

**Village of Indian Head Park**  
**201 Acacia Drive**  
**Indian Head Park, IL 60525**  
**Board Meeting - Notice and Agenda**  
**7:30 p.m. – January 14, 2016**

I) CALL TO ORDER & ROLL CALL

II) PLEDGE OF ALLEGIANCE

III) MAYOR'S REPORT

IV) CONSENT AGENDA-Vote to establish (must be unanimous), then a vote on the Consent Agenda.

(All items are considered to be routine by the Village Board and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or member of the public so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. The purpose of this is to consolidate and approve several routine administrative items into one motion.)

A. APPROVAL OF BOARD MEETING MINUTES (to be distributed)

- I. November 18, 2015 Special Meeting
- II. December 3, 2015 Special Meeting
- III. December 10, 2015 Regular Meeting

Go To B. APPROVAL OF PAYABLES FOR THE PERIOD ENDING DECEMBER 31, 2015 in the amount of \$629,975.06 (Trustee Metz)

Go To C. APPROVAL OF FINANCIAL REPORT - Month Ending 12/31/2015 (Treasurer Garcia) to be distributed

V) AUDIENCE COMMENTS

VI) NEW BUSINESS

A. Planning/Zoning Commission Presentation of Recommended Revisions Comprehensive Plan-Trustee Farrell-Mayer/Commission Chair Schermerhorn-discussion only

Go To B. Website Development Agreement-Purchase of Services- Trustee Lopez Ordinance 2016-01

Go To C. Engineering Services Task Order 2016-01- Motion-Trustee Mann

Go To D. Engineering Services Task Order 2016-02- Motion- Trustee Mann

Go To E. Selection of Auditor/Professional Services Agreement Resolution R-1-16-01

Go To F. Adjourn for Public Hearing Acceptance of Credit Cards

Go To G. Public Hearing-Acceptance of Credit Cards

H. Close Public Hearing

I. Return to Regular Meeting

Go To J. Credit Card Merchant Services Agreement Ordinance 2016-02

Go To

K. Finance Committee-Appointment of Residents

VII) REPORTS

A. Trustees

B. Village Clerk

C. Village Treasurer

D. Village Attorney

E. Village Administrator

i. Water Meter Replacement- info only

F. Department Head Reports

i. Public Works

1. New Snow Plow

2. Snow Removal Operations

3. Water Main Breaks

4. Other

ii. Police Department

VIII) EXECUTIVE SESSION-If needed

IX) NEXT MEETING DATE & ADJOURNMENT

To: Mayor Hinshaw and Board of Trustees  
From: John J. DuRocher, Village Administrator  
Subject: January Board Meeting Agenda and Report  
Date: January 8, 2016

Please find attached the Agenda and Board packet for the upcoming meeting.

I am doing something a little bit different with my report. For items that require a bit more explanation, I am presenting items as individual memos rather than a just one lengthy memo.

Please note that the page immediately following this report, I am attaching a motion "cheat sheet".

1. Mayor's Report
2. Consent Agenda Items
  - a. Approval of Minutes. These will be distributed on receipt.
  - b. Approval of Warrants-attached
  - c. The Budget Report for December is included. Financials and budget analysis for December will be sent separately.
3. New Business
  - a. Comprehensive Plan. The Planning Commission finished its work in preparing the Plan. It was distributed earlier this week. It is not up for action at the meeting but is being presented for the first time. We can expect to have this for discussion/approval at the February meeting.
  - b. Website. Attached is the Ordinance seeking approval of the contract with Civic-Plus. All in all, the scope of work will get done what we need. The Contract acceptable to me. See attached memo below.
  - c. Engineering Task Order Manhole Inspections. See attached memo below.
  - d. Engineering Task Order GIS Mapping. See attached memo below.

- e. Selection of Auditor. See attached memo below.
- f. Public Hearing-acceptance of credit/debit cards.

This is a procedurally fun one.

In order to accept credit cards, we need to hold a public hearing. The legislation for this is below. We need to adjourn the regular meeting, open the public hearing, present the facts/options, close the public hearing, reopen the meeting, and vote on the ordinance.

The ordinance and my comments are attached below.

- g. Finance Committee-Village Ordinance (attached) requires that the Village President appoint two trustees (Trustee Metz/O'Laughlin) to the finance committee along with two residents. Since the Trustees have already been appointed, the Village needs two residents to serve on the committee. I am on the committee and I have appointed Erica Stewart to serve as well.

We can finalize the appointments at the next Board meeting. I will post the notice on our website.

#### 4. Misc.

- a. Staff is working with a potential new wine restaurant/gaming parlor to go into the Indian Head Park Plaza.
- b. Central Black Top was purchased by K-5 Construction.

## **Motion index**

Made by a Trustee

Consent Agenda Two Motions Needed ANY TRUSTEE

1. I make a motion to accept the consent agenda as printed.

This should be seconded.

A voice vote is in order.

2. I make a motion to approve the consent agenda.

This should be seconded.

A roll call vote is needed as we are spending money.

New Business

1. Comprehensive Plan Trustee Farrell-Mayer

I make a motion to receive the recommendation and to defer action until the February 11, 2016 Board meeting.

This motion should be seconded.

A voice vote is recommended

2. Website- Trustee Lopez

I make a motion to accept the proposal from Civic Plus in an amount not to exceed \$33,956.00 to be paid over four years for the preparation and development of a website for the Village in accordance with their proposal of 12/17/2015.

This should be seconded.

A roll call vote is needed.

3. Engineering Task Order 2016-01 Trustee Mann

I make a motion to accept the task order from Strand for engineering services for sanitary sewer manhole inspections in an amount not to exceed \$19,600.00 in accordance with their proposal of 01//08/2016.

This should be seconded.

A roll call vote is needed.

4. Engineering Task Order 2016-02 Trustee Mann

I make a motion to accept the task order from Strand for engineering services for the development of a GIS program for the sanitary sewer system in an amount not to exceed \$37,000.00 in accordance with their proposal of 01//08/2016. To be spread over the next two fiscal years.

