total Invoice
MUTUAL SERVICES OF HIGHLAND PARK	528634	LIFT RENTAL FOR CO SYSTEM	102010	5320	46.67
MUTUAL SERVICES OF HIGHLAND PARK	528634	LIFT RENTAL FOR CO SYSTEM	502010	5320	46.66
MUTUAL SERVICES OF HIGHLAND PARK	528634	LIFT RENTAL FOR CO SYSTEM	542010	5320	46.67
					<u>140.00</u>
NAPA AUTO PARTS - WHEELING	399331	CREDIT MEMO - RETURNED ITEM(S)	702050	5470	(31.82)
NAPA AUTO PARTS - WHEELING	399976	STOCK MATERIALS	702050	5470	244.56
					<u>212.74</u>
NORTH CENTRAL LABORATORIES	375852	LAB SUPPLIES - WRF	542052	5460	188.67
NORTH SHORE GAS	3500025944094-062116	A/C 3500025944094 05/18/2016 TO 06/17/2016	502031	5520	232.99
NORTH SHORE GAS	3500074646765-080316	A/C 3500074646765 07/19/2016 TO 08/03/2016 FINAL	542052	5520	15.96
NORTH SHORE GAS	8500044844380-062016	A/C 8500044844380 04/20/2016 TO 06/17/2016	101111	5520	65.59
					<u>314.54</u>
OFFICE DEPOT	850267171001	OFFICE SUPPLIES	106010	5450	57.61
OFFICE DEPOT	851072721001	OFFICE SUPPLIES	102110	5450	21.78
OFFICE DEPOT	851073383001	OFFICE SUPPLIES	102110	5450	29.99
OFFICE DEPOT	852420060001	ACCIDENT BROCHURES (750)	106010	5335	337.50
OFFICE DEPOT	852667945001	OFFICE SUPPLIES	106010	5450	100.45
OFFICE DEPOT	852668078001	OFFICE SUPPLIES	106010	5450	63.16
					<u>610.49</u>
OSTMAN, JASON	08042016	TUITION REIMBURSEMENT	542051	5122	900.00
OXFORD DEVELOPMENT LLC	446787/TMR	430 BRIERHILL - TREE MITIGATION REFUND	100001	4462	32,500.00
PANEK, ANN MARIE	P7756-2016	VEHICLE LICENSE REFUND - DUPLICATE PURCHASE	100001	4240	30.00
PAVER DOCTOR	540816/55958	484 CASTLEWOOD - DEPOSIT REFUND	910000	2423	200.00
PAVER DOCTOR	542441/56075	1051 FAIR OAKS - DEPOSIT REFUND	910000	2423	200.00
					<u>400.00</u>
PERMA-LIFE	1630	BRICK FLOWERBOX	102037	5914	2,000.00
PROSAFETY INC	2/825770	MARKING PAINT - ENG	102110	5450	91.80
RAVINIA PLUMBING & HEATING CO INC	215098/46161	1045 KENTON - DEPOSIT REFUND	910000	2423	500.00
RAVINIA PLUMBING & HEATING CO INC	229293/46302	724 ELDER LN - DEPOSIT REFUND	910000	2423	500.00
RAVINIA PLUMBING & HEATING CO INC	278843/47703	505 PRINCETON - DEPOSIT REFUND	910000	2410	500.00
RAVINIA PLUMBING & HEATING CO INC	292977/48294	950 WARRINGTON - DEPOSIT REFUND	910000	2423	500.00
					<u>2,000.00</u>
RAYMOND, MICHAEL	549548/53327	1418 ROSEWOOD - DEPOSIT REFUND	910000	2423	200.00
RED'S GARDEN CENTER INC	15487	PLANTS FOR CONTAINERS	102037	5914	31.28
RED'S GARDEN CENTER INC	8715	PLANTS FOR CONTAINERS	102037	5914	29.00
RED'S GARDEN CENTER INC	9161	PLANTS FOR CONTAINERS	102037	5914	359.30
					<u>419.58</u>
RONDOUT SERVICE CENTER LLC	8762	SAFETY LANE TEST - #602	702050	5470	23.50
RONDOUT SERVICE CENTER LLC	8766	SAFETY LANE TEST - #600	702050	5470	23.00
RONDOUT SERVICE CENTER LLC	8771	SAFETY LANE TEST - #800	702050	5470	23.50
RONDOUT SERVICE CENTER LLC	8774	SAFETY LANE TEST - #805	702050	5470	23.50
					<u>93.50</u>
RUSO POWER EQUIPMENT INC	3327731	PADS SAW/RUBBER BUFFERS	702050	5470	42.12
SAM'S CLUB DIRECT	0236	OPERATING SUPPLIES	101210	5460	69.15
SAM'S CLUB DIRECT	0236	OPERATING SUPPLIES	102010	5460	149.83
SAM'S CLUB DIRECT	0236	OPERATING SUPPLIES	106010	5460	11.52
SAM'S CLUB DIRECT	4134	OPERATING SUPPLIES	101210	5460	97.63
SAM'S CLUB DIRECT	4134	OPERATING SUPPLIES	101330	5460	16.28
SAM'S CLUB DIRECT	4134	OPERATING SUPPLIES	102010	5460	179.01
SAM'S CLUB DIRECT	4134	OPERATING SUPPLIES	106010	5460	32.54
					<u>555.96</u>
SCHINDLER ELEVATOR CORP	8104331334	QTRLY MAINT/PD ELEV/AUG 16 - OCT 16	106010	5320	1,188.03
SCIARRETTA ENTERPRISES, INC	16-185265	HAUL OUT WOOD CHIPS	102037	5365	1,700.00
SCIARRETTA ENTERPRISES, INC	16-185300	HAUL OUT WOOD CHIPS	102037	5365	2,125.00
SCIARRETTA ENTERPRISES, INC	16-185301	HAUL OUT STREET SWEEPING DEBRIS	102050	5365	1,673.75
SCIARRETTA ENTERPRISES, INC	16-185304	ROOF REPAIR	502031	5320	895.00
					<u>6,393.75</u>
SHPRITZ, AMY AND RYAN	540905/55962	1542 WOODBINE - DEPOSIT REFUND	910000	2423	500.00
SIGNALSCAPE INC	007010	ANNUAL SUPPORT/MAINTENANCE	106010	5370	1,007.50
SILVEIRA, PHILIP AND KAREN	550504/56382	1051 KNOLLWOOD - DEPOSIT REFUND	910000	2423	200.00
SIMMONS, RUSSELL	446449/52617/FINAL	1104 CHERRY - DEPOSIT REFUND	910000	2423	5,000.00
STEINBACK, BRAD	549779/56322	80 GREENBRIAR DR EAST - DEPOSIT REFUND	910000	2423	500.00
STRAND ASSOCIATES INC	0121687	OPERATIONAL ASSISTANCE - JUN 16	542052	5362	543.14
STRAND ASSOCIATES INC	0121688	WILMOT RD LIFT STN DESIGN: 060116 - 063016	222082	5990	2,908.05
STRAND ASSOCIATES INC	0121689	COLLECTION SYSTEM CIP DEVELOPMENT: 060116 - 063016	222082	5362	9,336.13
STRAND ASSOCIATES INC	0121729	NPDES PERMIT APP SRVCS: 060116 - 063016	542052	5362	490.05
					<u>13,277.37</u>
SUNSET FOOD MART INC	155632	OPERATING SUPPLIES	101111	5460	53.88

Vendor	Invoice #	Description	Org	Obj	Total Invoice
THE CHEVY EXCHANGE	46948	A/C - #700	702050	5470	169.49
THE CHEVY EXCHANGE	46999	A/C PARTS - #700	702050	5470	53.43
THE CHEVY EXCHANGE	47126	RADIO - #602	702050	5470	130.00
					<u>352.92</u>
THELEN MATERIALS LLC	337157	STONE/CLEAN FILL DUMP	502050	5421	2,217.56
THELEN MATERIALS LLC	337472	STONE/BACKFILL	502050	5421	3,099.01
					<u>5,316.57</u>
TIUTIU, ADRIAN	501716/54670	425 DEERFIELD RD - DEPOSIT REFUND	910000	2423	500.00
TIUTIU, ADRIAN	538921/55831	425 DEERFIELD RD - DEPOSIT REFUND	910000	2423	200.00
					<u>700.00</u>
TRAFFIC CONTROL & PROTECTION INC	19321	BARRICADES FOR FAMILY DAYS PARADE	101210	5386	1,260.00
TWO BROTHERS DRY CLEANERS INC	TA-03-000089	BLANKET CLEANING: FEB 16	106010	5322	40.00
TWO BROTHERS DRY CLEANERS INC	TA-04-001652	BLANKET CLEANING: APR 16	106010	5322	90.00
TWO BROTHERS DRY CLEANERS INC	TA-05-001717	BLANKET CLEANING: MAY 16	106010	5322	75.00
TWO BROTHERS DRY CLEANERS INC	TA-06-001510	BLANKET CLEANING: JUN 16	106010	5322	65.00
					<u>270.00</u>
ULINE	78786705	OPERATING SUPPLIES	101210	5460	65.92
UNITED STATES POSTAL SERVICE	08152016	POSTAGE: D-TALES / SEP/OCT 2016	101210	5337	1,600.00
USA FIRE PROTECTION INC	USA027004	FIRE ALARM SERVICE CALL	101210	5320	150.00
USA FIRE PROTECTION INC	USA027004	FIRE ALARM SERVICE CALL	106010	5320	150.00
					<u>300.00</u>
USABLUBOOK	005887	SUPPLIES	102050	5421	876.18
VERIZON WIRELESS	2016219026	SUBPOENA COMPLIANCE	106010	5460	100.00
VERIZON WIRELESS	9769012457	MONTHLY CELLULAR TELECOM - JUL 16	101111	5540	20.16
VERIZON WIRELESS	9769012457	MONTHLY CELLULAR TELECOM - JUL 16	101210	5540	183.19
VERIZON WIRELESS	9769012457	MONTHLY CELLULAR TELECOM - JUL 16	101330	5540	183.55
VERIZON WIRELESS	9769012457	MONTHLY CELLULAR TELECOM - JUL 16	102010	5540	199.78
VERIZON WIRELESS	9769012457	MONTHLY CELLULAR TELECOM - JUL 16	102110	5540	245.48
VERIZON WIRELESS	9769012457	MONTHLY CELLULAR TELECOM - JUL 16	106010	5550	554.71
VERIZON WIRELESS	9769012457	MONTHLY CELLULAR TELECOM - JUL 16	106034	5550	252.85
VERIZON WIRELESS	9769012457	MONTHLY CELLULAR TELECOM - JUL 16	502010	5540	220.85
VERIZON WIRELESS	9769012457	MONTHLY CELLULAR TELECOM - JUL 16	542010	5540	212.54
VERIZON WIRELESS	9769012457	MONTHLY CELLULAR TELECOM - JUL 16	542052	5410	37.49
VERIZON WIRELESS	9769012457	MONTHLY CELLULAR TELECOM - JUL 16	542052	5540	199.94
VERIZON WIRELESS	9769012457	MONTHLY CELLULAR TELECOM - JUL 16	702050	5540	79.79
VERIZON WIRELESS	9769012458	CELLULAR SERVICE FOR DATA DEVICES - JUL 16	101210	5540	42.38
VERIZON WIRELESS	9769012458	CELLULAR SERVICE FOR DATA DEVICES - JUL 16	101330	5540	42.38
VERIZON WIRELESS	9769012458	CELLULAR SERVICE FOR DATA DEVICES - JUL 16	102010	5540	42.38
VERIZON WIRELESS	9769012458	CELLULAR SERVICE FOR DATA DEVICES - JUL 16	102110	5540	21.19
VERIZON WIRELESS	9769012458	CELLULAR SERVICE FOR DATA DEVICES - JUL 16	106034	5550	211.89
VERIZON WIRELESS	9769012458	CELLULAR SERVICE FOR DATA DEVICES - JUL 16	176020	5550	148.32
VERIZON WIRELESS	9769012458	CELLULAR SERVICE FOR DATA DEVICES - JUL 16	502010	5540	63.57
VERIZON WIRELESS	9769012458	CELLULAR SERVICE FOR DATA DEVICES - JUL 16	542010	5540	21.19
VERIZON WIRELESS	9769012458	CELLULAR SERVICE FOR DATA DEVICES - JUL 16	542052	5540	21.18
					<u>3,104.81</u>
WALGREEN NATIONAL CORP	MAY16	SALES TAX REBATE - MAY 16 SALES	101111	5395	174,124.80
WAREHOUSE DIRECT OFFICE PRODUCTS	3137697-0	OFFICE SUPPLIES	106010	5450	176.68
WASTE MANAGEMENT	5792051-2008-5	REFUSE SERVICE - JUL 16	582030	5391	3,871.50
WASTE MANAGEMENT	5795252-2008-5	REFUSE SERVICE - JUL 16	582030	5391	99,884.40
					<u>103,755.90</u>
WAUKEGAN STEEL LLC	268089	EXTENSION BAR FOR VALVE TURNER	502050	5421	27.04
WEINBERG, DAVID AND LISA	522686/55475	650 CARLISLE - DEPOSIT REFUND	910000	2423	1,380.00
WEINBERG, NEIL AND JAMIE	539771/55524	665 BENT CREEK RIDGE - DEPOSIT REFUND	910000	2410	500.00
WESTERN REMAC INC	50630	STOP SIGNS (35)	102050	5421	1,785.00
WHITE SANDS SANDBLASTING, INC	07202016	FIRE HYDRANT PAINTING PROGRAM	502050	5365	9,971.00
WILSON LAWN & LANDSCAPE	07312016	COMPLIANCE MOWINGS	101330	5365	435.00
					<u>1,096,701.08</u>
					Total Invoices \$ 1,096,701.08

Vendor	Invoice #	Description	Org	Obj	Total Invoice
Pre-Paid Checks					
METLIFE	JUL16	DENT/JUN16/KM057128160001	100000	1613	(262.31)
METLIFE	JUL16	DENT/JUN16/KM057128160001	100000	2437	1,793.53
METLIFE	JUL16	DENT/JUN16/KM057128160001	100000	2438	1,146.72
METLIFE	JUL16	DENT/JUN16/KM057128160001	100000	2439	3,995.66
METLIFE	JUL16	DENT/JUN16/KM057128160001	730000	2061	<u>10,171.68</u>
					16,845.28
					Total Pre-Paid Checks \$ 16,845.28
Pre-Paid Wire Transactions					
AUTHORIZE.NET	PSPRTAUTHNET/JUN16	PASSPORT AUTHNET FEES - JUN 16	602019	5390	15.95
AUTHORIZE.NET	PSPRTAUTHNET/JUN16	PASSPORT AUTHNET FEES - JUN 16	602038	5390	<u>15.95</u>
					31.90
BRIGHT START	PR07082016	BS 07/08/2016 PR	730000	2051	883.38
BRIGHT START	PR07222016	BS 07/22/2016 PR	730000	2051	<u>883.38</u>
					1,766.76
DEERFIELD BANK & TRUST	BAF1010JUL16	BANK ANALYSIS FEE/1010/JUL 16	730000	2801	1,003.14
DEERFIELD BANK & TRUST	BAF1190JUL16	BANK ANALYSIS FEE/1190/JUL 16	730000	2801	<u>22.07</u>
					1,025.21
DEERFIELD POLICE PENSION	POLPEN07082016	POLPEN CONTRIBS 07/08/2016 PR	730000	2066	14,828.36
DEERFIELD POLICE PENSION	POLPEN07222016	POLPEN CONTRIBS 07/22/2016 PR	730000	2066	<u>14,954.27</u>
					29,782.63
EAST SHORE RADIO NETWORK	43273	ANNUAL VILLAGE CONTRIBUTION - FY16	176020	5323	
					18,689.00
FEDERAL TAXES	PR07082016	FICA/MC/FIT 07/08/2016 PR	730000	2011	53,888.82
FEDERAL TAXES	PR07082016	FICA/MC/FIT 07/08/2016 PR	730000	2031	30,820.78
FEDERAL TAXES	PR07082016	FICA/MC/FIT 07/08/2016 PR	730000	2032	7,208.06
FEDERAL TAXES	PR07082016	FICA/MC/FIT 07/08/2016 PR	730000	2033	4,464.42
FEDERAL TAXES	PR07222016	FICA/MC/FIT 07/22/2016 PR	730000	2011	58,391.56
FEDERAL TAXES	PR07222016	FICA/MC/FIT 07/22/2016 PR	730000	2031	31,068.40
FEDERAL TAXES	PR07222016	FICA/MC/FIT 07/22/2016 PR	730000	2032	7,366.92
FEDERAL TAXES	PR07222016	FICA/MC/FIT 07/22/2016 PR	730000	2033	<u>4,860.24</u>
					198,069.20
ICMA	ICMAREG07082016	ICMA REG 07/08/2016 PR	730000	2042	18,220.84
ICMA	ICMAREG07222016	ICMA REG 07/22/2016 PR	730000	2042	18,253.66
ICMA	ICMAROTH07082016	ICMA ROTH 07/08/2016 PR	730000	2042	6,632.68
ICMA	ICMAROTH07222016	ICMA ROTH 07/22/2016 PR	730000	2042	<u>6,632.68</u>
					49,739.86
ILLINOIS DEPT OF REVENUE	PR07082016	SIT 07/08/2016 PR	730000	2051	13,190.61
ILLINOIS DEPT OF REVENUE	PR07222016	SIT 07/22/2016 PR	730000	2051	<u>13,890.11</u>
					27,080.72
IMRF	IMRF JUN16	IMRF JUN 2016	101111	5140	(0.03)
IMRF	IMRF JUN16	IMRF JUN 2016	730000	2030	87,927.47
IMRF	IMRF JUN16	IMRF JUN 2016	730000	2092	<u>23,091.67</u>
					111,019.11
IPBC	JUL16	MEDICAL/LIFE INSURANCE: JUL 16	100000	1613	1,823.61
IPBC	JUL16	MEDICAL/LIFE INSURANCE: JUL 16	100000	2437	700.00
IPBC	JUL16	MEDICAL/LIFE INSURANCE: JUL 16	100000	2437	1,997.88
IPBC	JUL16	MEDICAL/LIFE INSURANCE: JUL 16	100000	2437	2,136.77
IPBC	JUL16	MEDICAL/LIFE INSURANCE: JUL 16	100000	2437	25,579.54
IPBC	JUL16	MEDICAL/LIFE INSURANCE: JUL 16	100000	2438	73.69
IPBC	JUL16	MEDICAL/LIFE INSURANCE: JUL 16	100000	2438	113.66
IPBC	JUL16	MEDICAL/LIFE INSURANCE: JUL 16	100000	2438	21,079.38
IPBC	JUL16	MEDICAL/LIFE INSURANCE: JUL 16	100000	2439	358.76
IPBC	JUL16	MEDICAL/LIFE INSURANCE: JUL 16	100000	2439	62,824.38
IPBC	JUL16	MEDICAL/LIFE INSURANCE: JUL 16	101111	5120	250.00
IPBC	JUL16	MEDICAL/LIFE INSURANCE: JUL 16	730000	2054	925.84
IPBC	JUL16	MEDICAL/LIFE INSURANCE: JUL 16	730000	2054	1,002.28
IPBC	JUL16	MEDICAL/LIFE INSURANCE: JUL 16	730000	2060	<u>170,374.56</u>
					289,240.35