This should be seconded.

A roll call vote is needed.

5. Auditor-Trustee Metz

I make a motion to approve Resolution R-1-16-01 pertaining to the selection of the auditor for the Village in a first year for a cost not to exceed \$23,200 for the base audit.

This should be seconded.

A roll call vote is needed.

6. Credit Card Acceptance Public Hearing any Trustee

I make a motion to adjourn the regular meeting to go to the Public Hearing regarding the acceptance of Credit cards by the Village of Indian Head Park

This should be seconded.

A voice vote is recommended.

7. A roll call is required for the public hearing-attendance-Clerk Scheer

8. Close Public Hearing Any Trustee

I make a motion to close the public hearing and return to the regular meeting.

This should be seconded.

A voice vote is recommended.

9. Return to meeting roll call- Clerk Scheer

10. Credit Card Acceptance

I make a motion to accept Ordinance 2016-02 A merchant services agreement with the Bank of Countryside/World Data Systems for the provision of credit card services for the Village of Indian Head Park

This should be seconded.

A roll call vote is required.

**DECEMBER 2015 WARRANTS**

<b>NAME</b>	<b>DATE</b>	<b>ACCT #</b>	<b>AMOUNT</b>
<b>ACH WITHDRAWALS</b>			
IPBC		6236	\$19,013.56
GUARDIAN DENTAL		2013	\$0.00
IMRF		6237	\$17,662.37
STATE BANK OF COUNTRYSIDE		6247	\$85.00
NSF FEES		6247	\$9.00
TRANSFER FEE			\$10.00
WIRE TRANSFER FEE			\$30.00
CREDIT CARD PAYMENT-CHASE			\$1,390.31
ICMA 457K		2200	\$1,050.00
PAYCHEX, INC.		6252	\$104.50
PAYCHEX, INC.		2012	\$0.00
PAYCHEX, INC.		6252	\$439.09
SERIES 2009 BOND PAYMENT			\$135,918.00
SERIES 2014 BOND PAYMENT			\$150,309.38
<b>TOTAL ACH DEBITS</b>			<b>\$326,021.21</b>
<b>MANUALLY ENTERED CHECKS</b>			
			\$122,248.29
<b>TOTAL MANUALLY ENTERED CHECKS</b>			<b>\$122,248.29</b>
<b>CHECK RUNS (SEE ATTACHED FOR DETAIL)</b>			
	12/14/2015	14-Dec	\$45,227.16
	12/28/2015	28-Dec	\$15,487.88
	12/28/2015	28-Dec	\$8,339.87
<b>TOTAL CHECK RUNS</b>			<b>\$69,054.91</b>
<b>TOTAL ALL NON-PAYROLL EXPENSES</b>			<b>\$517,324.41</b>
<b>PAYROLL</b>			
	12/9/2015		\$41,996.58
	12/23/2015		\$35,495.02
<b>TOTAL PAYROLL</b>			<b>\$77,491.60</b>
<b>TAXES</b>			
	12/9/2015		\$19,765.20
	12/23/2015		\$15,393.85
<b>TOTAL TAXES</b>			<b>\$35,159.05</b>
<b>GRAND TOTAL ALL WARRANTS FOR DECEMBER 2015</b>			<b>\$629,975.06</b>

Indian Head Park  
CHECK / VOUCHER REGISTER  
Register # 848  
Monday December 14, 2015

Date: 12/14/15

Bank-G/L #	Check #	Date	Vend#	Invoice #	Invoice Date	Reference	Date Due	Amount Due	Potential Discount	Discount Taken	Amount Paid	
01 GENERAL FUND												
01-00-1012-000	22801	12/14/15	SAINC	1170 SOUTH HOUBOLT ROAD 0116299	11/13/15		12/13/15	2100.00	.00	.00	2100.00	
								Totals:	2100.00	.00	.00	2100.00
01-00-1012-000	22802	12/14/15	ACCU	ACCURATE OFFICE SUPPLY CO 344900	11/11/15		12/09/15	81.97	.00	.00	81.97	
								Totals:	81.97	.00	.00	81.97
01-00-1012-000	22803	12/14/15	AFLAC	AFLAC WORLDWIDE HEADQUARTERS 811880	11/13/15		12/13/15	538.68	.00	.00	538.68	
								Totals:	538.68	.00	.00	538.68
01-00-1012-000	22804	12/14/15	AMERI	AT&T 708246316110 708246316111 8477734602511N	11/14/15 11/28/15 11/14/15		12/14/15 11/28/15 12/14/15	5.19 95.52 344.07	.00 .00 .00	.00 .00 .00	5.19 95.52 344.07	
								Totals:	444.78	.00	.00	444.78
01-00-1012-000	22805	12/14/15	ATT	AT&T 1444785071215	12/15/15		01/15/16	160.00	.00	.00	160.00	
								Totals:	160.00	.00	.00	160.00
01-00-1012-000	22806	12/14/15	CAPER	CAPERS LLC INV0106	12/01/15		12/30/15	1200.00	.00	.00	1200.00	
								Totals:	1200.00	.00	.00	1200.00
01-00-1012-000	22807	12/14/15	CTRI	CHICAGO TRIBUNE MEDIA GROUP 002345472	11/30/15		12/30/15	309.87	.00	.00	309.87	
								Totals:	309.87	.00	.00	309.87
01-00-1012-000	22808	12/14/15	CINCI	CINCINNATI INSURANCE COMPANIES 4003205871	01/01/16		01/01/16	22.77	.00	.00	22.77	
								Totals:	22.77	.00	.00	22.77
01-00-1012-000	22809	12/14/15	COMCA	COMCAST CABLE DEC15 DEC2015	12/09/15 12/09/15		12/09/15 12/09/15	294.70 11.20	.00 .00	.00 .00	294.70 11.20	
								Totals:	305.90	.00	.00	305.90
01-00-1012-000	22810	12/14/15	COMPL	COMPLEX NETWORK SOLUTIONS, INC. 1034	11/30/15		12/30/15	905.00	.00	.00	905.00	
								Totals:	905.00	.00	.00	905.00

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01 GENERAL FUND												
01-00-1012-000	22811	12/14/15	DONM	DON MORRIS ARCHITECTS P.C. 113015 113115	11/30/15 10/31/15		12/30/15 12/13/15	1080.00 1630.00	.00 .00	.00 .00	1080.00 1630.00	
								Totals:	2710.00	.00	.00	2710.00
01-00-1012-000	22812	12/14/15	FULLR	FULLER'S CAR WASH 3528		12/01/15	01/01/16	98.93	.00	.00	98.93	
								Totals:	98.93	.00	.00	98.93
01-00-1012-000	22813	12/14/15	HINCK	HINCKLEY SPRINGS 13754743111215	11/12/15		11/12/15	119.32	.00	.00	119.32	
								Totals:	119.32	.00	.00	119.32
01-00-1012-000	22814	12/14/15	HRSIM	HR SIMPLIFIED 44500	11/11/15		12/11/15	325.00	.00	.00	325.00	
								Totals:	325.00	.00	.00	325.00
01-00-1012-000	22815	12/14/15	IPSAN	ILLINOIS PUBLIC SAFETY AGENCY NETWORK 00040761	12/01/15		01/01/16	60.00	.00	.00	60.00	
								Totals:	60.00	.00	.00	60.00
01-00-1012-000	22816	12/14/15	IRMA	IRMA IVC0009436	11/13/15		12/13/15	12.00	.00	.00	12.00	
								Totals:	12.00	.00	.00	12.00
01-00-1012-000	22817	12/14/15	JGUNI	J.G. UNIFORMS, INC. 39500	11/13/15		12/13/15	32.00	.00	.00	32.00	
								Totals:	32.00	.00	.00	32.00
01-00-1012-000	22818	12/14/15	LEXIP	LEXIPOL LLC 15201	12/01/15		01/01/16	2450.00	.00	.00	2450.00	
								Totals:	2450.00	.00	.00	2450.00
01-00-1012-000	22819	12/14/15	MAAS	MAAS AUTO 361551	11/10/15		12/10/15	882.23	.00	.00	882.23	
								Totals:	882.23	.00	.00	882.23
01-00-1012-000	22820	12/14/15	NCPER	NCPERS - IL IMRF 49891215	11/20/15		12/13/15	112.00	.00	.00	112.00	
								Totals:	112.00	.00	.00	112.00
01-00-1012-000	22821	12/14/15	NICOR	NICOR 091815-101915	10/19/15		12/04/15	77.19	.00	.00	77.19	
								Totals:	77.19	.00	.00	77.19

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01 GENERAL FUND											
01-00-1012-000	22822	12/14/15	PAY	PAYCHEX, INC. 13759284 14010390	11/12/15 12/13/15		11/12/15 01/13/16	65.00 65.00	.00 .00	.00 .00	65.00 65.00
							Totals:	130.00	.00	.00	130.00
01-00-1012-000	22823	12/14/15	PCSI	PORTABLE COMMUNICATIONS SPECIALISTS INC I00151872	11/12/15		12/12/15	315.00	.00	.00	315.00
							Totals:	315.00	.00	.00	315.00
01-00-1012-000	22824	12/14/15	RUNCO	RUNCO OFFICE SUPPLY 632296-0	11/25/15		12/25/15	96.92	.00	.00	96.92
							Totals:	96.92	.00	.00	96.92
01-00-1012-000	22825	12/14/15	SP4U	SHIRTPRINTING4U 8350740	11/14/15		12/14/15	123.98	.00	.00	123.98
							Totals:	123.98	.00	.00	123.98
01-00-1012-000	22826	12/14/15	SIKIC	SIKICH 233844	11/13/15		12/13/15	7207.50	.00	.00	7207.50
							Totals:	7207.50	.00	.00	7207.50
01-00-1012-000	22827	12/14/15	SWCD	SOUTHWEST CENTRAL DISPATCH NOV15	11/15/15		12/15/15	9654.74	.00	.00	9654.74
							Totals:	9654.74	.00	.00	9654.74
01-00-1012-000	22828	12/14/15	NEXTL	SPRINT NOV102015	11/10/15		12/10/15	448.14	.00	.00	448.14
							Totals:	448.14	.00	.00	448.14
01-00-1012-000	22829	12/14/15	TBRES	THOMAS J. BRESCIA NOVDEC	12/01/15		12/15/15	1700.00	.00	.00	1700.00
							Totals:	1700.00	.00	.00	1700.00
01-00-1012-000	22830	12/14/15	THOMP	THOMPSON ELEVATOR INSP. SERVICE, INC 15-4110 15-4217	11/11/15 11/19/15		12/11/15 11/19/15	200.00 86.00	.00 .00	.00 .00	200.00 86.00
							Totals:	286.00	.00	.00	286.00
01-00-1012-000	22831	12/14/15	UPSST	UPS STORE NOV STATEMENT	12/01/15		12/01/15	143.44	.00	.00	143.44
							Totals:	143.44	.00	.00	143.44
01-00-1012-000	22832	12/14/15	VOL	VILLAGE OF LEMONT 20160000020	11/10/15		12/10/15	200.00	.00	.00	200.00
							Totals:	200.00	.00	.00	200.00

Indian Head Park  
 CHECK / VOUCHER REGISTER  
 Register # 848  
 Monday December 14, 2015