Vendor	Invoice #	Description	Org	Obj	Total Invoice
NORTHBROOK BANK & TRUST	PSPRTCC/JUN16	PASSPORT CC FEES - JUN 16	602019	5390	135.46
NORTHBROOK BANK & TRUST	PSPRTCC/JUN16	PASSPORT CC FEES - JUN 16	602038	5390	<u>135.46</u>
					270.92
PITNEY BOWES	70877R4/07202016	REPLENISH POSTAGE METER	101111	5337	300.00
PITNEY BOWES	70877R4/07202016	REPLENISH POSTAGE METER	101210	5337	300.00
PITNEY BOWES	70877R4/07202016	REPLENISH POSTAGE METER	101330	5337	300.00
PITNEY BOWES	70877R4/07202016	REPLENISH POSTAGE METER	102010	5337	300.00
PITNEY BOWES	70877R4/07202016	REPLENISH POSTAGE METER	106010	5337	400.00
PITNEY BOWES	70877R4/07202016	REPLENISH POSTAGE METER	502010	5337	200.00
PITNEY BOWES	70877R4/07202016	REPLENISH POSTAGE METER	542010	5337	<u>200.00</u>
					2,000.00
US BANK	SNKTRSTJUL16	TRUST FEES/SINK ACCT/JUL 16	367072	5369	49.49
US BANK	TRUSTJUL16	TRUST FEES/VILL ACCT/JUL 16	730000	2801	<u>122.14</u>
					171.63
Total Pre-Paid Wire Transactions					\$ 728,887.29
Grand Total					\$ 1,842,433.65

To the Finance Director:

The payment of the above listed accounts has been approved by the Board of Trustees at their meeting held on August 15, 2016 and you are hereby authorized to pay them from the appropriate funds.

(Treasurer)

REQUEST FOR BOARD ACTION

16-84-1

Agenda Item: _____

Subject: Ordinance Annexing Certain Territory Excluded from the Village of Riverwoods – 1R

Action Requested: First Reading

Village Manager's Office

Originated By: _____

Village Board of Trustees

Referred To: _____

Summary of Background and Reason for Request

A report and recommendation annexing certain territory excluded from the Village of Riverwoods was accepted at the August 1, 2016, Board meeting.

The boundary change involves excluding part of Deerfield Road and the Deer Run Drive property south of Deerfield Road from Riverwoods and annexing that property to Deerfield.

Reports and Documents Attached:

Ordinance

Exhibit/Map

August 15, 2016

Date Referred to Board: _____

Action Taken: _____

**VILLAGE OF DEERFIELD
LAKE AND COOK COUNTIES, ILLINOIS**

ORDINANCE NO. _____

**AN ORDINANCE ANNEXING CERTAIN TERRITORY
EXCLUDED FROM THE VILLAGE OF RIVERWOODS**

**PASSED AND APPROVED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF DEERFIELD, LAKE
AND COOK COUNTIES, ILLINOIS, this**

_____ day of _____, 2016.

**Published in pamphlet form
by authority of the President
and Board of Trustees of the
Village of Deerfield, Lake and
Cook Counties, Illinois, this
_____ day of _____, 2016.**

**VILLAGE OF DEERFIELD
LAKE AND COOK COUNTIES, ILLINOIS**

ORDINANCE NO. _____

**AN ORDINANCE ANNEXING CERTAIN TERRITORY
EXCLUDED FROM THE VILLAGE OF RIVERWOODS**

WHEREAS, the property hereinafter legally described is unoccupied territory lying along the boundary line between two adjoining municipalities, to wit, the Village of Riverwoods and the Village of Deerfield; and

WHEREAS, pursuant to the provisions of Section 7-1-25 of the Illinois Municipal Code (65 ILCS 5/7-1-25), the corporate authorities of the Village of Riverwoods have determined that the best interests of the Village of Riverwoods would be served by excluding said territory from the Village of Riverwoods, and providing for the annexation of said territory to the Village of Deerfield; and

WHEREAS, pursuant to the provisions of Section 7-1-25 of the Illinois Municipal Code (65 ILCS 5/7-1-25), the corporate authorities of the Village of Deerfield have determined that the best interests of the Village of Deerfield would be served by annexing said excluded territory to the Village of Deerfield;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF DEERFIELD, LAKE AND COOK COUNTIES, ILLINOIS, in the exercise of its home rule powers, as follows:

SECTION 1: That the territory hereinafter described, upon exclusion from the Village of Riverwoods, be and the same is hereby annexed to the Village of Deerfield:

Legal Description of Annexed Territory

That part of the Southwest Quarter of Section 30 and the Northwest Quarter of Section 31, all in Township 43 North, Range 12 East of the Third Principal Meridian, taken as a tract and described as follows:

Beginning at the Northeast corner of the Northwest Quarter of said Section 31 (also being the Southeast corner of the Southwest Quarter of said Section 30); thence South 00 degrees 31 minutes 45 seconds West on an assumed bearing along the East line of the Northwest Quarter of said Section 31, 110.00 feet to the South line of the Illinois State Tollway acquisition Parcel T11A-63.1 also being the South line of Deerfield Road; thence North 89 degrees 51 minutes 52 seconds West along said last described line and the North line of Lot 1 in Ten Parkway North Resubdivision, recorded January 11, 1999 as Document No. 4272642 a distance of 672.20 feet to the East line of Outlot A in said Ten Parkway North Resubdivision; (the following three (3) calls being along lines common with said Outlot A and the Deerfield Road right of way) thence North 00 degrees 31 minutes 45 seconds East, 15.35 feet; thence North 55 degrees 11 minutes 10 seconds West, 78.47 feet; thence North 89 degrees 51 minutes 52 seconds West, 68.74 feet to a point of intersection with a line drawn perpendicular to the Northeast corner of Lot 1 in Parkway North Center Resubdivision No. 4 recorded April 25, 2013 as Document No. 6985836; thence North 00 degrees 08 minutes 08 seconds East 100.00 feet perpendicular to the North line of the Deerfield Road right of way and the Southerly line of said Block 1 Riverwoods Country Club Estates Subdivision, recorded November 3, 1961 as Document No. 1128512; (the following two (2) calls being along said last described lines); thence South 89 degrees 51 minutes 52 seconds East, 334.67 feet; thence North 85 degrees 17 minutes 43 seconds East, 474.03 feet to the East line of the Southwest Quarter of said Section 30; thence South 00 degrees 41 minutes 26 seconds West along said last described line, 90.00 feet to the point of beginning in Lake County, Illinois.

SECTION 2: Upon the adoption of this ordinance and the ordinance of the Village of Riverwoods excluding said territory, the Village Clerk is hereby authorized and directed to file an accurate map of the annexed territory described in Section 1 of this Ordinance, together with a certified copy of this Ordinance, with the Recorder of Deeds of Lake County, Illinois.

SECTION 3: That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this _____ day of _____, 2016.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED this _____ day of _____, 2016.

Village President

ATTEST:

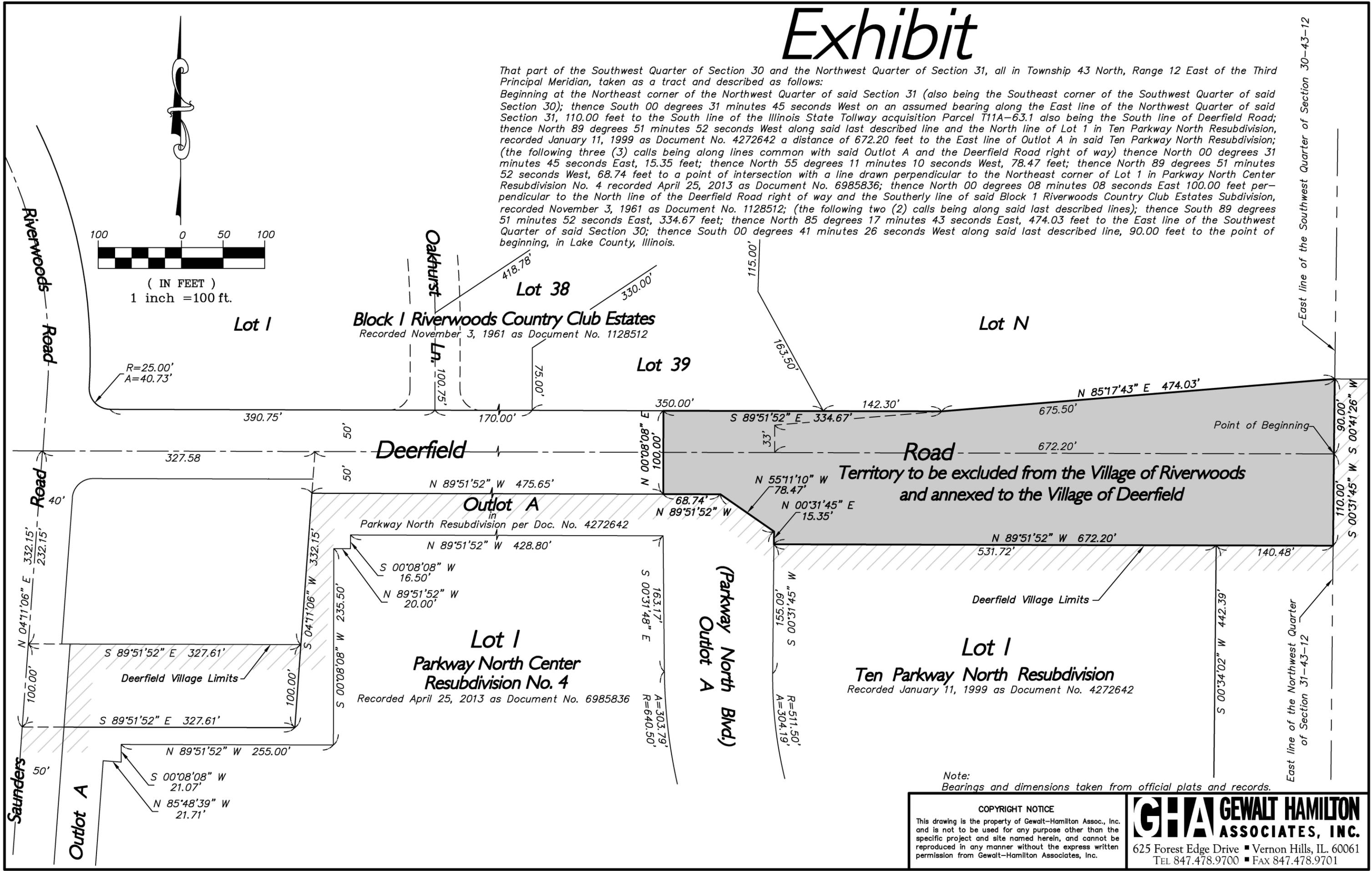
Village Clerk

Exhibit

That part of the Southwest Quarter of Section 30 and the Northwest Quarter of Section 31, all in Township 43 North, Range 12 East of the Third Principal Meridian, taken as a tract and described as follows:

Beginning at the Northeast corner of the Northwest Quarter of said Section 31 (also being the Southeast corner of the Southwest Quarter of said Section 30); thence South 00 degrees 31 minutes 45 seconds West on an assumed bearing along the East line of the Northwest Quarter of said Section 31, 110.00 feet to the South line of the Illinois State Tollway acquisition Parcel T11A-63.1 also being the South line of Deerfield Road; thence North 89 degrees 51 minutes 52 seconds West along said last described line and the North line of Lot 1 in Ten Parkway North Resubdivision, recorded January 11, 1999 as Document No. 4272642 a distance of 672.20 feet to the East line of Outlot A in said Ten Parkway North Resubdivision; (the following three (3) calls being along lines common with said Outlot A and the Deerfield Road right of way) thence North 00 degrees 31 minutes 45 seconds East, 15.35 feet; thence North 55 degrees 11 minutes 10 seconds West, 78.47 feet; thence North 89 degrees 51 minutes 52 seconds West, 68.74 feet to a point of intersection with a line drawn perpendicular to the Northeast corner of Lot 1 in Parkway North Center Resubdivision No. 4 recorded April 25, 2013 as Document No. 6985836; thence North 00 degrees 08 minutes 08 seconds East 100.00 feet perpendicular to the North line of the Deerfield Road right of way and the Southerly line of said Block 1 Riverwoods Country Club Estates Subdivision, recorded November 3, 1961 as Document No. 1128512; (the following two (2) calls being along said last described lines); thence South 89 degrees 51 minutes 52 seconds East, 334.67 feet; thence North 85 degrees 17 minutes 43 seconds East, 474.03 feet to the East line of the Southwest Quarter of said Section 30; thence South 00 degrees 41 minutes 26 seconds West along said last described line, 90.00 feet to the point of beginning, in Lake County, Illinois.

(IN FEET)
1 inch = 100 ft.



Note:
Bearings and dimensions taken from official plats and records.

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GHA GEWALT HAMILTON ASSOCIATES, INC.
625 Forest Edge Drive ■ Vernon Hills, IL. 60061
TEL 847.478.9700 ■ FAX 847.478.9701

REQUEST FOR BOARD ACTION

16-81-1

Agenda Item: _____

Subject: Ordinance Excluding Certain Territory Commonly Known as 780 Saunders Road

From the Village of Deerfield -1R

First Reading

Action Requested: _____

Village Manager's Office

Originated By: _____

Village Board of Trustees

Referred To: _____

Summary of Background and Reason for Request

As stipulated in the Intergovernmental Agreement that was approved on August 1, 2016, the Village Board is required to pass a de-annexation ordinance to exclude the property commonly known as 780 Saunders Road from the Village of Deerfield.

Staff will be available to answer questions at the August 15, Board meeting.

Reports and Documents Attached:

Ordinance

Exhibit

August 15, 2016

Date Referred to Board: _____

Action Taken: _____

**VILLAGE OF DEERFIELD
LAKE AND COOK COUNTIES, ILLINOIS**

ORDINANCE NO. _____

**AN ORDINANCE EXCLUDING CERTAIN TERRITORY
COMMONLY KNOWN AS 780 SAUNDERS ROAD
FROM THE VILLAGE OF DEERFIELD**

**PASSED AND APPROVED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF DEERFIELD, LAKE
AND COOK COUNTIES, ILLINOIS, this**

_____ day of _____, 2016.

**Published in pamphlet form
by authority of the President
and Board of Trustees of the
Village of Deerfield, Lake and
Cook Counties, Illinois, this
_____ day of _____, 2016.**

**VILLAGE OF DEERFIELD
LAKE AND COOK COUNTIES, ILLINOIS**

ORDINANCE NO. _____

**AN ORDINANCE EXCLUDING CERTAIN TERRITORY
COMMONLY KNOWN AS 780 SAUNDERS ROAD
FROM THE VILLAGE OF DEERFIELD**

WHEREAS, the property hereinafter legally described is unoccupied territory lying along the boundary line between two adjoining municipalities, to wit, the Village of Deerfield and the Village of Riverwoods; and

WHEREAS, pursuant to the provisions of Section 7-1-25 of the Illinois Municipal Code (65 ILCS 5/7-1-25), the corporate authorities of the Village of Deerfield have determined that the best interests of the Village would be served by excluding said territory from the Village of Deerfield and the annexation of said territory to the Village of Riverwoods;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF DEERFIELD, LAKE AND COOK COUNTIES, ILLINOIS, in the exercise of its home rule powers, as follows:

SECTION 1: That the territory legally described as follows be and the same is hereby excluded from the Village of Deerfield:

A part of the Northwest Quarter of Section 31, Township 43 North, Range 12 East of the Third Principal Meridian, described as follows: Commencing at the intersection of the center line of Sanders Road (A/K/A Saunders Road) and the North line of said Section 31, said point being 1191.60 feet East from the Northwest corner of said Section; thence South along the center line of Sanders Road (A/K/A Saunders Road) 232.15 feet to the point of beginning; thence East parallel with the North line of said Section, 327.58 feet; thence South parallel with the center line of Sanders Road (A/K/A Saunders Road), 100.00 feet; thence 327.58 feet to said center line; thence North along said center line, 100.00 feet to the true point of

beginning, along with that part of the West half of Sanders Road (A/K/A Saunders Road) lying North of the Westerly prolongation of the Southerly line and South of the Westerly prolongation of the Northerly line of said described tract, in Lake County, Illinois.