Date: 12/14/15

Bank-G/L #	Check #	Date	Vend#	Invoice #	Invoice Date	Reference	Date Due	Amount Due	Potential Discount	Discount Taken	Amount Paid	
01 GENERAL FUND												
01-00-1012-000	22833	12/14/15	WFORD	WESTFIELD FORD 110315	11/03/15		12/03/15	3894.90	.00	.00	3894.90	
								Totals:	3894.90	.00	.00	3894.90
01-00-1012-000	22834	12/14/15	GASCI	WEX BANK 42764206	11/30/15		12/30/15	1644.98	.00	.00	1644.98	
								Totals:	1644.98	.00	.00	1644.98
01-00-1012-000	22835	12/14/15	WORK	WORKRIGHT OCCUPATIONAL 329637	10/31/15		11/30/15	110.00	.00	.00	110.00	
								Totals:	110.00	.00	.00	110.00
01-00-1012-000	22836	12/14/15	ZEEM	ZEE MEDICAL INC. 100385851	10/28/15		10/28/15	437.19	.00	.00	437.19	
								Totals:	437.19	.00	.00	437.19

Bank-G/L # 01-00-1012-000 Total payment amount: 39340.43

TOTALS  
 Amount paid..... 39340.43  
 Potential discount.. .00  
 Discount taken..... .00  
 Amount applied..... 39340.43  
 Amonut due..... 39340.43

Date: 12/14/15

Bank-G/L #	Check #	Date	Vend#	Invoice #	Invoice Date	Reference	Date Due	Amount Due	Potential Discount	Discount Taken	Amount Paid
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Grand Totals

Totals

Amount paid.....	39340.43
Potential discount..	.00
Discount taken.....	.00
Amount applied.....	39340.43
Amount due.....	39340.43

General Ledger distribution summary for update date of 12/14/15

G/L acct Number	Title	Check #	Vndr	Invoice #	Amount	Description	Debit	Credit
01 GENERAL FUND								
01-00-1012-000	SBoC A/P Operating Account	22831			5886.73	DUE TO POSTING	5886.73	
				Amount to be posted	5886.73		5886.73	Net
01-00-1012-000	SBoC A/P Operating Account				39340.43-	PAYMENT AMOUNT		39340.43
				Amount to be posted	39340.43-			39340.43 Net
01-00-2010-000	Voluntary Insurance	22820	NCPER	49891215	112.00-		112.00	
				Amount to be posted	112.00-		112.00	Net
01-00-2011-000	Voluntary AFLAC Insurance	22803	AFLAC	811880	538.68-		538.68	
				Amount to be posted	538.68-		538.68	Net
01-00-2016-000	Cincinnati Life Insurance	22808	CINCI	4003205871	22.77-		22.77	
				Amount to be posted	22.77-		22.77	Net
01-11-6232-000	Executive Consulting Services	22826	SIKIC	233844	7207.50		7207.50	
				Amount to be posted	7207.50		7207.50	Net
01-21-6252-109	Prof Services-Data Processing	22822	PAY	13759284	65.00		65.00	
		22822	PAY	14010390	65.00		65.00	
				Amount to be posted	130.00		130.00	Net
01-21-6254-000	Publications/Legal Notices	22807	CTRIB	002345472	309.87		309.87	
				Amount to be posted	309.87		309.87	Net
01-21-6338-000	Office Supplies	22802	ACCU	344900	14.75		14.75	
		22824	RUNCO	632296-0	96.92		96.92	
				Amount to be posted	111.67		111.67	Net
01-31-6230-000	Equipment/Vehicle Maintenance	22833	WFORD	110315	3894.90		3894.90	
				Amount to be posted	3894.90		3894.90	Net
01-31-6250-000	Postage	22831	UPSST	NOV STATEME	35.87		35.87	
		22831	UPSST	NOV STATEME	5.06		5.06	
		22831	UPSST	NOV STATEME	28.99		28.99	
				Amount to be posted	69.92		69.92	Net
01-31-6252-112	Prof Services-Engineering	22801	SAINC	0116299	700.00		700.00	
				Amount to be posted	700.00		700.00	Net
01-31-6273-000	Telephone/Communication	22805	ATT	14447850712	160.00		160.00	
		22828	NEXTL	NOV102015	54.76		54.76	
				Amount to be posted	214.76		214.76	Net
01-41-6202-000	Central Dispatch Assessment	22827	SWCD	NOV15	5792.84		5792.84	
				Amount to be posted	5792.84		5792.84	Net

Date: 12/14/15

General Ledger distribution summary for update date of 12/14/15

G/L acct Number	Title	Check #	Vndr	Invoice #	Amount	Description	Debit	Credit
01 GENERAL FUND								
01-41-6230-000	Equipment/Vehicle Maintenance	22819	MAAS	361551	882.23		882.23	
		22823	PCSI	100151872	315.00		315.00	
		Amount to be posted			1197.23		1197.23	Net
01-41-6243-000	Meeting/Conf/Training Expense	22816	IRMA	IVC0009436	12.00		12.00	
		22832	VOL	20160000002	200.00		200.00	
		Amount to be posted			212.00		212.00	Net
01-41-6246-000	Lexipol Policy Manual	22818	LEXIP	15201	2450.00		2450.00	
		Amount to be posted			2450.00		2450.00	Net
01-41-6247-000	Misc. Expense	22835	WORK	329637	110.00		110.00	
		Amount to be posted			110.00		110.00	Net
01-41-6248-000	Computer Software	22806	CAPER	INV0106	1200.00		1200.00	
		Amount to be posted			1200.00		1200.00	Net
01-41-6250-000	Postage	22831	UPSST	NOV STATEME	10.57		10.57	
		Amount to be posted			10.57		10.57	Net
01-41-6273-000	Telephone/Communication	22804	AMERI	70824631611	5.19		5.19	
		22804	AMERI	70824631611	95.52		95.52	
		22809	COMCA	DEC15	147.35		147.35	
		22809	COMCA	DEC2015	11.20		11.20	
		22810	COMPL	1034	905.00		905.00	
		22815	IPSAN	00040761	60.00		60.00	
		22828	NEXTL	NOV102015	252.76		252.76	
		Amount to be posted			1477.02		1477.02	Net
01-41-6308-000	Clothing & Uniforms	22817	JGUNI	39500	32.00		32.00	
		22825	SP4U	8350740	123.98		123.98	
		Amount to be posted			155.98		155.98	Net
01-41-6316-000	Gas & oil	22812	FULLR	3528	98.93		98.93	
		22834	GASCI	42764206	1644.98		1644.98	
		Amount to be posted			1743.91		1743.91	Net
01-41-6338-000	Office Supplies	22802	ACCU	344900	67.22		67.22	
		22813	HINCK	13754743111	119.32		119.32	
		Amount to be posted			186.54		186.54	Net
01-41-6345-000	Safety Equipment	22836	ZEEM	100385851	437.19		437.19	
		Amount to be posted			437.19		437.19	Net
01-55-6252-106	Prof Services-Building Inspect	22811	DONM	113015	350.00		350.00	
		22811	DONM	113115	775.00		775.00	
		Amount to be posted			1125.00		1125.00	Net
01-55-6252-110	Prof Services-Electrical Insp	22811	DONM	113015	175.00		175.00	
		22811	DONM	113115	325.00		325.00	
		Amount to be posted			500.00		500.00	Net

Date: 12/14/15

General Ledger distribution summary for update date of 12/14/15

G/L acct Number	Title	Check #	Vndr	Invoice #	Amount	Description	Debit	Credit
01 GENERAL FUND								
01-55-6252-111	Prof Services-Elevator Insp	n/a	THOMP	15-4217	86.00		86.00	
				Amount to be posted	86.00		86.00	Net
01-55-6252-121	Prof Services-Plan Review/Plan	22811	DONM	113015	455.00		455.00	
		22811	DONM	113115	230.00		230.00	
		22830	THOMP	15-4110	200.00		200.00	
				Amount to be posted	885.00		885.00	Net
01-55-6252-122	Prof Services-Plumbing Inspect	22811	DONM	113015	100.00		100.00	
		22811	DONM	113115	300.00		300.00	
				Amount to be posted	400.00		400.00	Net
01-92-6236-000	Health & Life Insurance	22814	HRSIM	44500	325.00		325.00	
				Amount to be posted	325.00		325.00	Net
01-92-6252-118	Prof Services-Legal	22829	TBRES	NOVDEC	1700.00		1700.00	
				Amount to be posted	1700.00		1700.00	Net
01-92-6273-000	Telephone/Communications	22809	COMCA	DEC15	147.35		147.35	
				Amount to be posted	147.35		147.35	Net

Transaction amounts  
 Total debits... 39340.43  
 Total credits... 39340.43

Amounts to be posted  
 Total debits... 39340.43  
 Total credits... 39340.43

Date: 12/14/15

General Ledger distribution summary for update date of 12/14/15

G/L acct Number	Title	Check #	Vndr	Invoice #	Amount	Description	Debit	Credit
02 WATER & SEWER FUND								
02-00-1012-000	SBOC A/P Operating Account	22831			1680.76-	DUE FROM POSTING		1680.76
				Amount to be posted	1680.76-			1680.76 Net
02-85-6250-000	Postage	22831		UPSST NOV STATEME	62.95		62.95	
				Amount to be posted	62.95		62.95 Net	
02-85-6252-112	Prof Services-Engineering	22801		SAINC 0116299	700.00		700.00	
				Amount to be posted	700.00		700.00 Net	
02-85-6273-000	Telephone/Communication	22828		NEXTL NOV102015	140.62		140.62	
				Amount to be posted	140.62		140.62 Net	
02-85-6317-000	Electricity/Gas	22821		NICOR 091815-1019	77.19		77.19	
				Amount to be posted	77.19		77.19 Net	
02-90-6252-112	Prof Services-Engineering	22801		SAINC 0116299	700.00		700.00	
				Amount to be posted	700.00		700.00 Net	

Transaction amounts  
 Total debits.... 1680.76  
 Total credits... 1680.76

Amounts to be posted  
 Total debits.... 1680.76  
 Total credits... 1680.76

Date: 12/14/15

General Ledger distribution summary for update date of 12/14/15

G/L acct Number	Title	Check #	vndr	Invoice #	Amount	Description	Debit	Credit
11	E-911 FUND							
11-00-1012-000	SBoC A/P Operating Account	22827			4205.97-	DUE FROM POSTING		4205.97
				Amount to be posted	4205.97-			4205.97 Net
11-95-6202-000	Central Dispatch Assessment	22827	SWCD	NOV15	3861.90		3861.90	
				Amount to be posted	3861.90		3861.90	Net
11-95-6204-000	Ameritech Line Charges	22804	AMERI	84777346025	344.07		344.07	
				Amount to be posted	344.07		344.07	Net
Transaction amounts								
	Total debits....				4205.97			
	Total credits...				4205.97			
Amounts to be posted								
	Total debits....				4205.97			
	Total credits...				4205.97			

Indian Head Park  
CHECK / VOUCHER REGISTER  
Register # 848  
Monday December 14, 2015

Date: 12/14/15

General Ledger distribution summary for update date of 12/14/15

G/L acct Number	Title	Check #	Vndr	Invoice #	Amount	Description	Debit	Credit
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Grand totals

Transaction amounts

Total debits....	45227.16
Total credits...	45227.16

Amounts to be posted

Total debits....	45227.16
Total credits...	45227.16

Indian Head Park  
CHECK / VOUCHER REGISTER  
Register # 849  
Monday December 28, 2015