SECTION 2: Upon the adoption of this ordinance and the adoption of an ordinance of the Village of Riverwoods annexing said territory to the Village of Riverwoods, the Village Clerk is hereby authorized and directed to file an accurate map of the excluded territory described in Section 1 of this Ordinance, together with a certified copy of this ordinance, with the Recorder of Deeds of Lake County, Illinois.

SECTION 3: That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this _____ day of _____, 2016.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED this _____ day of _____, 2016.

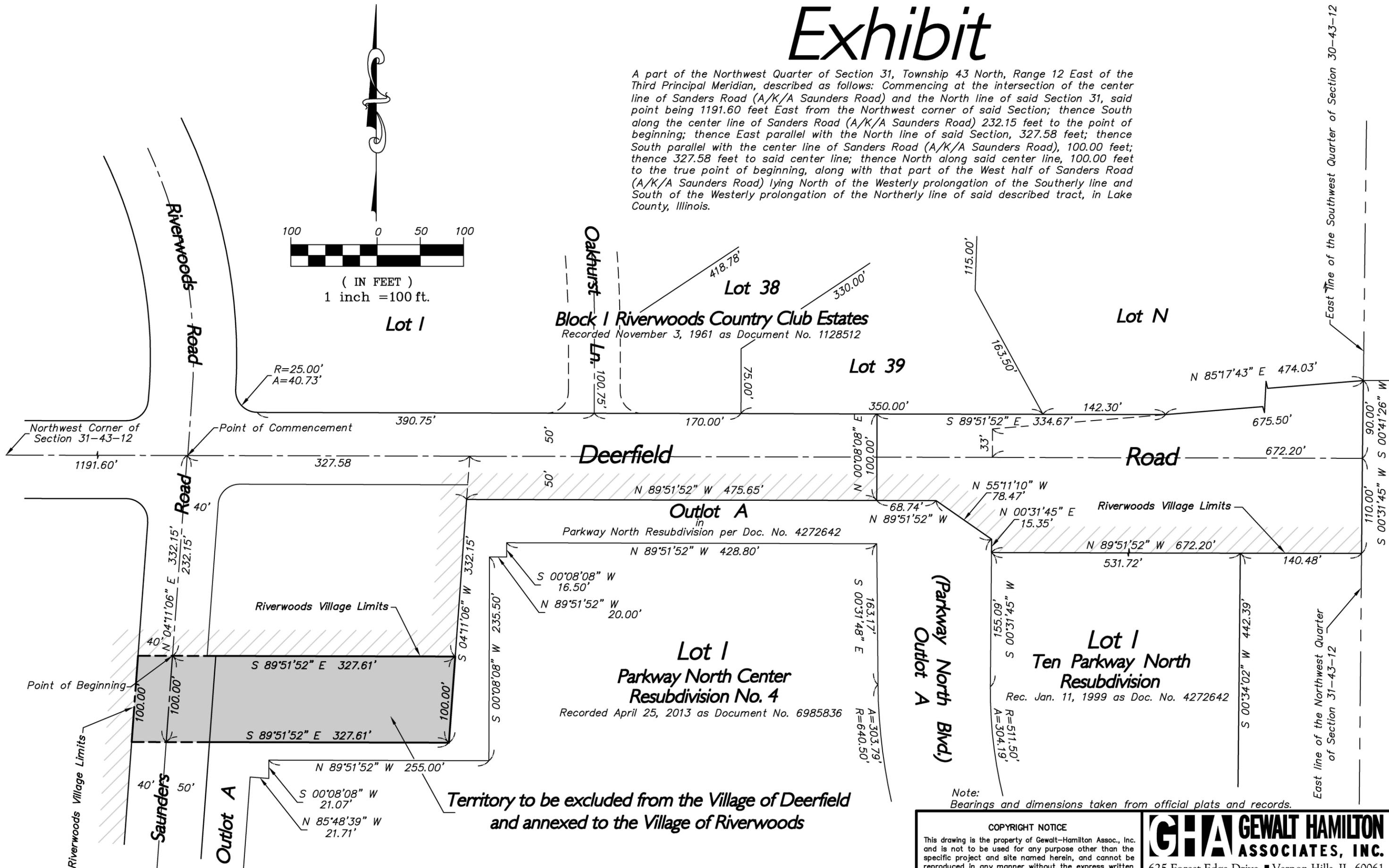
Village President

ATTEST:

Village Clerk

Exhibit

A part of the Northwest Quarter of Section 31, Township 43 North, Range 12 East of the Third Principal Meridian, described as follows: Commencing at the intersection of the center line of Sanders Road (A/K/A Saunders Road) and the North line of said Section 31, said point being 1191.60 feet East from the Northwest corner of said Section; thence South along the center line of Sanders Road (A/K/A Saunders Road) 232.15 feet to the point of beginning; thence East parallel with the North line of said Section, 327.58 feet; thence South parallel with the center line of Sanders Road (A/K/A Saunders Road), 100.00 feet; thence 327.58 feet to said center line; thence North along said center line, 100.00 feet to the true point of beginning, along with that part of the West half of Sanders Road (A/K/A Saunders Road) lying North of the Westerly prolongation of the Southerly line and South of the Westerly prolongation of the Northerly line of said described tract, in Lake County, Illinois.



Territory to be excluded from the Village of Deerfield and annexed to the Village of Riverwoods

Note: Bearings and dimensions taken from official plats and records.

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GHA GEWALT HAMILTON ASSOCIATES, INC.
 625 Forest Edge Drive ■ Vernon Hills, IL. 60061
 TEL 847.478.9700 ■ FAX 847.478.9701

East line of the Southwest Quarter of Section 30-43-12

East line of the Northwest Quarter of Section 31-43-12

REQUEST FOR BOARD ACTION

16-85-1

Agenda Item: _____

Subject Ordinance Increasing the Number of Authorized Class E Liquor Licenses from

13 to 14 for DAO Sushi - 1R

Action Requested: Final Approval

Petitioner

Originated By: _____
Mayor and Board of Trustees

Referred To: _____

Summary of Background and Reason for Request

DAO Sushi has requested a full-service restaurant liquor license to operate a sushi restaurant at 730 Waukegan Road at Deerfield Square in the former Wild Fish location. The Police Department has performed a background check.

The owners have requested a waiver of the second reading, as they are opening shortly.

Reports and Documents Attached:

Letter from Police Chief Sliozis
Ordinance

August 15, 2016

Date Referred to Board: _____

Action Taken: _____



DEERFIELD POLICE DEPARTMENT



DATE: July 27, 2016
TO: Kent Street, Village Manager
FROM: Chief John Sliozis
CC: Andrew Lichterman, Deputy Chief Tom Keane
SUBJECT: Liquor License Applicant Dao Group, Inc. DBA Dao

Staff has completed the background investigation for liquor license applicant Dao Group, Inc., doing business as Dao, at 730 Waukegan Road, Deerfield, Illinois. Nothing was found that would preclude Dao Group, Inc. from holding a liquor license and conducting business in the Village of Deerfield.

On July 27, 2016 Department staff met with Vice President Xue Bin Zhang to review the application and expectations of the Village. If any information is revealed to change the status you will be notified immediately.

A complete copy of the report is available for review upon request.


John J. Sliozis
Chief of Police

JJS/vm

**VILLAGE OF DEERFIELD
LAKE AND COOK COUNTIES, ILLINOIS**

ORDINANCE NO. O-16

**AN ORDINANCE AMENDING CHAPTER 3 OF THE
MUNICIPAL CODE OF THE VILLAGE OF DEERFIELD OF 1975 TO
INCREASE THE NUMBER OF AUTHORIZED CLASS E LIQUOR LICENSES
FROM THIRTEEN (13) TO FOURTEEN (14)**

**PASSED AND APPROVED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF DEERFIELD, LAKE
AND COOK COUNTIES, ILLINOIS, this
_____ day of _____, 2016.**

**Published in pamphlet form
by authority of the President
and Board of Trustees of the
Village of Deerfield, Lake and
Cook Counties, Illinois, this
_____ day of _____, 2016.**

**VILLAGE OF DEERFIELD
LAKE AND COOK COUNTIES, ILLINOIS**

ORDINANCE NO. O-16-

**AN ORDINANCE AMENDING CHAPTER 3 OF THE
MUNICIPAL CODE OF THE VILLAGE OF DEERFIELD OF 1975 TO
INCREASE THE NUMBER OF AUTHORIZED CLASS E LIQUOR LICENSES
FROM THIRTEEN (13) TO FOURTEEN (14)**

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF
DEERFIELD, LAKE AND COOK COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION 1: That Section 3-9 (Number of Licenses) of Chapter 3 (Alcoholic Beverages) of the Municipal Code of the Village of Deerfield of 1975, as amended, is hereby further amended by striking said Section in its entirety and substituting in lieu thereof the following:

Sec. 3-9. Number of Licenses.

There shall be issued in the Village no more than:

(a)	Class A	Three (3)
(b)	Class B	One (1)
(c)	Class BB	One (1)
(d)	Class C	Six (6)
(e)	Class D	Two (2)
(f)	Class D-1	Zero (0)
(g)	Class D-2	Zero (0)
(h)	Class E	Fourteen (14)
(i)	Class F	Zero (0)
(j)	Class G	Four (4)
(k)	Class H	None (0)
(l)	Class I	Two (2)
(m)	Class J	Zero (0)
(n)	Class K	One (1)
(o)	Class L	Zero (0)
(p)	Class M	Three (3)
(q)	Class N	One (1)
(r)	Class O	One (1)

SECTION 2: That the Village Clerk is hereby directed to publish this Ordinance in pamphlet form.

SECTION 3: That all ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 4: That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this _____ day of _____, 2016.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED this _____ day of _____, 2016.

Village President

ATTEST:

Village Clerk

REQUEST FOR BOARD ACTION

Agenda Item: 16-86

Subject: Approval of Local Agency Agreement for Federal Participation Amendment #1 for the Deerfield Road Reconstruction Project

Action Requested: Authorization to Execute Local Agency Agreement for Federal Participation

Originated By: Director of Public Works and Engineering

Referred To: Mayor and Board of Trustees

Summary of Background and Reason for Request

In September of 2015, the Village of Deerfield executed a Local Agency Agreement for Federal Participation for the Deerfield Road Reconstruction project. The agreement outlined the overall division of cost between the Federal Highway Administration, the State of Illinois (various funding sources), and the Village of Deerfield. At that time the agreement was based upon engineering estimates for construction and the impending construction engineering agreement between the Village of Deerfield and the Thomas Engineering Group, our Phase III Engineer. The estimated cost for construction and construction engineering was \$21,920,733.

Construction began in February with water main installation and has been moving forward at a steady pace. At this time, the project is running two concurrent stages: Stage 1 (construction of the south side of Deerfield Road) and Stage 2b (shut down and reconstruction of Deerfield Road between the Metra underpass and Waukegan Road). Construction also continues in the City of Highland Park, where bridge deck patching and storm sewer installation are ongoing. The contractor has ramped up production, by working longer shifts and weekends, in an effort to bring the project to completion by the end of November. The project is approximately 33% complete and is 3 weeks behind schedule.

Funding for the project has been procured from four separate sources, and the amended agreement is based upon actual bid prices: The FHWA has approved STU funds in the amount of \$10,535,856 for construction and construction engineering. The Chicago Metropolitan Agency for Planning has approved \$302,000 in CMAQ funding for improved sidewalks. The State of Illinois has approved \$3,817,970 in SRF funds for bridge rehabilitation. The Lake County Division of Transportation, through a Jurisdictional Transfer agreement, has approved \$4,878,608 through tax funds for highway improvements. The total Village expenditure for construction and construction engineering is now estimated at \$1,762,413, down from the original estimate of \$2,168,769. The estimate of outside funding available for the project, as part of the Local Agency Agreement for Federal Participation, is \$19,247,193 with approximately \$16,000,000 being spent within the Village of Deerfield. A division of cost exhibit is attached to further clarify.

After the award of the construction contract the Illinois Department of Transportation identified additional patching and superstructure work that would be required for the bridges within the City of Highland Park. The cost for the additional IDOT bridge work, \$1,152,970, is the driver for the amended agreement. The new agreement increases the IDOT allocation to cover change orders and all additional cost with respect to their bridges. This change has no financial impact on the Village of Deerfield, and is merely a formality since the Village is the lead agency for the project.

The Department has proposed sufficient funding for Deerfield Road expenditures in the FY2016 budget. Staff is requesting the Authorization to Execute the Local Agency Agreement for Federal Participation for the Deerfield Road Reconstruction Project.

Reports and Documents Attached:

Division of Cost Exhibit
Local Agency Agreement for Federal Participation
Resolution
Location Map

Date Referred to Board: August 15, 2016

Action Taken: _____

ADDENDUM 3
DIVISION OF COST

Deerfield Road 11-00092-00-PV
C-91-019-12
M-9003(854)

Type of Work	STU	%	CMAQ	%	STATE (SRF)	%	LPA	%	TOTAL
Participating Construction	\$8,927,385	*					\$3,826,022	BAL	\$12,753,407
Participating Construction			\$302,000	**			\$76,000	BAL	\$378,000
Non-Participating State Construction Bridge Work					\$3,817,970	100			\$3,817,970
Non-Participating LPA Construction Bridge, Sanitary Sewer and Watermain Work							\$1,762,413	100	\$1,762,413
Construction Engineering	\$1,608,471	*					\$689,345	BAL	\$2,297,816
Total	\$10,535,856		\$302,000		\$3,817,970		\$6,353,780		\$21,009,606

*Maximum FHWA (STU) participation 70% not to exceed \$10,535,856.00

**Maximum FHWA (CMAQ) participation 80% not to exceed \$302,000.00

100% STATE Non-participating Construction includes but is not limited to bridge decks not to exceed \$3,817,970.00
State bridge work limited to structures 049-0072, 049-0073 & 049-0074.

100% LPA Non-participating bridge work is limited to structures 049-6157 & 049-0071

 Illinois Department of Transportation Local Public Agency Amendment # 1 for Federal Participation	Local Public Agency Village of Deerfield	State Contract <input checked="" type="checkbox"/>	Day Labor <input type="checkbox"/>	Local Contract <input type="checkbox"/>	RR Force Account <input type="checkbox"/>
	Section: 11-00092-00-PV	Fund Type: STU/CMAQ/STATE		ITEP / SRTS / HSIP Number(s)	
Construction		Engineering		Right-of-Way	
Job Number	Project Number	Job Number	Project Number	Job Number	Project Number
C-91-019-12	M-9003(854)				

This Amendment is made and entered into between the above local public agency, hereinafter referred to as the "LPA", and the state of Illinois, acting by and through its Department of Transportation, hereinafter referred to as "STATE". The STATE and LPA have jointly proposed to improve the designated location as described below and agree to the changes outlined in this Amendment. The improvement shall be constructed in accordance with plans approved by the STATE and the STATE's policies and procedures approved and/or required by the Federal Highway Administration, hereinafter referred to as "FHWA".

Location

Location Deerfield Road Route FAU 1257 Length 2.37mi
Termini Metra Milwaukee District North Line to the Skokie River

Current Jurisdiction LPA TIP Number 10-11-0040 Existing Structures 049-0072
049-0073
049-0074

Amended Division of Cost (See Addendum 3)

Type of Work	%	%	%	Total
Participating Construction	()	()	()	
Non-Participating Construction	()	()	()	
Preliminary Engineering	()	()	()	
Construction Engineering	()	()	()	
Right of Way	()	()	()	
Railroads	()	()	()	
Utilities	()	()	()	
Materials				
TOTAL	\$ _____	\$ _____	\$ _____	\$ _____

NOTE:

The costs shown in the Division of Cost table are approximate and subject to change. The final LPA share is dependent on the final Federal and State participation. The actual costs will be used in the final division of cost for billing and reimbursement.

If funding is not a percentage of the total, place an asterisk in the space provided for the percentage and explain above.

Local Public Agency Appropriation

For Amendments Increasing the LPA share: By execution of this Amendment, the LPA attests that additional moneys have been appropriated or reserved by resolution or ordinance to fund the additional share of LPA project costs. A copy of the resolution or ordinance is attached as an addendum(required for increases to state-let contracts only).

ADDENDA

Additional information, changes, and/or stipulations to the original Agreement are hereby attached and identified below as being a part of this Amendment.