Date: 12/28/15

Bank-G/L #	Check #	Date	Vend#	Invoice #	Invoice Date	Reference	Date Due	Amount Due	Potential Discount	Discount Taken	Amount Paid	
01 GENERAL FUND												
01-00-1012-000	22837	12/28/15	AMERI	AT&T 708246308012-29	12/24/15		12/24/15	1098.97	.00	.00	1098.97	
								Totals:	1098.97	.00	.00	1098.97
01-00-1012-000	22838	12/28/15	CAPER	CAPERS LLC 67-78-83-0104	12/28/15		12/28/15	2200.00	.00	.00	2200.00	
								Totals:	2200.00	.00	.00	2200.00
01-00-1012-000	22839	12/28/15	BURKE	CHRISTOPHER B. BURKE ENGINEERING, LTD. 125476	12/29/15		12/29/15	1250.00	.00	.00	1250.00	
								Totals:	1250.00	.00	.00	1250.00
01-00-1012-000	22840	12/28/15	CLEAN	CLEAN ADVANTAGE JANITORIAL & MAINTENANCE 432788 432808	12/29/15 12/15/15		12/29/15 01/15/16	1104.72 169.91	.00 .00	.00 .00	1104.72 169.91	
								Totals:	1274.63	.00	.00	1274.63
01-00-1012-000	22841	12/28/15	JDURO	JOHN DUROCHER REIMBURSEMENT	12/29/15		12/29/15	290.61	.00	.00	290.61	
								Totals:	290.61	.00	.00	290.61
01-00-1012-000	22842	12/28/15	OHERD	RAY O'HERRON CO., INC. 1572046	12/24/15		12/24/15	265.00	.00	.00	265.00	
								Totals:	265.00	.00	.00	265.00
01-00-1012-000	22843	12/28/15	SIKIC	SIKICH 236314	12/14/15		01/14/16	7683.00	.00	.00	7683.00	
								Totals:	7683.00	.00	.00	7683.00
01-00-1012-000	22844	12/28/15	WGUAR	WATCHGUARD SERVICES 996848	11/04/15		12/04/15	730.00	.00	.00	730.00	
								Totals:	730.00	.00	.00	730.00

Bank-G/L # 01-00-1012-000 Total payment amount: 14792.21

TOTALS  
 Amount paid..... 14792.21  
 Potential discount.. .00  
 Discount taken..... .00  
 Amount applied..... 14792.21  
 Amonut due..... 14792.21

Date: 12/28/15

Bank-G/L #	Check #	Date	Vend#	Invoice #	Invoice Date	Reference	Date Due	Amount Due	Potential Discount	Discount Taken	Amount Paid
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Grand Totals

Totals

Amount paid.....	14792.21
Potential discount..	.00
Discount taken.....	.00
Amount applied.....	14792.21
Amount due.....	14792.21

Date: 12/28/15

General Ledger distribution summary for update date of 12/28/15

G/L acct Number	Title	Check #	Vndr	Invoice #	Amount	Description	Debit	Credit
01	GENERAL FUND							
01-00-1012-000	SBoC A/P Operating Account	22841			695.67	DUE TO POSTING	695.67	
				Amount to be posted	695.67		695.67	Net
01-00-1012-000	SBoC A/P Operating Account				14792.21-	PAYMENT AMOUNT		14792.21
				Amount to be posted	14792.21-			14792.21 Net
01-21-6252-108	Prof Services-Consulting	22843	SIKIC	236314	7683.00		7683.00	
				Amount to be posted	7683.00		7683.00	Net
01-31-6252-112	Prof Services-Engineering	22839	BURKE	125476	750.00		750.00	
				Amount to be posted	750.00		750.00	Net
01-31-6273-000	Telephone/Communication	22837	AMERI	70824630801	92.04		92.04	
				Amount to be posted	92.04		92.04	Net
01-41-6230-000	Equipment/Vehicle Maintenance	22844	WGUAR	996848	730.00		730.00	
				Amount to be posted	730.00		730.00	Net
01-41-6248-000	Computer Software	22838	CAPER	67-78-83-01	2200.00		2200.00	
				Amount to be posted	2200.00		2200.00	Net
01-41-6273-000	Telephone/Communication	22837	AMERI	70824630801	58.72		58.72	
				Amount to be posted	58.72		58.72	Net
01-41-6308-000	Clothing & Uniforms	22842	OHERD	1572046	265.00		265.00	
				Amount to be posted	265.00		265.00	Net
01-51-6251-000	Custodial Services	22840	CLEAN	432788	1104.72		1104.72	
				Amount to be posted	1104.72		1104.72	Net
01-51-6314-000	Garage Supplies	22840	CLEAN	432808	169.91		169.91	
				Amount to be posted	169.91		169.91	Net
01-92-6273-000	Telephone/Communications	22837	AMERI	70824630801	893.15		893.15	
		22841	JDURO	REIMBURSEME	50.00	PHONE REIM	50.00	
		22841	JDURO	REIMBURSEME	50.00	PHONE REIM	50.00	
		22841	JDURO	REIMBURSEME	50.00	PHONE REIM	50.00	
				Amount to be posted	1043.15		1043.15	Net

Transaction amounts  
 Total debits.... 14792.21  
 Total credits... 14792.21

Amounts to be posted  
 Total debits.... 14792.21  
 Total credits... 14792.21

General Ledger distribution summary for update date of 12/28/15

G/L acct Number	Title	Check #	Vndr	Invoice #	Amount	Description	Debit	Credit
02 WATER & SEWER FUND								
02-00-1012-000	SBOC A/P Operating Account	22841			695.67-	DUE FROM POSTING		695.67
				Amount to be posted	695.67-			695.67 Net
02-85-6243-000	Meeting/Conf/Training Expense	22841	JDURO	REIMBURSEME	55.61		55.61	
		22841	JDURO	REIMBURSEME	22.00	TRAIN TRAVEL	22.00	
		22841	JDURO	REIMBURSEME	3.00	PARKING	3.00	
		22841	JDURO	REIMBURSEME	60.00	MEETING IN CHICAG	60.00	
				Amount to be posted	140.61		140.61	Net
02-85-6252-112	Prof Services-Engineering	22839	BURKE	125476	250.00		250.00	
				Amount to be posted	250.00		250.00	Net
02-85-6273-000	Telephone/Communication	22837	AMERI	70824630801	55.06		55.06	
				Amount to be posted	55.06		55.06	Net
02-90-6252-112	Prof Services-Engineering	22839	BURKE	125476	250.00		250.00	
				Amount to be posted	250.00		250.00	Net
Transaction amounts								
	Total debits....				695.67			
	Total credits...				695.67			
Amounts to be posted								
	Total debits....				695.67			
	Total credits...				695.67			