Number 3 – Division of Cost

(Insert addendum numbers and titles as applicable)

BE IT MUTUALLY AGREED that all remaining provisions of the original agreement not altered by this Amendment shall remain in full force and effect and the Amendment shall be binding upon and inure to the benefit of the parties hereto, their successors and assigns.

The LPA further agrees, as a condition of payment, that it accepts and will comply with the applicable provisions set forth in this Amendment and all Addenda.

APPROVED

Local Public Agency

Harriet Rosenthal

Name of Official (Print or Type Name)

Mayor

Title (County Board Chairperson/Mayor/Village President/etc.)

(Signature)

Date

The above signature certifies the agency's TIN number 36-6005842 conducting business as a Governmental Entity.

DUNS Number 068003185

APPROVED

State of Illinois
Department of Transportation

Randall S. Blankenhorn, Secretary

Date

By:

Aaron A. Weatherholt, Deputy Director of Highways

Date

Omer Osman, Director of Highways/Chief Engineer

Date

William M. Barnes, Chief Counsel

Date

Jeff Heck, Chief Fiscal Officer (CFO)

Date

NOTE: If the LPA signature is by an APPOINTED official, a resolution authorizing said appointed official to execute this agreement is required.

**VILLAGE OF DEERFIELD
LAKE AND COOK COUNTIES, ILLINOIS**

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING A LOCAL PUBLIC AGENCY
AGREEMENT AMENDMENT # 1 FOR FEDERAL PARTICIPATION FOR THE
RESURFACING AND RECONSTRUCTION OF DEERFIELD ROAD
(PROJECT NUMBER M-9003 854)**

WHEREAS, the Village is the lead local public agency for Project Number M-9003 (854), which is a project for the resurfacing and reconstruction of Deerfield Road for a length of approximately 2.39 miles from the Metra viaduct to U.S. Route 41 in the City of Highland Park, (the “Project”); and

WHEREAS, funding for the Project from the Federal Highway Administration (FHWA) is contingent upon the Illinois Department of Transportation (IDOT) and the Village entering a Local Public Agency Agreement for Federal Participation for said Project (the “Local Agency Agreement”); and

WHEREAS, the corporate authorities of the Village of Deerfield have reviewed and considered the Local Agency Agreement and hereby determine that is in the best interest of the Village and public to enter into the Local Agency Agreement with IDOT for the Project;

NOW THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF DEERFIELD, LAKE AND COOK COUNTIES, ILLINOIS, in the exercise of its home rule powers, as follows:

SECTION 1: That the above and foregoing recitals are hereby incorporated and made a part of this Resolution as if fully set forth herein.

SECTION 2: The Local Agency Agreement attached hereto and made a party hereof is hereby approved.

SECTION 3: The Village President and Village Clerk are hereby authorized and directed to respectively execute and attest the Local Public Agency Agreement for Federal Participation for and on behalf of the Village of Deerfield.

SECTION 4: That this Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED this _____ day of _____, 2016.

AYES:

NAYS:

ABSENT:

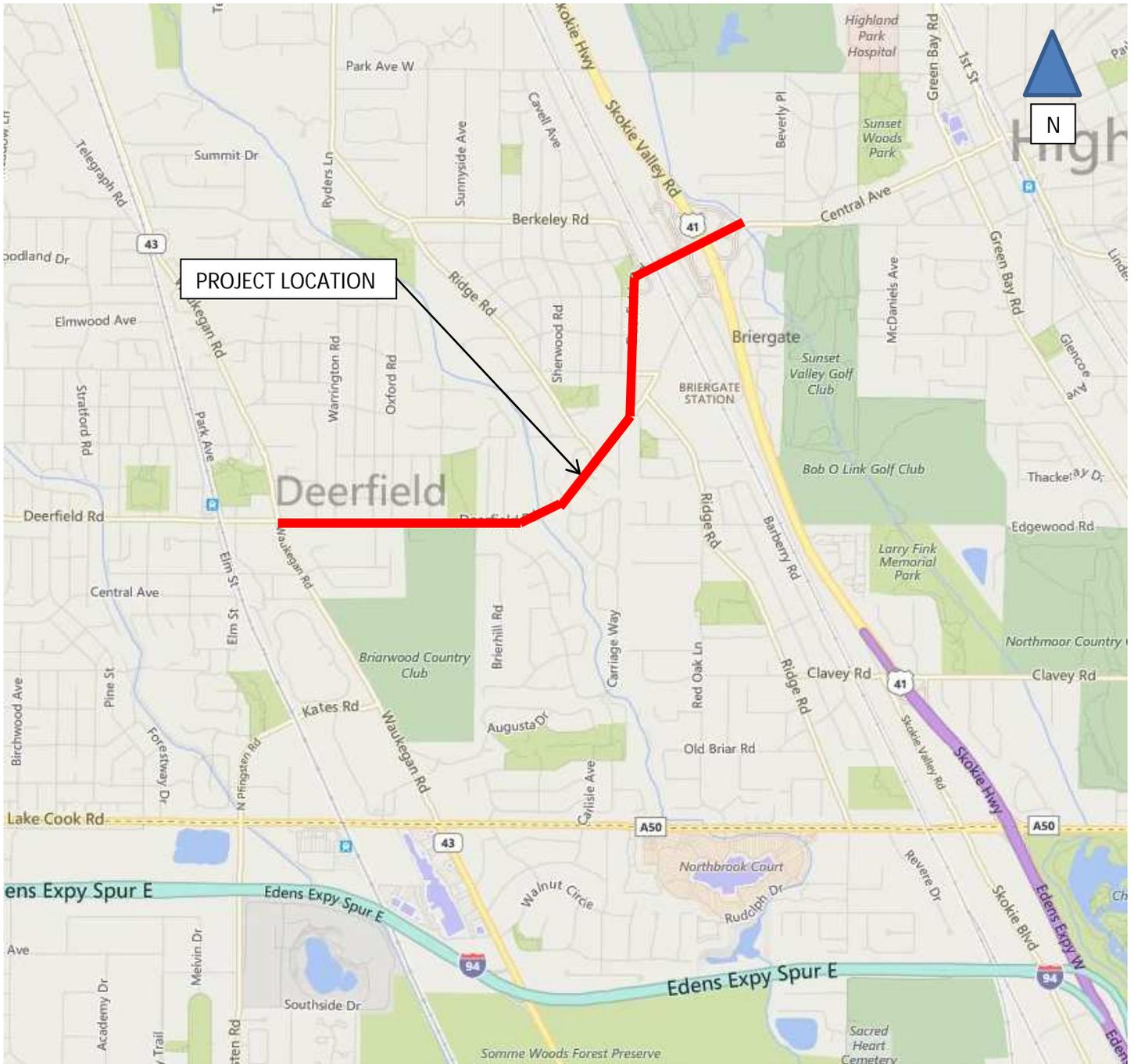
ABSTAIN:

APPROVED this _____ day of _____, 2016.

Village President

ATTEST:

Village Clerk



LOCATION MAP

Village of Deerfield
Deerfield Road
Metra Milwaukee District North Line to the Skokie River
Section Number 11-00092-00-PV

REQUEST FOR BOARD ACTION

Agenda Item: _____ 16-87

Subject: Authorization to Award the Construction Contract for the 2016 UST Replacement with AST Project

Action Requested: Award Contract to Accurate Tank Construction (NTE \$52,200)

Originated By: Public Works and Engineering

Referred To: Mayor and Board of Trustees

Summary of Background and Reason for Request

The Deerfield Road Pumping Station is designed to pump sanitary sewage to the Water Reclamation Facility during normal conditions and discharge excess flow to prevent the collection system from backing up. Based on the critical nature of the pumping station a backup generator was installed to ensure continuous operation. A 3,000 gallon underground diesel storage tank (UST) was installed as well to provide sufficient fuel to operate the station for extended periods of time. In an effort to reduce our environmental liability Huff & Huff, an environmental consultant, was hired to provide engineering services for the replacement of the UST with an Above-ground Storage Tank (AST).

On July 29, 2016, at 11:00AM three bids were publicly opened and read aloud. The Engineer's Estimate for the project is \$57,200. The results of the bid opening are as follows:

<u>Firm Name</u>	<u>Address</u>	<u>Bid Price</u>
Crowne Industries, LTD.	Streamwood, IL	\$116,900
Accurate Tank Construction	North Aurora, IL	\$52,200
Petroleum Technologies Equipment	Lyons, IL	\$88,000

The three references submitted by Accurate Tank were contacted by Huff & Huff regarding recently performed work similar to this project. Each reference said that excellent work had been performed in a timely manner and that they would hire the Contractor again for similar work.

The Department of Public Works and Engineering recommends that the contract for the 2016 UST Replacement with AST Project be awarded to Accurate Tank Construction in the amount of \$52,200. Director Barbara Little will be available at the August 15th, 2016 Board meeting to answer any questions.

Reports and Documents Attached:

Date Referred to Board: August 15, 2016

Action Taken: _____

REQUEST FOR BOARD ACTION

16-88

Agenda Item: _____

Subject: Authorization to Award Cleaning Services Contract to ABC Commercial Inc.

Action Requested: Authorization

Originated By: Village Manager's Office

Referred To: Mayor and Board of Trustees

Summary of Background and Reason for Request

Staff issued a Request For Proposals for cleaning services for the Village Hall, Police Department, Public Works Facility, Water Reclamation Facility, and Downtown Train Station and opened sealed bids on Monday, August 1, 2016. Following reference and background checks, staff is recommending the Board authorize a 1-year cleaning services contract to the low bidder ABC Commercial, Inc. of Wheeling, Illinois, in the amount of \$31,440.

Assistant Village Manager Lichterman will be available to answer questions.

Reports and Documents Attached:

Memorandum from Assistant Lichterman to Manager Street Dated August 9, 2016
Contract

Date Referred to Board: August 15, 2016

Action Taken: _____



Memorandum

DATE: August 9, 2016
TO: Kent Street, Village Manager
FROM: Andrew Lichterman, Assistant Village Manager
SUBJECT: **Agenda Item # 16-88 - Authorization to Award Contract for Cleaning Services**

Background

Included in the FY 2016 budget are funds allocated for a cleaning service to be utilized for maintaining Village facilities. As you are aware, the Village currently contracts with Crystal Maintenance Services, and has done so since 2014. In July, an RFP was issued soliciting proposals for cleaning Village facilities. The scope of work was increased to include 1-day a week cleaning at the Downtown Train Station. All other service levels remained unchanged, which included cleaning Village Hall, Public Works and the Water Reclamation Facility 5-days a week, and the Police Department 6-days a week. The contract stipulates the term of the contract covers the period of September 1, 2016 through August 31, 2017. The Village will have the option to renew these services for two additional one-year periods upon mutual consent and agreement of both parties.

Findings

Nine bids were received and opened publicly on Monday, August 1, 2016. The RFP was very specific as to the expectations of the winning bidder, outlining daily, weekly, monthly and quarterly service requirements. The bid results were as follows:

- | | |
|---|-----------|
| 1. ABC Commercial, Niles, Illinois | \$31,440 |
| 2. Crystal Maintenance Services, Mount Prospect, Illinois | \$31,740 |
| 3. Total Facility Maintenance, Wood Dale, Illinois | \$32,400 |
| 4. Eco Clean Maintenance, Elmhurst, Illinois | \$35,736 |
| 5. A Plus Building Services, Prospect Heights, Illinois | \$52,680 |
| 6. Alpha Building Maintenance, Homer Glen, Illinois | \$54,975 |
| 7. Service Master Clean, Kenosha, Wisconsin | \$71,238 |
| 8. Open Works, Rosemont, Illinois | \$99,792 |
| 9. FGK Services, Northbrook, Illinois | \$139,836 |

Recommendation

Based on reference/background checks and bid results, staff is recommending the Village Board award a 1-year cleaning services contract to ABC Commercial, Inc. of Wheeling, Illinois, in the amount of \$31,440. Staff has interviewed the owner of the company and is confident that ABC Commercial can meet the requirements of the contract. ABC Commercial also performs cleaning services for Culver Elementary School in Niles, City of Berwyn, Village of Oak Park, City of Wheaton and the City of Des Plaines. In addition, ABC Commercial was the cleaning contractor for the Village of Deerfield from 2010 through 2013.

I will be present at the Village Board meeting on August 15 to present this agenda item and answer any questions.

CLEANING SERVICES CONTRACT

THIS AGREEMENT entered into as of the ____ day of August, 2016 by and between the Village of Deerfield, 850 Waukegan Road, Deerfield, Illinois, an Illinois home rule municipality, (hereinafter referred to as the "Village") and _____, an Illinois corporation (hereinafter referred to as "Contractor") with principal offices located at _____. The Village and the Contractor may sometimes hereinafter be referred to individually as a "Party" and collectively as the "Parties."

W I T N E S S E T H:

WHEREAS, the Village of Deerfield owns the following buildings: Deerfield Village Hall and Police Station, located at 850 Waukegan Road, Deerfield, Illinois, which contains space which used as the administrative offices for the Village and as the Police Department for the Village and; Deerfield Public Works Facility, located at 465 Elm Street, Deerfield, Illinois, which contains space which is used for office space for the Public Works Department and; Deerfield Wastewater Reclamation Facility, 1045 Hackberry Road, Deerfield, Illinois, which contains offices for wastewater operations and; leases and maintains the Downtown Train Station, located at 860 Deerfield Road, Deerfield, Illinois, which contains waiting areas for public commuters (the "Village Buildings"); and

WHEREAS, the Village issued a Request for Proposal (the "RFP") soliciting proposals from qualified vendors to provide cleaning of the Village Buildings; and

WHEREAS, Contractor submitted a proposal in response to the Village's RFP to provide cleaning services for the Village Buildings; and

WHEREAS, Contractor represents and warrants that it is capable and has the knowledge and experience necessary to perform such cleaning and desires to do so;

NOW THEREFORE, in consideration of the undertakings of the parties hereinafter set forth and for other good and valuable considerations, it is hereby agreed by and between the Village and Contractor as follows:

I. CONTRACT DOCUMENTS

The Agreement between the parties consists of this signed document, the Contractor's executed Bid Proposal Form, all Appendices to the Contractor's Bid Proposal, all documents submitted by the Contractor with its Bid Proposal, the Village's Request for Proposal and all other terms incorporated into this document by reference.

II. REGULAR CLEANING

Contractor shall perform at the Village Buildings, in a good and workmanlike manner, Cleaning Services, as described in Appendix A of this Agreement on a daily, weekly, monthly, quarterly and annual basis. The requirements contained in Appendix A should not be construed as limiting in any way the tasks that must be completed in order to provide an office space environment seen as receiving the highest level of janitorial cleaning that is customary for like facilities. From time to time the Village may perform quality inspections or other measures to evaluate the satisfactory performance of the Contractor.

III. COMPENSATION

A. Effective as of September 1, 2016, the Village shall pay Contractor the sum of _____ (\$____.____) each month during the term of this Agreement for daily, weekly, monthly, quarterly and annual cleaning services as provided for in Section II and as described in Appendix A of this agreement.

IV. CLEANING SUPERVISOR

Contractor shall designate one of its employees as the Cleaning Supervisor. The Cleaning Supervisor shall be responsible for supervising and directing on behalf of Contractor all cleaning operations. The Cleaning Supervisor shall be readily available to consult with the Village's staff representative.

V. EQUIPMENT AND SUPPLIES

A. Except as otherwise provided in this Section V, Contractor shall purchase, maintain and replace when necessary, at its sole cost, all appropriate and necessary equipment and supplies needed to perform regular Cleaning Services as provided for in Section II and as described in Appendix A of this Agreement. Cleaning products shall be as designated in Appendix A of this Agreement.

B. The Village shall purchase and provide, when necessary, at its sole cost, the following items for Contractors:

1. Trash hoppers
2. Lobby entrance mats
3. Trash cans
4. Hand soap
5. Sanitary napkins/tampons
6. Towels
7. Toilet paper

VI. LABOR

Contractor shall employ and pay for all labor required in order for it to be able to perform its obligations under this Agreement promptly and properly. Contractor shall only employ persons to provide the required services that are skilled and trained in the work assigned to them. The Village may require the Contractor to remove an employee it deems careless, incompetent, insubordinate, rude, disrespectful or otherwise objectionable and whose continued employment under this Agreement is not in the best interest of the Village. In advance of beginning work, Contractor shall submit to the Village a full list of all regular and alternate staff responsible for providing cleaning services in all Village Buildings. Such individuals shall be subject to background investigation by the Deerfield Police Department.

VII. SPACE

The Village, at no expense to Contractor, will provide storage space on the premises at the Village Buildings for use by Contractor in storing equipment used by Contractor in performing its obligations under this Agreement. The location and amount of such storage and office space shall be determined by the Village. Contractor will keep all janitors closets and storage rooms in a neat, clean and orderly condition at all times. Mop sinks and the areas immediately adjacent will be thoroughly cleaned immediately after each use.

VIII. INSURANCE

A. All insurance obtained by the Contractor shall be with financially sound insurance companies rated at least A:VII by Bests. The insurance companies chosen by the Contractor shall be subject to the Village's approval which shall not be unreasonably

withheld. The insurance required shall be written for not less than limits of liability specified in this Agreement or required by law, whichever coverage is greater. Coverages shall be maintained on an occurrence basis without interruption from date of commencement of the services under this Agreement until the termination of any coverage required to be maintained after Agreement termination.