Date: 12/28/15

General Ledger distribution summary for update date of 12/28/15

G/L acct Number	Title	Check #	vndr	Invoice #	Amount	Description	Debit	Credit
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Grand totals

Transaction amounts

Total debits....	15487.88
Total credits...	15487.88

Amounts to be posted

Total debits....	15487.88
Total credits...	15487.88

Date: 12/28/15

Bank-G/L #	Check #	Date	Vend#	Invoice #	Invoice Date	Reference	Date Due	Amount Due	Potential Discount	Discount Taken	Amount Paid	
01 GENERAL FUND												
01-00-1012-000	22845	12/28/15	AMERI	AT&T 847734602512-15	12/29/15		12/29/15	344.07	.00	.00	344.07	
								Totals:	344.07	.00	.00	344.07
01-00-1012-000	22846	12/28/15	CTTRIB	CHICAGO TRIBUNE MEDIA GROUP 002401844	12/29/15		12/29/15	69.89	.00	.00	69.89	
								Totals:	69.89	.00	.00	69.89
01-00-1012-000	22847	12/28/15	COMCA	COMCAST CABLE JAN DUES	12/29/15		12/29/15	147.35	.00	.00	147.35	
								Totals:	147.35	.00	.00	147.35
01-00-1012-000	22848	12/28/15	HINCK	HINCKLEY SPRINGS 12/10/15	12/29/15		12/29/15	185.95	.00	.00	185.95	
								Totals:	185.95	.00	.00	185.95
01-00-1012-000	22849	12/28/15	GNE	HR DIRECT INV3456434	12/29/15		12/29/15	69.99	.00	.00	69.99	
								Totals:	69.99	.00	.00	69.99
01-00-1012-000	22850	12/28/15	RUSH	INTERSTATE BILLING SERVICE, INC. 113015	12/29/15		12/29/15	377.02	.00	.00	377.02	
								Totals:	377.02	.00	.00	377.02
01-00-1012-000	22851	12/28/15	JCSCH	J.C. SCHULZ ENTERPRISES, INC. 00003514282	12/29/15		12/29/15	247.58	.00	.00	247.58	
								Totals:	247.58	.00	.00	247.58
01-00-1012-000	22852	12/28/15	JDEER	JOHN DEERE FINANCIAL 1145687	12/29/15		12/29/15	1232.82	.00	.00	1232.82	
								Totals:	1232.82	.00	.00	1232.82
01-00-1012-000	22853	12/28/15	MESIM	M.E. SIMPSON COMPANY, INC 27857	12/29/15		12/29/15	560.00	.00	.00	560.00	
								Totals:	560.00	.00	.00	560.00
01-00-1012-000	22854	12/28/15	METRO	METRO GARAGE INC. STATEMENT NOV30	12/29/15		12/29/15	100.00	.00	.00	100.00	
								Totals:	100.00	.00	.00	100.00
01-00-1012-000	22855	12/28/15	MAP	METROPOLITAN ALLIANCE OF POLICE 9/15-12/15	12/29/15		12/29/15	609.20	.00	.00	609.20	
								Totals:	609.20	.00	.00	609.20

Date: 12/28/15

Bank-G/L #	Check #	Date	Vend#	Invoice #	Invoice Date	Reference	Date Due	Amount Due	Potential Discount	Discount Taken	Amount Paid	
01 GENERAL FUND												
01-00-1012-000	22856	12/28/15	MIDM	MIDWEST METER, INC. 0072991	12/29/15		12/29/15	612.50	.00	.00	612.50	
								Totals:	612.50	.00	.00	612.50
01-00-1012-000	22857	12/28/15	NCPER	NCPERS - IL IMRF JAN2016	12/29/15		12/29/15	112.00	.00	.00	112.00	
								Totals:	112.00	.00	.00	112.00
01-00-1012-000	22858	12/28/15	RMS	RMS UTILITY SERVICES 716	12/29/15		12/29/15	700.00	.00	.00	700.00	
								Totals:	700.00	.00	.00	700.00
01-00-1012-000	22859	12/28/15	SOS	SECRETARY OF STATE RENEWAL PLATES	12/29/15		12/29/15	101.00	.00	.00	101.00	
								Totals:	101.00	.00	.00	101.00
01-00-1012-000	22860	12/28/15	NEXTL	SPRINT DEC1015	12/29/15		12/29/15	445.78	.00	.00	445.78	
								Totals:	445.78	.00	.00	445.78

Bank-G/L # 01-00-1012-000 Total payment amount: 5915.15

TOTALS  
 Amount paid..... 5915.15  
 Potential discount.. .00  
 Discount taken..... .00  
 Amount applied..... 5915.15  
 Amonut due..... 5915.15

Date: 12/28/15

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Bank-G/L #	Check #	Date	Vend#	Invoice #	Invoice Date	Reference	Date Due	Amount Due	Potential Discount	Discount Taken	Amount Paid
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Grand Totals

<b>Totals</b>	
Amount paid.....	5915.15
Potential discount..	.00
Discount taken.....	.00
Amount applied.....	5915.15
Amount due.....	5915.15