B. All insurance shall be written on Insurance Service Office (ISO) forms. The required insurance set forth below shall be written for not less than the following minimum limits or greater if required by law:

1. Workers' Compensation, Occupational Disease and Employer's Liability Insurance:

- a. State of Illinois - Statutory limits.
- b. Applicable Federal (if any) - Statutory limits.
- c. Employer's Liability:

Bodily Injury by Accident - \$1,000,000 each accident.
Bodily Injury by Disease - \$1,000,000 each employee;
\$1,000,000 policy limit.

2. Commercial General Liability Insurance including as minimum coverages:

Premises - Operations Liability
Independent Contractor's Protective Liability
Products and Completed Operations Liability
Contractual Liability
Property Damage
Personal Injury, with Employment Exclusion deleted

- a. Limits of Liability: Bodily Injury and Property Damage:
\$1,000,000 each occurrence and \$2,000,000.00 aggregate

- b. The contractual liability coverage shall at a minimum protect the Village to the extent of the following Hold Harmless

Agreement:

The Contractor shall defend, indemnify and hold harmless the Village, and its officials, employees and agents (collectively referred to as "Indemnitees") and each of them from and against all loss, cost, penalties, fines, damages, claims, expenses (including attorney's fees) or liabilities (collectively referred to as "Liabilities") by reason of any injury to or death of any person or damage to or destruction or loss of any property arising out of, resulting from, or in connection with (i) the performance or nonperformance of the services contemplated by the Agreement which is or is alleged to be directly or indirectly caused, in whole or in part, by any act, omission, default or negligence (whether active or passive) of Contractor or its employees, agents, or subcontractors (collectively referred to as "Contractor"), regardless of whether it is, or is alleged to be, caused in whole or part (whether joint, concurrent, or contributing) by any act, omission, default or negligence (whether active or passive) of the Indemnitees, or any of them. Contractor expressly agrees to defend, indemnify and hold harmless the Indemnitees, or any of them, from and against all liabilities which may be asserted by an employee or former employee of Contractor, as provided above, for which the Contractor's liability to such employee or former employee would otherwise be limited to payments under state Workers' Compensation or similar employee benefit laws.

- 3. Comprehensive Automobile Liability Insurance including owned, hired and non-owned vehicles.

- a. Limits of Liability: Combined single limit - \$1,000,000

- b. Special Requirements:

- i. All owned, hired, or non-owned vehicles including the loading and unloading thereof.
- ii. No vehicles which are not covered by the within specified insurance, whether owned, borrowed or

leased shall be in use in the performance of any services under the contract.

C. The Contractor's Certificates of Insurance shall name the Village, and its officials, employees and agents as additional insureds on all Comprehensive General Liability, Automobile Liability, and any additional Umbrella Liability Coverages the Contractor may have. Before commencing any services under this Agreement, the Contractor shall furnish a copy of the additional insured endorsement to the Village. As an additional insured, the Village, and its officials, employees and agents shall be insured to the same extent as the Contractor. The Certificates of Insurance and additional insured endorsements are to be received by the Village before any work commences. The Certificates of Insurance shall provide that the coverages identified therein shall not be cancelled or allowed to expire unless the additional insureds are given thirty (30) days advance notice of such cancellation or expiration in writing by certified mail, return receipt requested.

D. All the insurance required of the Contractor shall state that the coverage afforded to the additional insureds shall be primary insurance of the additional insureds with respect to claims arising out of operations performed by or on their behalf. If the "additional insureds" have other insurance or self-insured coverage which is applicable to the loss, it shall be on an excess or contingent basis.

E. All insurance required of the Contractor shall provide that the insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

F. Under no circumstances shall the Village be deemed to have waived any of the insurance requirements of this Agreement by (1) allowing any services to commence before receipt of certificates of insurance or additional insured endorsements; (2) by failing to review any certificates or documents received; or (3) by failing to advise the Contractor that any certificate of insurance or additional insured endorsement fails to contain all of the required insurance provisions or is otherwise deficient in any manner. The Contractor agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that its obligations cannot be waived by any act or omission of the Village.

G. Nothing contained in this Agreement is to be construed as limiting the liability of the Contractor. The Village, does not, in any way, represent that the coverages or limits of insurance specified are sufficient or adequate to protect the Village and its officials, employees and agents, but are merely minimums. The obligations of the Contractor to purchase insurance shall not, in any way, limit its obligations to the Village in the event the Village should suffer an injury or loss in excess of the amount recoverable through insurance, or any loss or portion of a loss which was not covered by the Contractor's insurance.

H. The Contractor shall be responsible for assuring that the insurance certificates required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option terms that may be granted to the Contractor. If insurance certificates are scheduled to expire during the contractual period, the Vendor shall be responsible for submitting new or renewed insurance certificates to the Village at a minimum of ten (10) calendar days in advance of such expiration.

IX. INDEMNIFICATION

A. Contractor shall indemnify, defend and hold harmless the Village and its officials, employees and agents (collectively referred to as "Indemnitees") and each of them from and against all loss, cost, penalties, fines, damages, claims, expenses (including attorney's fees) or liabilities (collectively referred to as "Liabilities") by reason of any injury to or death of any person or damage to or destruction or loss of any property arising out of, resulting from, or in connection with (i) the performance or nonperformance of the services contemplated by the Agreement which is or is alleged to be directly or indirectly caused, in whole or in part, by any act, omission, default or negligence (whether active or passive) of Contractor or its employees, agents, or subcontractors (collectively referred to as "Contractor"), regardless of whether it is, or is alleged to be, caused in whole or part (whether joint, concurrent, or contributing) by any act, omission, default or negligence (whether active or passive) of the Indemnities, or any of them or (ii) the failure of the Contractor to comply with any of the provisions in the Agreement or the failure of the Contractor to conform to statutes, ordinances or other regulations or requirements of any governmental authority, federal or state, in connection with the performance of the Contract.

B. Contractor expressly agrees to defend, indemnify and hold harmless the Indemnitees, or any of them, from and against all Liabilities which may be asserted by an employee or former employee of Contractor, as provided above, for which the Contractor's liability to such employee or former employee would otherwise be limited to payments under state Workers' Compensation or similar employee benefit laws.

C. Contractor further agrees to indemnify, defend and hold harmless the Indemnitees from and against (i) any and all Liabilities imposed on account of the violation of any law, ordinance, order, rule, regulation, condition, or requirement, in any way related, directly or indirectly, to Contractor's performance under the Agreement, compliance with which is left by the Agreement to the Contractor, and (ii) any and all claims, and/or suits for labor and materials furnished by the Contractor or utilized in the performance of the Contract or otherwise.

X. TERM OF THIS AGREEMENT, TERMINATION

This Agreement shall be in full force and from September 1, 2016 and shall continue in effect until August 31, 2017, with an option to extend the contract up to two (2) times for a period of one (1) year each.

XI. SPECIAL REQUEST CLEANING

A. Contractor shall provide cleaning services, not enumerated elsewhere in this Agreement, as requested by Village representative, on a time and material basis at a mutually agreed upon rate. The number of persons assigned by Contractor to perform any Special Request Cleaning shall be subject to the approval of the Village, which approval shall not be unreasonably withheld.

XII. COMPLIANCE WITH LAWS AND REGULATIONS

In performing its duties and obligations under this Agreement, Contractor shall comply with all applicable laws, ordinances and regulations adopted or established by federal, state or local governmental authorities, including but not limited to the ordinances and regulations of the Village and Section 2-105(A) of the Illinois Human

Rights Act (775 ILCS 5/1-105(A), including the requirement for Contractor to have a written sexual harassment policy.

XIII. SECURITY

Contractor recognizes that the maintenance of strict building security is of utmost importance and agrees to comply with any Village security programs and procedures.

- A. Contractor shall be held strictly responsible for all keys distributed to it.
- B. Contractor shall be held strictly responsible for making sure all building interior and exterior doors are securely locked and unlocked as directed by Village staff. Any problem with any exterior lock should be immediately reported to the Village and security personnel.
- C. Contractor will be held strictly responsible to return all parts of broken keys for replacement to be issued.
- D. In the event of contract termination, Contractor shall immediately return all building keys to the Village.
- E. Contractor will be responsible to inform the Village of any breaches in security and submit written security reports as required.
- F. Contractor's personnel will not admit anyone into any interior building area, except authorized Contractor or Village personnel, or others having keys to the area.

XIV. RULES & REGULATIONS

The Contractor's representatives/employees shall:

1. Report immediately any property damage.

2. Not disturb papers on desks, open drawers, cabinets, files, or bookcases or use telephone (except emergency use of telephone).
3. Not arrive at work under the influence of alcoholic beverages or any drugs, legal or illegal, which may impair the judgement or efficiency of the employee, nor partake of these substances while on the job.
4. Not leave keys in doors or admit anyone into the buildings or any area that is not under his or her immediate supervision.
5. Not remove any article from the premises regardless of its value, including without permission from Village management.
6. Comply with all rules and regulations set forth by Village management.
7. Report immediately any actions or misconduct of any Contractor employee or agent that may be in violation of any existing law.

XV. CONTRACTOR'S EMPLOYEES

All employees of the Contractor shall be considered to be, at all times, the sole employees of the Contractor under its sole direction and not employees or agents of the Village of Deerfield. The Contractor shall supply competent and physically capable employees. The Village may require the Contractor to remove an employee it deems careless, incompetent, insubordinate, rude, disrespectful or otherwise objectionable and whose continued employment under the contract is not in the best interest of the Village. No personnel of the Contractor may receive any Village employment benefits.

XVI. PERMITS, LICENSES

Contractor shall, at its own expense and without reimbursement from the Village, obtain any and all permits and licenses which may be required in order for it to perform its duties and obligations pursuant to this Agreement.

XVII. ACTS OF DEFAULT

The following shall constitute acts of default:

- A. The Village's failure to make payments to Contractor when due.
- B. Contractor's failure to provide cleaning services as required by this Agreement.
- C. Contractor's filing a petition or having filed against it a petition for reorganization, arrangement, debt moratorium or other relief from debt under any bankruptcy or insolvency act, code or law.
- D. Contractor's having a custodian, receiver or trustee appointed for its business or property.
- E. Failure of either the Village or Contractor to comply with or perform in accordance with any applicable term or condition in this Agreement.

XVIII. DEFAULT AND RIGHT TO TERMINATE

A. If Contractor fails to cure any act of default which consists of its failure to provide cleaning services as required by this Agreement after being given oral or written notice by the Village within seventy-two hours after being notified of its failure to provide such services, then Contractor shall be in default, and the Village shall have all remedies provided for by law, and in addition, may immediately terminate this Agreement by giving written notice of termination to Contractor.

B. If Contractor fails to cure any act of default other than those specified in Subparagraph (A) of this paragraph within fifteen (15) days after written notice is given by the Village, then Contractor shall be in default, and the Village shall have all

remedies provided for by law and in addition may immediately terminate this Agreement by giving written notice of termination to Contractor.

C. If the Village fails to cure any act of default within fifteen (15) days after being given written notice from Contractor, then the Village shall be in default and Contractor shall have all remedies provided for by law, and in addition, may immediately terminate this Agreement by giving written notice of termination to the Village.

D. This Agreement shall be automatically terminated if Contractor is adjudged bankrupt or makes an assignment for the benefit of creditors.

XIX. SUBCONTRACT

Contractor shall not enter into any subcontracts relating to the performance of its obligations and duties under this Agreement without first receiving the Village's written consent. The use by Contractor of a temporary labor service to furnish the personnel required to perform cleaning services shall not constitute a sub-contract for purposes of this paragraph.

XX. ASSIGNMENT

A. Neither this Agreement nor any of the rights granted by this Agreement may be assigned, transferred or disposed of by Contractor nor shall Contractor convey a security interest which consists of this agreement or any rights granted by this Agreement without the prior written consent of the Village. Any assignment, transfer, conveyance or any attempted transfer, assignment or conveyance without such consent shall be null and void, and shall neither relieve Contractor of any of its obligations under this Agreement nor create any obligation on the part of the Village.

B. The Village's consent to any assignment or other transfer by Contractor shall not be deemed to be a consent by the Village to any further assignment or transfer.

XXI. BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the Village, its successors and assigns and shall be binding upon and inure to the benefit of Contractor and its successors, executors, administrators, heirs, and assigns, subject to the provisions of Paragraph XX which limits Contractor's right to assign and transfer this Agreement.

XXII. GOVERNING LAW

This Agreement shall not be construed in favor of either Party, but is the product of negotiations between the parties.

XXIII. MODIFICATION AND AMENDMENTS

This Agreement may be modified or amended only by a written instrument signed by both parties.

XXIV. NOTICES

A. Unless otherwise provided herein to the contrary, all notices required or permitted under this Agreement shall be made in writing.

B. Unless otherwise provided herein to the contrary, a notice that is sent by certified or registered mail, return receipt requested, postage prepaid, shall be deemed to be given when it is deposited in the United States Mail and addressed as follows:

If to Contractor: _____

Attn: _____

If to the Village: Village Manager's Office
Village of Deerfield
850 Waukegan Road
Deerfield, Illinois 60015-3206
Attn: Andrew Lichterman, Assistant Village Manager

With a copy to: Peter D. Coblentz
Rosenthal, Murphey & Coblentz
30 N. LaSalle Street
Suite 1624
Chicago, Illinois 60602

Otherwise notice shall be deemed to be given when the notice is actually received by the Party to whom it is directed.

C. Either Party may change to another single address, the address to which notices are being sent by giving prior written notice to the other Party.

XXV. NON-WAIVER

The failure of Contractor or the Village to insist on the other Party's strict compliance with the terms and conditions contained in this Agreement shall not constitute a waiver of Contractor's and the Village's right to insist that the other Party in the future strictly comply with any and all of the terms and conditions contained in this Agreement and to enforce such compliance by an appropriate remedy.

XXVI. SEVERABILITY

If any clause or provision of this Agreement shall be held invalid as applied to any person or circumstance, such invalidity shall not affect any of the remaining provisions of this Agreement or the application of such clause or provisions to any other person or circumstances.

XXVII. COUNTERPARTS

This Agreement is executed in several counterparts, each of which shall be deemed to be an original, and all of which shall constitute one and the same instrument.

XXVIII. CAPTIONS

The captions used in this Agreement are for the convenience of the parties only and shall not affect the meaning of any of the provisions of this Agreement or be deemed a part of this Agreement.

THIS AGREEMENT made as of the date first set forth above.

[INSERT CORPORATION, INC.]

By: _____
Title:

VILLAGE OF DEERFIELD

By: _____
Title: Assistant Village Manager

Appendix A: Minimum Specifications for Cleaning/Janitorial Services

INTRODUCTION:

The Village of Deerfield is requesting proposals for routine janitorial services for the following facilities:

Village Hall, 850 Waukegan Road, including Administration, Finance, Community Development; Police Department, 850 Waukegan Road; and Public Works, 465 Elm Street; and Wastewater Reclamation Facility (WRF), 1045 Hackberry Road; and the Downtown Deerfield Train Station, 860 Deerfield Road.

The general areas to be serviced include the following:

Lobbies & Entrances	Restrooms/Locker Rooms	Council Chambers
General Office Areas	Private Offices	Conference Rooms
Stairwells	Hallways	Kitchen Areas
Lockup Facility		

The contract will be for a period of 12 months. The Village of Deerfield will have the option to renew these services for two additional one-year periods upon mutual consent and agreement of both parties at least ninety (90) days prior to the expiration of the service contract.

OVERALL REQUIREMENTS:

1. Janitorial services shall be performed after **4:30 p.m.** at the Wastewater Reclamation and Public Works facilities and after **5:30 p.m.** at the Village Hall and Police Department facilities. The Contractor and the Village will mutual agree on a time to service the Downtown Train Station. All facilities will be cleaned **five times a week** (M-F), except the Police Department will be serviced **six times a week** (Sun-Fri) and the Downtown Train Station will be serviced **once a week** (Sunday). Additionally, Village Hall is a public building and is often being used in the evenings for Village-sponsored meetings or community groups. The Contractor must not interfere with any scheduled meeting(s), a list of which will be posted weekly.
2. The following holidays are excluded: Nine Village holidays – New Years, Presidents, Memorial, 4th of July, Labor, Columbus, Thanksgiving, Thanksgiving Friday, and Christmas. In the event that the Village offices will be closed on days before or after the above holidays, the contractor will be notified.
3. Without limitation, when requested by the Village, the janitorial service shall provide a working supervisor capable of fluently speaking, reading, and writing English to be on the

premises while cleaning services are in progress. The supervisor and/or janitorial staff will be replaced within twenty-four (24) hours if the Village reasonably determines he/she to be unsatisfactory.

4. For security purposes, the contractor shall be required to submit a list including the names and addresses of the personnel who will be regularly assigned to Village's properties. In addition, all janitorial staff assigned to the Village of Deerfield premises must be bonded and insured. All janitorial staff shall wear a work uniform or smock that clearly displays the company and worker's name as well as display a Village issued identification tag.
5. The contractor warrants, covenants and otherwise agrees that the personnel it sends to the Village shall be responsible individuals free of felony convictions. The contractor shall obtain waivers or consent forms from its employees and shall otherwise comply with all federal, state and local laws with regards to the background checks. In this regard, the contractor agrees to obtain waivers from its employees and will perform a background check for criminal history with the State of Illinois. This background check shall include fingerprints in addition to all other relevant information (i.e., date of birth, address, social security number, etc.). The result of these background checks shall be sent to the Police Department prior to any personnel being assigned to the Village.
6. The contractor may not substitute any employee on Village property without prior notification to the Village. In the event that a substitute employee is to be utilized, they must report it to the Village 24-hours in advance.
7. The contractor's personnel shall not disturb papers on desks, or open drawers, cabinets, files, or bookcases. The Village's telephones shall not to be used by the contractor's personnel for personal use. Under no circumstances shall the contractor's personnel be allowed to bring visitors, children, or other relatives into the Village's buildings.
8. A task binder will be kept in a common area of the Village Hall, Police Department Public Works and at the Wastewater Reclamation Facility that will note special instructions or specific tasks (such as spill clean-up) that are to be attended to that night. The supervisor or janitorial staff shall initial each item as completed and make any notations necessary.
9. The contractor shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of the Village facilities caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by the Village.
10. To provide for open communications and quality assurance, the contractor's representative shall perform site visits, upon request by Village staff, during regular business hours.
11. The contractor will notify the Village of the cleaning schedule. In addition, any items on the specifications listed as monthly or quarterly tasks are to be scheduled with a Village representative in advance.

12. The Village reserves the right to discount the monthly invoice for work not performed or performed in an unsatisfactory manner. The discount is not to be considered a penalty but rather will be in direct proportion to the time and materials necessary for the Village staff to perform those services as described in the contract at a satisfactory level. A discount will be demanded after written notice is given to the Contractor via first class mail outlining a specific complaint(s) and / or how the terms of the contract are not being fulfilled. On the first occurrence of a specific service complaint or breach, the Contractor will have five working days to evaluate the performance or source of the complaint and implement corrective measures. If, after the five-day period, improvements to the service or contract breach are not evident by the Village, then the discount will be levied to the monthly invoice. On the second occurrence of the same incident or complaint, only three days will be given before the discount is applied. The third and subsequent occurrence of the same incident or breach will result in an automatic discount to the monthly invoice and will be considered a breach of contract.
13. The contractor shall comply with all applicable federal, state, and local regulations and ordinances including but not limited to Equal Opportunity Employment and Sexual Harassment laws.
14. The work schedule and/or specifications are subject to change by mutual written agreement between the Village of Deerfield and the contractor.
15. The Village of Deerfield reserves the right to terminate the service at any time during the term of the contract upon thirty (30) days written notice to the contractor.

SUPPLIES:

The janitorial service shall provide all cleaning equipment and supplies including plastic trash can liners, deodorizers, all disinfectants, floor cleaning products, polishes, etc. The Village will supply paper towels, toilet tissue, and liquid hand soap. The contractor will notify the Village if supplies need to be reordered.

All cleaning products shall be low VOC cleaning solvents and of a quality acceptable to the Village. Generally, the preferred products are those from the Envirox line, most specifically, H₂Orange₂ Concentrate 117 and Mineral Shock.

The contractor or supply vendor will be required to submit to the Village the corresponding material safety data sheets (MSDS) for all cleaners, polishes, soaps, and other chemicals used to provide the specified janitorial services.

SPECIFICATIONS FOR JANITORIAL CLEANING

A. General Cleaning Five Times a Week (“Daily”), Except Police Department Will Be Serviced Six Times a Week, and the Downtown Train Station Will Be Serviced Once a Week.

1. Empty wastebaskets/shredder, replace liner, and recycle material in proper receptacles.
2. Dust and disinfect (where appropriate) furniture, including desktops, computers equipment, tables, and chairs with treated cloth.
3. Remove coffee and soda rings/smudges from accessible desk, table and counter tops.
4. Vacuum carpeting and runners.
5. Damp mop all tile floors.
6. Clean and sanitize plumbing fixtures, refill dispensers, remove splash marks from areas around sinks, counters, and towel cabinets.
7. Clean and sanitize drinking fountains and door handles.
8. Damp mop hard surface floors with germicidal disinfectant in restroom/locker room areas.
9. Clean and remove fingerprints from door glass and interior office windows, and from all glass-topped furniture.
10. Remove trash and recycling to appropriate outside dumpster(s).

B. Monthly

1. Wash elevators’ interior and exterior surfaces.
2. Spot clean and dust all walls.
3. Scrub and recoat floors with approved floor finish.
4. Damp wipe waste containers.
5. Vacuum upholstered furniture.
6. Damp wipe air distribution units and radiators.
7. Dust Venetian blinds.
8. Damp wipe frames and trim of doors.
9. Polish wood furniture and wood wall surfaces.
10. Vacuum cobwebs along baseboard, ceiling and in corners.

C. Quarterly

1. Wash and scrub the inside and outside of garbage cans.
2. Dust air return vents.

D. Semi-Annually

1. Wash exterior office windows in and out.
2. Vacuum window sills between interior and exterior windows.

E. Annually

1. Shampoo carpeted areas and strip and wax tile floors (may be requested more often, as needed).
2. Clean bugs from light fixtures.
3. Special cleaning for those rooms that are inaccessible and floor waxing. These cleanings must be done during regular business hours.
4. Ceramic tile will be cleaned with grout cleaner and resealed.

SPECIFICATION FOR VILLAGE HALL CLEANING (Square Footage: 22,000)

A. Office Area and Private Offices

1. All cleaning as specified under general cleaning A, B, C, D and E.
2. Clean and disinfect telephones weekly.
3. Inspect area; secure doors and lights (doors found locked shall be re-locked).
4. Spot clean walls, partitions, drawers and file cabinets weekly.

B. Restrooms

1. Clean daily with sanitary spray and polish to a shine all dispensers, mirrors, sinks and faucets. Wipe clean and polish all splash areas.
2. Hand scrub toilet and urinal interiors with a liquid abrasive and flush afterwards on a daily basis.
3. Clean and sanitize shower facilities daily.
4. Fill paper towel dispensers and add toilet paper to holders. Leave one extra roll of toilet paper in each stall. Fill all soap and feminine hygiene product dispensers. All on daily basis.
5. Sweep floor, apply solution, clean around wall, under toilets and urinals. Wet mop entire floor surface on a daily basis. Use "wet floor" signs.
6. Weekly spot clean, wash and sanitize partitions and lockers.
7. Ceramic tile will be cleaned with grout cleaner and resealed bi-annually. Contractor must inform the Village when this is performed.

C. Kitchen Area

1. All cleaning as specified under general cleaning A, B, C, D and E.
2. Clean, disinfect and polish (as applicable) daily all sinks, counters, tables, cabinet fronts, appliances, and adjacent walls.

D. Conference Rooms/Lobbies & Entrances

3. All cleaning as specified under general cleaning A, B, C, D & E.

SPECIFICATIONS FOR POLICE DEPARTMENT (Square Footage: 16,000)

Note: Police Department Will Be Serviced Six Times a Week (Sun-Fri)

A. Office Area and Private Offices

1. All cleaning as specified under general cleaning A, B, C, D & E.
2. Clean offices whenever doors are left open.
3. Clean and disinfect telephones weekly.
4. Inspect area; secure doors and lights (doors found locked shall be re-locked).
5. Spot clean walls, partitions, drawers and file cabinets weekly.

B. Restrooms/Locker Rooms

1. Clean daily with sanitary spray and polish to a shine all dispensers, mirrors, sinks, and faucets. Wipe clean and polish all splash areas.

2. Hand scrub toilet and urinal interiors with a liquid abrasive and flush afterwards on a daily basis.
3. Clean, scrub and sanitize shower facilities daily.
4. Fill paper towel dispensers and add toilet paper to holders. Leave one extra roll of toilet paper in each stall. Fill all soap and feminine hygiene product dispensers. All on daily basis.
5. Sweep floor, apply solution, clean around wall, under toilets and urinals. Wet mop entire floor surface on a daily basis. Use “wet floor” signs.
6. Weekly spot clean, wash and sanitize partitions and lockers.
7. Ceramic tile will be cleaned with grout cleaner and resealed bi-annually. Contractor must inform the Village when this is performed.

C. Kitchen Area

1. All cleaning as specified under general cleaning A, B, C, D & E.
2. Clean, disinfect and polish (as applicable) daily all sinks, counters, tables, cabinet fronts, appliances, and adjacent walls.

E. Conference Rooms/ Lobbies & Entrances

1. All cleaning as specified under general cleaning A, B, C, D & E.

D. Records Room/Dispatch and Surrounding Area

1. Sanitize and clean the counter top.
2. Sweep the entire floor area.
3. Clean all tables and chairs.
4. Clean and disinfect telephones weekly.

F. Lockup Facility

1. All cleaning as specified under general cleaning A and B.

SPECIFICATIONS FOR PUBLIC WORKS DEPARTMENT

(Square Footage: 4,000)

A. Office Area and Private Offices

1. All cleaning as specified under general cleaning A, B, C, D & E.
2. Clean offices whenever doors are left open.
3. Clean and disinfect telephones weekly.
4. Inspect area; secure doors and lights (doors found locked shall be re-locked).
5. Spot clean walls, partitions, drawers and file cabinets weekly.

B. Restrooms/Locker Rooms

1. Clean daily with sanitary spray and polish to a shine all dispensers, mirrors, sinks and faucets. Wipe clean and polish all splash areas.
2. Hand scrub toilet and urinal interiors with a liquid abrasive and flush afterwards on a daily basis.
3. Clean and sanitize shower facilities daily.

4. Fill paper towel dispensers and add toilet paper to holders. Leave one extra roll of toilet paper in each stall. Fill all soap and feminine hygiene product dispensers. All on daily basis.
5. Sweep floor, apply solution, clean around wall, under toilets and urinals. Wet mop entire floor surface on a daily basis. Use “wet floor” signs.
6. Weekly spot clean, wash and sanitize partitions and lockers.
7. Ceramic tile will be cleaned with grout cleaner and resealed bi-annually. Contractor must inform the Village when this is performed.

C. Kitchen Area

1. All cleaning as specified under general cleaning A, B, C, D & E.
2. Clean, disinfect and polish (as applicable) daily all sinks, counters, tables, cabinet fronts, appliances, and adjacent walls.

D. Conference Rooms/ Lobbies & Entrances

1. All cleaning as specified under general cleaning A, B, C, D & E.

SPECIFICATIONS FOR WASTEWATER RECLAMATION FACILITY (Square Footage: 2,000)

A. Office Area and Private Offices

1. All cleaning as specified under general cleaning A, B, C, D & E.
2. Clean offices whenever doors are left open.
3. Clean and disinfect telephones.
4. Inspect area; secure doors and lights (doors found locked shall be re-locked).
5. Spot clean walls, partitions, drawers and file cabinets.

B. Restrooms/Locker Rooms

1. Clean with sanitary spray and polish to a shine all dispensers, mirrors, sinks and faucets. Wipe clean and polish all splash areas.
2. Hand scrub toilet and urinal interiors with a liquid abrasive and flush afterwards on a daily basis.
3. Clean and sanitize shower facilities.
4. Fill paper towel dispensers and add toilet paper to holders. Leave one extra roll of toilet paper in each stall. Fill all soap and feminine hygiene product dispensers.
5. Sweep floor, apply solution, clean around wall, under toilets and urinals. Wet mop entire floor surface. Use “wet floor” signs.
6. Weekly spot clean, wash and sanitize partitions and lockers.
7. Ceramic tile will be cleaned with grout cleaner and resealed bi-annually. Contractor must inform the Village when this is performed.

C. Kitchen Area

1. All cleaning as specified under general cleaning A, B, C, D & E

2. Clean, disinfect and polish (as applicable) daily all sinks, counters, tables, cabinet fronts, appliances, and adjacent walls.

D. Conference Rooms/ Lobbies & Entrances

1. All cleaning as specified under general cleaning A, B, C, D & E.

SPECIFICATION FOR DOWNTOWN TRAIN STATION

(Square Footage: 3,000)

Note: Downtown Train Station Will Be Serviced Once a Week (Sunday)

A. Lobby/Waiting Room

1. Empty wastebaskets, replace liner, and recycle material in proper receptacles.
2. Dust and disinfect furniture including benches, window sills with treated cloths
3. Remove coffee and soda rings/smudges from surface tops
4. Vacuum or sweep carpet runners
5. Damp mop floors (Murphy's oil soap). Use "wet floor" signs.
6. Clean and sanitize drinking fountains and door handles.
7. Clean and remove fingerprints from door glass and spot clean windows.
8. Remove trash and recycling to appropriate outside dumpster(s).
9. Squeegee exterior window panes every two weeks.
10. Clean bugs from light fixtures monthly (spring/summer only)

B. Restrooms

1. Clean with sanitary spray and polish to a shine all dispensers, mirrors, sinks, hand-dryers, faucets and handicap railings. Wipe clean and polish all splash areas.
2. Hand scrub toilets with a liquid abrasive and flush afterwards.
3. Fill paper towel dispensers and add toilet paper to holders. Leave one extra roll of toilet paper on top of each dispenser.
4. Fill all soap dispensers.
5. Sweep floor, apply solution, clean around wall, and all soiled wall spots, under toilets and urinals. Wet mop entire floor surface with germicidal disinfectant. Use "wet floor" signs.
6. Empty wastebaskets, and replace liner.

REQUEST FOR BOARD ACTION

16-89

Agenda Item: _____

Subject: Resolution Approving an Amendment to the Personnel Policies and Procedures Manual of

the Village of Deerfield

Approval

Action Requested: _____

Administration

Originated By: _____

Mayor and Board of Trustees

Referred To: _____

Summary of Background and Reason for Request

Staff is recommending the Village Board approve changes to the Village’s Personnel Policies and Procedures Manual. Many of these changes stipulate terms that are consistent with the most recently adopted versions of the Police and Public Works Collective Bargaining Agreements.

The major revisions include:

- The addition of an express Disclaimer to proceed the Introduction
- Revisions to the Nepotism policy including the prohibition of relatives from working within the same Department
- The addition of a Health Insurance Opt-Out provision
- Change from one-year to two-year equivalent accrued vacation buy back at 80% of employee’s regular rate of pay
- Revisions to timing of Sick Leave Payout at retirement
- Updates to Harassment/Sexual Harassment Policy to include conduct manifested through technology
- Simplification of Tuition Reimbursement Program

Staff and Village Attorney Coblenz will be available to answer questions from the Board. Enclosed are the revised pages of the Personnel Manual with deletions shown as ~~strike through~~ and additions as double underline.

Reports and Documents Attached:

Resolution

Excerpt of the Village of Deerfield Personnel Policies and Procedures Manual (*revised pages only*)

August 15, 2016

Date Referred to Board: _____

Action Taken: _____

**VILLAGE OF DEERFIELD
LAKE AND COOK COUNTIES, ILLINOIS**

RESOLUTION NO. _____

**A RESOLUTION APPROVING AN AMENDMENT
TO THE PERSONNEL POLICIES AND PROCEDURES
OF THE VILLAGE OF DEERFIELD**

WHEREAS, the last comprehensive update of the Village’s Personnel Policy Manual was approved in 2014; and,

WHEREAS, Village staff and the Village attorney have reviewed the current Personnel Policy Manual and have recommended that the Village Board approve a revised Personnel Policy Manual as provided herein;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF DEERFIELD, LAKE AND COOK COUNTIES, ILLINOIS, in the exercise of its home rule powers, as follows:

SECTION 1: That the “Village of Deerfield Personnel Policies and Procedures” manual dated as of August 15, 2016, a copy of which is on file in the office of the Village Manager and which is incorporated by reference into this Resolution, is hereby authorized and approved as the Personnel Policy Manual of the Village of Deerfield.

SECTION 2: That said Personnel Policy Manual shall be effective as of August 15, 2016, and all prior Personnel Policy Manuals are hereby superseded.

SECTION 3: That this Resolution, and each of its terms, shall be the effective legislative act of a home rule municipality without regard to whether such Resolution should: (a) contain terms contrary to the provisions of current or subsequent non-preemptive state law; or, (b) legislate in a

manner or regarding a matter not delegated to municipalities by state law. It is the intent of the corporate authorities of the Village of Deerfield that to the extent that the terms of this Resolution should be inconsistent with any non-preemptive state law, this Resolution shall supersede state law in that regard within its jurisdiction.

SECTION 4: That this Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED this 15th day of August, 2016

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED this 15th day of August, 2016

ATTEST:

Village President

Village Clerk



DISCLAIMER

THIS MANUAL IS NOT A CONTRACT AND DOES NOT CREATE ANY RIGHTS TO EMPLOYMENT WITH THE VILLAGE OF DEERFIELD. THIS MANUAL SHALL NOT BE INTERPRETED EXPRESSLY OR BY IMPLICATION TO CONSTITUTE A CONTRACT FOR EMPLOYMENT, TO CREATE A PROPERTY INTEREST IN CONTINUED EMPLOYMENT WITH THE VILLAGE, OR TO EVIDENCE THE EXISTENCE OF A CONTRACT BETWEEN THE VILLAGE AND ANY VILLAGE EMPLOYEE.

THIS MANUAL IS NOT INTENDED TO BE AN EXHAUSTIVE DESCRIPTION OF APPLICABLE EMPLOYMENT POLICIES. THIS MANUAL DOES NOT, AND IS NOT INTENDED TO, COVER EVERY ASPECT OF VILLAGE EMPLOYMENT. THE VILLAGE RESERVES THE RIGHT TO ADDRESS SPECIFIC SITUATIONS ON AN INDIVIDUAL BASIS.

THIS MANUAL IS INTENDED TO PROVIDE EMPLOYEES WITH A BETTER UNDERSTANDING OF THEIR ROLE WITH THE VILLAGE, WITH THE CURRENT POLICIES AND PROCEDURES EMPLOYED BY THE VILLAGE, AND WITH THE VILLAGE'S EXPECTATIONS FOR SERVICE BY VILLAGE EMPLOYEES.

EMPLOYEES WHO ARE NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT OR CIVIL SERVICE RULES AND REGULATIONS ARE CONSIDERED EMPLOYEES AT WILL UNDER ILLINOIS LAW WHO MAY BE DISCHARGED AT ANY TIME WITH OR WITHOUT CAUSE. THIS MANUAL DOES NOT ALTER THE AT WILL EMPLOYMENT STATUS OF SUCH EMPLOYEES.

IN THE EVENT OF A CONFLICT BETWEEN THIS MANUAL AND AN APPLICABLE COLLECTIVE BARGAINING AGREEMENT OR APPLICABLE CIVIL SERVICE RULES AND REGULATIONS, THE APPLICABLE AGREEMENT OR RULES AND REGULATIONS SHALL PREVAIL.

THE VILLAGE RETAINS THE RIGHT TO ALTER, AMEND, REPEAL OR MODIFY ALL OR ANY PART OF THIS MANUAL AT ANY TIME.



ARTICLE II – EMPLOYMENT POLICY

2.1.0 AUTHORITY

Authority to appoint individuals for all positions in the service of the Village, except offices appointed by the Mayor with the advice and consent of the Board of Trustees, is vested in the Village Manager.

2.2.0 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Village that all personnel activities shall be conducted in a manner that ensures equal employment opportunity for all persons on the basis of merit, without regard to religion, disability, race, gender, age, sexual preference or orientation, color, national origin, citizenship, military status, marital status, political affiliation, or any other legally protected status in accordance with applicable local, state and federal laws. This policy extends to all personnel practices related to the employment process, including hiring, promotion, demotion, transfer, lay-off, termination, compensation, benefits, training and general treatment of employees. It is the belief of the Village that an equal employment opportunity is necessary for the development and maintenance of an efficient work force and for the optimum utilization of human resources in this organization.

An applicant or employee is considered on the basis of qualifications required for the available position relative to experience, training, personal abilities, skills and job knowledge.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these to the attention of their immediate supervisor, any Department Head, Human Resources Coordinator, or the Assistant **to the** Village Manager. Employees can raise concerns and make reports without fear of reprisal. Any employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.3.0 EMPLOYMENT PROCEDURES

The Village shall employ and fill vacancies on the basis of merit and, whenever it is in the best interests of the Village, promote current employees to higher positions when vacancies occur.



an employment application or during the selection process, may result in immediate rejection or, if already hired, dismissal.

At its discretion, the Village may require that applicants submit to pre-employment examinations. These examinations shall relate to those matters which the Village believes fairly test the aptitude and fitness of applicants for a particular position. Examinations may include written, oral, or work simulation tests; ratings of experience and training; fingerprinting and background investigations; drug testing; credit check; or any combination of these. Applicants may also be required to submit to a post-offer physical and/or psychological examination.

2.4.0 NEPOTISM

The Village recognizes that many employees encourage family members to work here and personal relationships can and do occur among employees. However, because of the size of the Village, and to avoid the appearance of favoritism, and in order to maintain objectivity and appropriate expectations regarding performance, the Village of Deerfield has determined that the employment of relatives interferes with effective business operations and employee morale.

In this section of the policy, the term “family members” or “relatives” refers to: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, domestic partner, father-in-law, mother-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepsister, half-brother, half-sister, grandchild, ~~or~~ grandparent, or any individual with whom an employee has a close personal relationship, such as a co-habitant or significant other. Significant other for purposes of this policy shall include persons who are dating or engaged to be married, but may or may not reside together.

Effective January 1, 2017, with respect to appointments and reappointments to regular and temporary positions, ~~not more than one~~ in no case shall family members or relatives shall be hired within the same department ~~unless authorized by the Village Manager.~~ In no case shall relatives be appointed in the same division within a department.

In the event a relative relationship is established between current employees in the same department, or where one relation occupies a position that has influence over the other relation’s employment, promotion, supervision, salary advancement, or is involved in related management or personnel administration decisions, the employee more recently hired or promoted may be transferred to a different ~~division~~ department if a position is available and deemed appropriate and the employee is qualified. If



there is no available position in another department for which the employee is qualified, the affected individuals shall be given six (6) months from the event that created a relative relationship to determine which employee shall resign their position. If the employee(s) do not make such determination, the individual with a lower base pay shall be terminated.

This policy does not apply to, the relatives of volunteer commission members, unpaid appointed officials or independent contractors who are retained through a bid or non-bid situation.

2.5.0 SECONDARY EMPLOYMENT

No regular full-time employee of the Village is permitted to engage in any outside work, business venture or other activity considered as secondary full-time or part-time employment without the Department Head's knowledge and prior written approval by the Village Manager or designee that will be placed in the personnel file. Such employment will not be acceptable under a number of conditions, including, but not limited to:

- Where secondary employment would extend beyond 20 hours a week, except during an employee's regular days off, holiday or vacation periods.
- Where the nature or place of employment might bring disfavor on the Village.
- Where secondary employment would involve the employee's appearance in Village uniform, involve use of Village equipment, or in any manner be considered as a conflict of interest with the employee's municipal position.
- Where it appears that secondary employment has an adverse effect on the employee's attendance, punctuality or sick leave record.
- Where secondary employment impairs the employee's ability to discharge the duties and responsibilities of his/her Village job.
- Where an employee might be considered to be using his/her Village position to influence, to solicit business for the outside employment, or where there is any appearance of impropriety.

Employees who engage in secondary employment shall do so only with the understanding and acceptance that their primary duty, obligation and responsibility is to the Village. All Village employees are subject to call at any time for emergencies, special assignment, or overtime duty, and no secondary employment may infringe on this obligation.



evaluations, anticipated future development and job related educational, technical, and personal qualifications.

Sick leave, vacation time and emergency leave benefits of a promoted employee in a new position will be computed on the basis of his/her employment date time with the Village. A promoted employee will receive a semi-annual performance review in the new position until attaining 100 percent of the Fully Qualified Rate for that position. Compensation for the new position will be based on the person's previous step

If an employee is transferred or promoted, the rate of pay for the new position shall be determined as follows:

- If the rate of pay in the former class is less than the minimum rate established for the class of the new position, the rate of pay shall be advanced to the minimum for the new class.
- If the rate of pay in the former class is more than the minimum rate established for the new class, the pay shall be set at a level which matches the existing pay rate.

If an employee is promoted and fails to meet the requirements of the position within the applicable new employee evaluation period, as described herein, the employee, by recommendation of the Department Head to the Village Manager, may be:

- Returned to his/her former position and salary if available;
- Placed in another position if mutually agreed upon;
- Laid off;
- Given a leave of absence; or
- Dismissed

3.6.0 DEMOTIONS

An employee may be demoted for failure to meet the requirements of his/her current position, as part of corrective disciplinary action, Department reorganization, reduction in force, or at the employee's request. An employee, exclusive of Police Officers, may be demoted by the Village Manager upon the recommendation of his or her Department Head. A written statement detailing the reasons for the demotion shall be furnished to the employee at least five calendar days prior to the effective date of the demotion.



4.1.5 REST PERIODS

Department Heads are authorized to establish reasonable rest periods during each work day, not to exceed 30 minutes per working day. The granting of these periods and the determination of their time and length is entirely discretionary with the Department Head.

4.2.0 COMPENSATION

4.2.1 PAY PERIODS

Employees shall be paid bi-weekly on Friday. When the Friday pay day is a holiday, checks shall be issued on the preceding Thursday.

Upon employment with the Village of Deerfield, employees must are encouraged to register for direct deposit payments for bi-weekly compensation. This must be coordinated through the Finance Department.

4.2.2 PAYROLL DEDUCTIONS

Automatic payroll deductions shall be made for federal and state income tax purposes, dependent health insurance coverage, employee pension contributions and Social Security, where applicable.

The Village also makes available, at the employee's option and expense, a variety of payroll deductions for deferred compensation, savings plans, additional life insurance, and other benefits approved by the Village. This list of benefits can be added to or reduced by the Village Manager. See Article V, Group Insurance Policies, for additional information.



Stability Period

If an employee averages 30 hours per week, the employee is considered full-time for the stability period. If the employee averages less than 30 hours per week, the employee is considered part-time for the stability period. The Village's stability period will be from February 1 through December 31 of each year.

If an employee's hours change such that their status changes from FT to PT or PT to FT during the stability period, no changes will occur in insurance designation either way. Example: An employee is determined to be full-time during the SMP and elects to enroll in the Village's insurance. If his/her hours drop substantially and he/she essentially becomes part-time again, he/she will remain classified as a full-time employee, for the purpose of Health Care Reform and may remain enrolled in insurance until the stability period has ended; after such time he/she may be eligible for COBRA.

Administrative Period

The administrative period is the time allowed for eligible employee to decide whether or not to enroll in the Village's insurance and time for Village staff to administer the enrollment. The Village's administrative period is January 1 to January 31. .

A new employee who is eligible for health insurance coverage as defined above must work without interruption for a period of 30 calendar days to be eligible for health and life insurance benefits and 90 days to be eligible for dental benefits. Employee co-payments will not begin until eligibility is reached.

For employees represented by a collective bargaining unit, benefits and the cost of insurance premiums shall be outlined in their respective agreement.

5.1.2 INSURANCE COST ALLOCATION

The Village will pay a pre-determined portion of the premium for employee-only medical and dental coverage. If desired, the employee may elect to extend coverage to his/her family. In such cases, the Village will contribute a pre-determined portion of the premium for dependent coverage.

The Village will permit employees who are enrolled in one of the Village's health insurance plans to opt-out of the Village plan during open enrollment or as a result of a life change, provided such employees provide proof of other health insurance at the time of opt-out. During each full calendar month during which the employee is not covered by the Village plan, the Village will pay such employee \$175.00 per month. Any employee who opts out of the Village's insurance plan may apply to re-enroll at



the next annual open enrollment, or as a result of a life change in accordance with the terms of the Village's health insurance plan. This benefit is not available to employees who change their status with respect to the Village plan but remain covered under the Village plan.

5.1.3 LIFE INSURANCE

The Village shall offer group life insurance with accidental death and dismemberment coverage to all employees. Additional supplemental life insurance is available for purchase at the employee's discretion.

5.1.4 DISABILITY/RETIREE INSURANCE COVERAGE

Regular employees who retire or receive a disability pension from the Police Pension Fund or IMRF may continue to be covered by the Village's group policy (including dental but excluding life insurance) provided they have worked for the Village for a minimum of 10 years immediately preceding their retirement and disability and are receiving a pension from the Police Pension Fund or IMRF upon their separation from service. Retirees and their dependents, if applicable, who opt for this benefit must participate in the Village's health insurance program without interruption and must timely pay the monthly premium cost of such continued insurance, less any portion that the Village may elect to contribute to the premium cost of such continued coverage. ~~Following their date of retirement, provided the employee elects to continue coverage under the Village health insurance program, the Village will pay \$50.00 per month of the premium for individual health insurance for the retiree or disability pensioner.~~

5.1.5 INSURANCE COVERAGE DURING UNPAID LEAVE

Employees who are unable to work due to disability or an approved absence without pay may continue to be covered by the group policy, excluding life and dental insurance, if they pay the full cost of the insurance monthly, in advance. Coverage may continue for the disabled employee until he/she is eligible for Medicare.



ARTICLE VII - LEAVE POLICIES

7.1.0 VACATION

Vacations with pay will be granted to eligible employees as follows:

<u>Length of Continuous Service</u>	<u>Vacation Earned</u>	<u>Annual Accrual</u>
0 through the 48 months	$\frac{10}{12}$ days per month	10 days
49 through 108 months	$\frac{15}{12}$ days per month	15 days
109 through 228 months	$\frac{20}{12}$ days per month	20 days
229 months +	$\frac{25}{12}$ days per month	25 days

Upon completion of six month's employment, each employee shall be credited with five days vacation. No paid vacation will be granted prior to six months of employment.

For every hour worked by a full time or regular part time employee, vacation time is earned.

Vacation allowances are exclusive of Saturdays, Sundays and holidays. If a holiday falls immediately before, after or during a scheduled vacation period, the holiday is not counted as a vacation day. (The preceding does not apply to the Police Department. Police Officer's holidays are taken as manpower requirements permit.)

Vacation leave should be taken on consecutive days and should be used in increments of one week or multiples thereof. Depending upon Departmental or personal circumstances, a period of vacation leave may be restricted to two weeks at any one period. In case of an emergency or where there would otherwise be a hardship, the Department Head may approve vacation leave requests for periods of less than one week.

Every effort will be made to grant vacation during periods requested by employees, consistent with the operational needs of the various departments. The Village reserves the right, by action of the Department Head, to approve or disapprove vacation requests.

Eligible leave should be taken during the fiscal year earned. No more than one year's vacation leave may be carried over by an employee to the following year, unless authorized by the Village Manager. Up to **one two** year's equivalent accrued vacation may be sold back in any one year to the employer prior to December 31st at 80 percent of the employee's regular rate.



- Doctor/dental appointments.
- Illness of immediate family member requiring the presence of the employee as the primary care giver. (includes parents, in-laws, children, spouse, siblings and grandparents or at the Department Head's discretion)

If an employee is unable to report for work due to illness or other emergency, he/she must so inform his/her Department Head prior to the time set for beginning his/her regular duties. Failure to do so each day of absence, or at agreed intervals in the case of extended illness, shall result in a loss of that day's pay.

After three days of absence, or if there is repeated recurrence of illness, the Department Head may require a medical certificate. As a mutual protection for the employee and the Employer, the Village Manager or Department Head may require an employee to submit to a complete physical examination by a physician designated by the Employer when, in his/her opinion, the performance of the employee may have become seriously limited or weakened by virtue of impaired health.

After an employee has taken sick leave on three occasions over a six month period, the Employer may require a physician's certificate for subsequent use within the next year.

In a case of very serious or prolonged personal illness or for family leave an employee who uses all accumulated sick leave may use all accumulated vacation and holiday leave for sick leave purposes before being removed from full pay status. However, regardless of any other Village policy or procedure, the time on leave for a prolonged personal illness may not exceed four months even if the employee has not exhausted all accumulated leave, unless an exception is made by the Village Manager or otherwise required by law.

Employees who leave the Employer's service as a result of disciplinary action do not qualify for accrued sick leave payment.

7.2.4 PAYOUT OF SICK LEAVE AT RETIREMENT

To be eligible for accrued sick leave payment, an employee must have been employed by the Village for at least 15 consecutive years or must be retired and drawing a pension from the Illinois Municipal Retirement Fund (IMRF) or the Police Pension Fund. The employee must also be in good standing upon leaving the Village.

Upon Two months after retirement, employees will be paid out 50% of their accumulated unused sick leave balance. The maximum payout is 80 days at a rate equal to the employee's normal pay at the time of retirement. A cash payout will not be provided to the employee; rather the Village will make a contribution equal to the



Employees requesting a leave of absence without pay must be aware that any position may be eliminated or substantially changed; therefore, absolute assurance of reinstatement cannot be given. The Village will attempt to place the former employee in a suitable position at the first opportunity

Failure of an employee to report for duty within three working days of the expiration of leave shall result in termination.

7.5.0 FAMILY AND MEDICAL LEAVE

Qualified employees shall be granted leave under the provisions of the Family and Medical Leave Act of 1993 (FMLA). This leave will provide up to twelve weeks of job protected absence from work during a 12 month period for the following family and medical reasons:

- To care for the employee's child after birth, or the placement of a child with the employee for adoption or foster care.
- To care for the employee's immediate family member who has a serious health condition.
- To care for a serious health condition that makes the employee unable to perform his/her job.
- Because an employee is unable to perform their job due to pregnancy, prenatal medical care or child birth.

Employees who have been employed by the Village for at least one year and have 1,250 hours of service during the twelve months immediately preceding the leave shall be granted family and medical leave.

For purposes of this section, "serious health condition" means an illness, injury, impairment or mental condition that involves in-patient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider. "Continuous treatment" means that the employee or family member is treated by a health care provider two or more times for the injury or illness, or the person is under continuing supervision for a chronic condition or disability that cannot be cured.

Employees are entitled to 12 work weeks of FMLA leave during a 12 month period. The 12 month period is measured from the date the employee's first FMLA leave begins.

An employee must provide the Village at least 30 days advance notice before FMLA leave is to begin when the need for leave is foreseeable. If the leave is not foreseeable due to lack of knowledge of approximately when leave will be required to begin, a



change in circumstances or a medical emergency, notice must be given as soon as practicable. Failure to provide notice without a reasonable explanation may result in a delay of the beginning of FMLA leave until at least 30 days after the date the employee does provide notice.

An employee's health care benefits shall be maintained by the Village during the FMLA period under the same conditions as if he/she had been continuously employed during the leave period.

An employee must first exhaust sick leave (if eligible) and vacation or other leave credits before he/she is eligible for FMLA leave.

An employee returning from FMLA leave shall be entitled to reemployment in the same position he/she held when leave began, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

7.6.0 ABSENCE WITHOUT LEAVE

An absence of any employee from duty, including any absence for a single day or part of a day for all non-exempt employees that are not authorized by a specific grant of leave of absence under provisions of these rules, shall be deemed absence without leave.

Absences from duty may result in disciplinary action, including suspension or discharge. In addition, employees will not be paid for any period during which they are absent from duty.

If absent for three consecutive work days without an authorized leave, it shall be automatically implied that the employee has resigned from employment with the Village. When warranted by exceptional circumstances, the Village Manager may rescind an automatic resignation and grant a retroactive leave.

7.7.0 MILITARY LEAVE

Employees shall be granted Military Leave in accordance with State and Federal Law. The Employer agrees to pay the employee his/her regular salary as required under the State Statutes provided the employee returns all military base pay earned during such leave to the Employer. When an employee is absent due to military duty, and no signed official orders are available to the Employer, the differential pay will be made upon receipt of the employee's military paycheck.



ARTICLE X - GENERAL EMPLOYEE REGULATIONS

10.1.0 ANTI – HARASSMENT POLICY

The Village is concerned with fostering a work environment that is free of any form of discrimination or harassment. In keeping with this commitment, the Village will not tolerate harassment of any employee of the Village by anyone, including another employee, supervisor, elected or appointed official, vendor, client, customer or any other person within a Village-owned property.

Harassment can be defined as any unwelcome behavior, whether verbal, physical, ~~or~~ of a visual nature, or it is conduct using technology, that is based upon a person's protected status, including age, color, disability, ethnic or national origin, unfavorable discharge from the military, marital status, sexual orientation, race, religion, or sex. Improper interference with the ability of employees to perform their expected job duties, or that creates an intimidating, hostile or offensive working environment shall not be tolerated. Harassment also includes bullying.

Every employee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. All employees are expected to refrain from any act that could be described as discriminatory, harassing, inappropriate, or offensive, and to report any such conduct. All employees are subject to these rules and responsibilities.

Employees should recognize that this anti-harassment policy is not intended to be used as a substitute for a grievance or workplace complaint of a general nature when the grievance or complaint is not based on that person's protected status.

10.1.1 SEXUAL HARASSMENT

This policy forbids harassment based on gender, regardless of whether the offensive conduct is sexual in nature and also prohibits expressions of hostility or dislike or other inappropriate conduct based on gender. Any unwelcome or unwanted conduct based on gender is also forbidden by this policy, regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different genders.

Sexual harassment includes any unwelcome or unwanted sexual advances, requests for sexual favors, or other conduct based on sex, gender or of a sexual nature that is



verbal, physical, or visual in nature, or that is manifested through technology, conduct based on sex, gender or of a sexual nature when:

- Submission to the conduct is an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

This policy forbids harassment based on sex/gender regardless of whether it rises to the level of a legal violation.

The Village of Deerfield considers the following conduct to represent some, but not all, of the types of acts that violate this policy:

- Physical assaults of a sexual nature, including, but not limited to, rape, sexual battery, molestation, or intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, etc;
- Unwanted sexual advances, propositions or other sexual comments, including, but not limited to, sexually oriented gestures, noises, remarks, jokes, comments, or verbal abuse of a sexual nature;
- Preferential treatment and promises of preferential treatment to an employee for submitting to sexual conduct; and
- Sexual or discriminatory displays or publications anywhere in the Village work place by Village employees including, but not limited to, pictures, posters, calendars, graffiti, emails, objects, reading materials, or other materials that are sexually suggestive, demeaning, or pornographic.

10.2.0 REPORT AND INVESTIGATION OF COMPLAINTS OF HARASSMENT

Any employee who believes he/she has been treated in an unlawful or discriminatory manner, based on protected status, should inform his or her supervisor, Department Head, Human Resources Coordinator or the Assistant to the Village Manager. The complaint shall be kept confidential to the maximum extent possible. If an employee is uncomfortable or sensitive about discussing a complaint with an individual of the opposite sex, the employee may report the conduct to any Department Head of the same sex. This policy does not require that the employee report the conduct to any individual who is engaging in the conduct. If the employee believes that any person to whom such a report should be directed is involved in or associated in any way with



- Subject to disclosure of the Freedom of Information Act and internal management requirements of the Village, all personal information will remain confidential.

In accordance with the State Employees and Officials Act (P.A. 93-615 as amended by PA 93-617; 5 ILCS 425/1 et seq.), and Village Ordinance 0-04-28, the Village shall regulate the solicitation and acceptance of gifts and political activities by any elected or appointed official or any employee and shall enforce those prohibitions in a manner substantially in accordance with the requirements of the Act and shall adopt provisions no less restrictive than the provisions of this Act.

~~All complaints regarding violations of the Act and this Ordinance shall be filed with the State Legislative Ethics Commission (created by Section 45(a) (6) of the Act).~~

10.3.1 CONFLICTS OF INTEREST

Except as provided by Illinois law, no Village official or employee may have a financial interest, directly or indirectly, in

- any contract with the Village,
- the sale to or purchase from the Village of any personal or real property, or
- the procurement or performance of any business or work for the Village.

All employees and officers must further refrain from any other conduct that may reasonably create the appearance of a conflict of interest. This may include, but is not limited to, the following:

- No employee shall represent any private interest in any action or proceeding taken against the Village.
- Officers or employees who have a direct interest in any legislation before the Board of Trustees must publicly disclose this interest if he/she plans to participate in any discussion before the Board of Trustees.
- No employee shall solicit, negotiate for, or promise to accept, employment with any person, firm or corporation which is directly or indirectly involved with the performance of Village services, or that, in the judgment of the Village Manager, may affect his/her official actions.

Accordingly, employees are strongly encouraged to obtain prior approval or guidance from their Department Head or the Village Manager concerning any matter that could create the appearance of a conflict of interest.



supervisor. If the Reporting Individual would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the Reporting Individual could report the event to the next highest or another level of management, including the Assistant ~~to the~~ Village Manager or Village Manager.

The Reporting Individual can report the event with his/her identity or anonymously. The Village will not tolerate any retaliation or retribution against the Reporting Individual for a report that was provided in good faith. On the other hand, a Reporting Individual who makes a report that is not done in good faith is subject to discipline, including termination of the employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff.

Anyone who retaliates against the Reporting Individual (who reported an event in good faith) will be subject to discipline, including termination of employee status. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.

Supervisors and managers who receive the reports must promptly act to investigate and/or resolve the issue. If appropriate, the Supervisor must report the incident to the Assistant ~~to the~~ Village Manager and Village Manager.

The Reporting Individual shall receive a report within a reasonable time of the initial report, or as soon as time allows depending on the nature of the investigation, the status of the investigation, disposition or resolution of the issue. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Reporting Individual's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.

The identity of the Reporting Individual, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement.

10.4.0 SAFETY POLICY

The Village recognizes the need for the development of safe working practices for every employee and desires to promote on-the-job safety by encouraging the proper design and use of buildings, equipment, tools, and other devices.

Administration of the Village's safety program is the job of each supervisor. It is the responsibility of each employee to assist in creating and maintaining a safe workplace. To this end, employees must:

- Be informed of and observe established safety practices;



employee, the defense of the claim or cause of action at its expense. In the further event that a judgment is entered against said employee in the cause of action, the Village of Deerfield will indemnify the employee from any portion of the judgment not satisfied by the Village insurance carrier.

10.9.0 TUITION REIMBURSEMENT PROGRAM

Employees enrolled in college or graduate level courses will receive tuition reimbursement and incentive pay, subject to the following conditions:

- Employees must complete one year of service with the Village prior to being eligible for participation in this program.
- The employee must complete the appropriate forms and obtain prior approval from the Department Head and Village Manager to take the course. The Manager's decision will be final.
- The course must be approved by the Department Head and must be related to the employee's work specialty. No more than three courses may be taken during any one semester.
- Upon completion of the course, the employee must complete the appropriate form and present satisfactory evidence that he has completed the course with a cumulative grade of "B" or better, and a receipted bill from the college for the cost of the course.
- Only tuition costs will be reimbursed. Books, supplies, travel expenses and meals are not eligible for reimbursement.
- In no case will the amount of tuition reimbursed by the Village exceed an amount per semester credit hour established by the Board of Trustees.
- ~~In addition to tuition reimbursement, employees who successfully complete an approved course will be paid a stipend per month per course for a period of three years.~~
- Employees must agree to continue to work for the Village for at least one additional year for each year of college credit obtained under this program or refund to the Village a pro rata share of tuition payments.
- Information regarding ~~stipends per month per course and~~ current amounts of Graduate and Undergraduate tuition reimbursement rates per semester credit hour can be obtained from the Finance Department.

10.10.0 DRUG FREE WORKPLACE

The use and misuse of alcohol and drugs by Village employees is contrary to a drug-free workforce and workplace. The use of these substances increases the potential for

REQUEST FOR BOARD ACTION

Agenda Item: 16-90

Subject: Ordinance Amending the Village of Deerfield Wage and Salary Plan-1R

Action Requested: First Reading

Administration

Originated By: _____
Mayor and Board of Trustees

Referred To: _____

Summary of Background and Reason for Request

Reflects changes to the Wage and Salary plan for fiscal year 2016 consistent with previous Village Board direction.

The Village Manager and Finance Director will be available to respond to questions.

Reports and Documents Attached:

Ordinance/Salary Schedule

Date Referred to Board: August 15, 2016

Action Taken: _____

**VILLAGE OF DEERFIELD
LAKE AND COOK COUNTIES, ILLINOIS**

ORDINANCE NO. 0-16-

**AN ORDINANCE AMENDING THE VILLAGE OF DEERFIELD
WAGE AND SALARY PLAN AND ESTABLISHING THE
COMPENSATION OF OFFICERS AND EMPLOYEES FOR THE
FISCAL YEAR 2016 FOR THE VILLAGE OF DEERFIELD**

**PASSED AND APPROVED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF DEERFIELD, LAKE
AND COOK COUNTIES, ILLINOIS, this
_____ day of _____, 2016.**

**Published in pamphlet form
By authority of the President
And Board of Trustees of the
Village of Deerfield, Lake and
Cook Counties, Illinois, this
_____ day of _____, 2016.**

**VILLAGE OF DEERFIELD
LAKE AND COOK COUNTIES, ILLINOIS**

ORDINANCE NO. 0-16-

**AN ORDINANCE AMENDING THE VILLAGE OF DEERFIELD
WAGE AND SALARY PLAN AND ESTABLISHING THE
COMPENSATION OF OFFICERS AND EMPLOYEES FOR THE
FISCAL YEAR 2016 FOR THE VILLAGE OF DEERFIELD**

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF DEERFIELD, LAKE AND COOK COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION 1: That the Village of Deerfield Wage and Salary Plan is hereby amended by substituting the attached pages in lieu of the corresponding pages in the Village of Deerfield Wage and Salary Plan heretofore adopted.

SECTION 2: That, effective January 1, 2016, the compensation of all Officers and employees of the Village of Deerfield not otherwise established by a collective bargaining agreement, or by separate ordinance or other provision of the Municipal Code of the Village of Deerfield for fiscal year 2016 shall be determined by the Village Manager and heads of the various Village Departments in the manner and in accordance with the policies, procedures and standards set forth in the Village of Deerfield Wage and Salary Plan adopted April 29, 1974, by Ordinance No. 0-74-23 and as amended hereby.

SECTION 3: That, pursuant to and in accordance with the procedures, policies and standards set forth in said Wage and Salary Plan, as hereby amended, the Village Manager and heads of the various Village Departments are hereby authorized to award additional merit pay increases during the fiscal year 2016 to officers and employees, provided that such merit pay raises, in the aggregate, shall not exceed the total amount allocated and budgeted for wages and salaries for officers and employees of each of said departments in the Annual Budget for the fiscal year 2016.

SECTION 4: That the Chief of Police is hereby authorized to grant incentive compensation increases to officers of the Police Department holding rank higher than that of Patrolman and to civilian employees of the Police Department for performance of additional duties, provided that such incentive increases and additional compensation, in the aggregate, shall not exceed the total amount allocated and budgeted for incentive compensation for such officers and employees of each of said departments in the Annual Budget for fiscal year 2016.

SECTION 5: That the Village Manager and the heads of the several Village Departments may employ persons to serve in any employment position provided for by appropriate action of the Board of Trustees which, upon the effective date of this Ordinance, are unfilled, provided that the compensation for such new employees shall be established in accordance with the procedures, policies and standards set forth in the Village of Deerfield Wage and Salary Plan, as hereby amended. In the event of the severance of employment of any employee during the effective period of this Ordinance, the Village Manager and the heads of the several Village Departments are authorized to employ a replacement therefore; provided that such new employee shall receive compensation in an amount established in accordance with the procedures, policies and standards set forth in the Village of Deerfield Wage and Salary Plan, as hereby amended; provided that in no event shall the total compensation of all employees of a designated department exceed the total amount appropriated and budgeted for in the Annual Budget for compensation for the employees of such department. From time to time during the effective period of this Ordinance, the Village Manager may employ such part-time employees as may be necessary to properly conduct the affairs and operations of the Village, at hourly wage rates from \$8.00 to \$24.00. The authority to employ hereby granted to the Village Manager is subject to the limitation that, in no event shall the total compensation of all employees of a designated department exceed the total amount appropriated in the Annual Budget to pay the compensation of employees of such department.

SECTION 6: That the Village Clerk is hereby directed to publish this Ordinance in pamphlet form.

SECTION 7: That all ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 8: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

AYES:

NAYS:

ABSENT:

PASSED this ____ day of _____, A.D. 2016.

APPROVED this ____ day of _____, A.D. 2016.

Village President

ATTEST:

Village Clerk

VILLAGE OF DEERFIELD
Salary Schedule - 2016

v 2 8/15/2016

POSITION	ANNUAL STARTING SALARY	ANNUAL SALARY F.Q.E	ICMA	F.Q.E. 110%
ADMINISTRATION				
Village Manager		212,011	1,000	
Assistant Village Manager	108,689	127,869		140,656
Management Analyst	62,468	73,492		80,841
Finance Director	135,839	159,811	1,000	175,792
Director of Community Development	119,567	140,668	1,000	154,734
Building & Code Enforcement Supervisor	102,590	120,694		132,764
Assistant Code Enforcement Supervisor	82,797	97,408		107,148
Village Accountant	73,367	86,314		94,945
Human Resources Coordinator	73,367	86,314		94,945
Computer Systems Coordinator	101,744	119,699		131,669
IT Systems Specialist	70,695	83,170		91,487
Principal Planner	97,693	114,933		126,426
Planner I	77,716	91,431		100,574
Building Inspector	77,716	91,431		100,574
Principal Accounting Clerk	57,420	67,553		74,309
Secretary II	52,214	61,429		67,572
Secretary I	35,387	41,632		45,795
Associate Planner	63,051	74,178		81,596
Accounting Clerk	51,407	60,478		66,526
Fiscal Clerk	49,746	58,524		64,377
Cashier - Receptionist	45,861	53,954		59,350
Financial Secretary (Part Time) hourly	28.14	33.10		36.41
Fiscal Clerk (Part Time) hourly	23.90	28.11		30.93
Secretary Boards & Commissions III (PT) hourly	24.47	28.78		31.66
Secretary Boards & Commissions II (PT) hourly	21.30	25.06		27.57
General Clerk (Part Time) hourly	19.27	22.67		24.93
Secretary I (Part Time) hourly	18.08	21.27		23.39
Administrative Intern (Part Time) hourly	18.50	21.77		23.95
Secretary Boards & Commissions (PT) hourly	16.58	19.51		21.46
PUBLIC WORKS ADMIN./ENGINEERING				
Director	134,014	157,663	1,000	173,430
Clerk Typist (Part Time)	18.24	21.45		23.60
Temporary hourly	20.46	24.07		26.47
Superintendent of Streets & Utilities	106,680	125,506		138,056
Deputy Director of Public Works and Engineering	119,568	140,668		154,735
Project Manager	82,478	97,033		106,737
Engineering Technician	63,869	75,139		82,653
Public Works and Engineering Management Analyst	62,468	73,492		80,841
SEWAGE TREATMENT PLANT				
Treatment Plant Superintendent	94,748	111,468		122,614
Laboratory Director	63,869	75,139		82,653

PUBLIC WORKS CONTRACTUAL

subject to collective bargaining agreement

POLICE ADMINISTRATION

Chief of Police	135,574	159,499	18,500	175,449
Deputy Chief of Police	108,688	127,869		140,655
Commander	100,342	118,050		129,855
Sergeant	92,496	108,819		119,700
Director of Social Services	85,262	100,308		110,339
Social Worker	61,153	71,944		79,139
Police Management Analyst	62,468	73,492		80,841
Secretary II	52,214	61,429		67,572
Records Clerk	54,738	64,398		70,838
Communication Supervisor	100,342	118,050		129,855
Senior Dispatcher	73,367	86,314		94,945
Dispatcher	60,609	71,305		78,435
Community Service Officer	50,098	58,938		64,832
Dispatcher (Part Time) hourly	20.89	24.58		27.04
Secretary I (Part Time) hourly	18.13	21.33		23.46
Parking Warden hourly	17.73	20.86		22.94
Crossing Guard hourly	16.57	19.50		21.45
Cadet hourly	14.12	16.61		18.27
Intern hourly	7.88	9.27		10.20

POLICE PATROL OFFICERS

subject to collective bargaining agreement