Date: 12/28/15

General Ledger distribution summary for update date of 12/30/15

G/L acct Number	Title	Check #	Vndr	Invoice #	Amount	Description	Debit	Credit
01	GENERAL FUND							
01-00-1012-000	SBoC A/P Operating Account	22860			2424.72	DUE TO POSTING	2424.72	
				Amount to be posted	2424.72		2424.72	Net
01-00-1012-000	SBoC A/P Operating Account				5915.15-	PAYMENT AMOUNT		5915.15
				Amount to be posted	5915.15-			5915.15 Net
01-00-2010-000	Voluntary Insurance	22857	NCPER	JAN2016	112.00-		112.00	
				Amount to be posted	112.00-		112.00	Net
01-00-2017-000	Union Dues	22855	MAP	9/15-12/15	609.20-		609.20	
				Amount to be posted	609.20-		609.20	Net
01-21-6338-000	Office Supplies	22849	GNE	INV3456434	69.99		69.99	
				Amount to be posted	69.99		69.99	Net
01-31-6230-000	Equipment/Vehicle Maintenance	22852	JDEER	1145687	1232.82		1232.82	
		22854	METRO	STATEMENT N	100.00		100.00	
		22850	RUSH	113015	293.40		293.40	
				Amount to be posted	1626.22		1626.22	Net
01-31-6273-000	Telephone/Communication	22860	NEXTL	DEC1015	54.76		54.76	
				Amount to be posted	54.76		54.76	Net
01-31-6330-000	Materials to Maintain Sts/Pkwy	22851	JCSCH	00003514282	247.58		247.58	
				Amount to be posted	247.58		247.58	Net
01-31-6332-000	Materials to Maintain Veh/Equip	22850	RUSH	113015	83.62		83.62	
				Amount to be posted	83.62		83.62	Net
01-41-6247-000	Misc. Expense	22859	SOS	RENEWAL PLA	101.00		101.00	
				Amount to be posted	101.00		101.00	Net
01-41-6273-000	Telephone/Communication	22847	COMCA	JAN DUES	73.68		73.68	
		22860	NEXTL	DEC1015	252.76		252.76	
				Amount to be posted	326.44		326.44	Net
01-41-6338-000	Office Supplies	22848	HINCK	12/10/15	185.95		185.95	
				Amount to be posted	185.95		185.95	Net
01-92-6273-000	Telephone/Communications	22847	COMCA	JAN DUES	73.67		73.67	
				Amount to be posted	73.67		73.67	Net

Date: 12/28/15

General Ledger distribution summary for update date of 12/30/15

G/L acct Number	Title	Check #	Vndr	Invoice #	Amount	Description	Debit	Credit
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01 GENERAL FUND

Transaction amounts

Total debits....	5915.15
Total credits...	5915.15

Amounts to be posted

Total debits....	5915.15
Total credits...	5915.15

Date: 12/28/15

General Ledger distribution summary for update date of 12/30/15

G/L acct Number	Title	Check #	Vndr	Invoice #	Amount	Description	Debit	Credit
<b>02 WATER &amp; SEWER FUND</b>								
02-00-1012-000	SBoC A/P Operating Account	22860			2080.65	DUE FROM POSTING		2080.65
				Amount to be posted	2080.65			2080.65 Net
02-85-6256-000	Pump House Maintenance	22858	RMS	716	700.00		700.00	
				Amount to be posted	700.00		700.00	Net
02-85-6273-000	Telephone/Communication	22860	NEXTL	DEC1015	138.26		138.26	
				Amount to be posted	138.26		138.26	Net
02-85-6279-000	Water System Maintenance	22853	MESIM	27857	560.00		560.00	
				Amount to be posted	560.00		560.00	Net
02-85-6334-000	Materials to Maintain Water Syst	22856	MIDM	0072991	612.50		612.50	
				Amount to be posted	612.50		612.50	Net
02-90-6252-128	Prof Services-MWRD I&I Program	22846	CTRI	002401844	69.89		69.89	
				Amount to be posted	69.89		69.89	Net

Transaction amounts

Total debits.... 2080.65  
 Total credits... 2080.65

Amounts to be posted

Total debits.... 2080.65  
 Total credits... 2080.65

Date: 12/28/15

General Ledger distribution summary for update date of 12/30/15

G/L acct Number	Title	Check #	Vndr Invoice #	Amount	Description	Debit	Credit
11	E-911 FUND						
11-00-1012-000	SBoC A/P Operating Account	22845		344.07-	DUE FROM POSTING		344.07
				Amount to be posted			344.07 Net
11-95-6204-000	Ameritech Line Charges	22845	AMERI 84773460251	344.07		344.07	
				Amount to be posted			344.07 Net
Transaction amounts							
	Total debits....			344.07			
	Total credits...			344.07			
Amounts to be posted							
	Total debits....			344.07			
	Total credits...			344.07			

• Sys date:12/30/15 [NCR3WIN]

Indian Head Park  
CHECK / VOUCHER REGISTER  
Register # 850  
Monday December 28, 2015

Sys time:10:08

Date: 12/28/15

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General Ledger distribution summary for update date of 12/30/15

G/L acct Number	Title	Check #	vndr	Invoice #	Amount	Description	Debit	Credit
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Grand totals

Transaction amounts  
Total debits.... 8339.87  
Total credits... 8339.87

Amounts to be posted  
Total debits.... 8339.87  
Total credits... 8339.87

**Summary through October (6 months)**

***(NUMBERS ARE UN-AUDITED AND SUBJECT TO CHANGE)***

***(WATER FUND DEPRECIATION LINE ITEM IS NOT INCLUDED IN THESE FIGURES.  
THIS REPORT IS CASH-BASED ONLY)***

Budgeted Expenses	1,428,388.00
Actual Expenses	<u>2,882,732.00</u>
Amount under/(over) budget	(1,454,344.00)

Budgeted Revenues	1,703,668.00
Actual Revenues	<u>2,481,334.00</u>
Amount under/(over) budget	(777,666.00)

Amount ahead/(behind) budget (676,678.00)

Budget finalized with an overall \$190,657 deficit

When removing the water depreciation line for report purposes, it finalized with a deficit of \$96,657

***(NUMBERS IN THIS REPORT ARE UN-AUDITED AND SUBJECT  
TO CHANGE DUE TO ACCRUAL AND OTHER ADJUSTMENTS)***

## Expenses

### **Fund 01 - General**

<i>11 - President &amp; Village Board</i>	Budget MTD	Actual MTD	Variance	Budget YTD	Actual YTD	Variance	Annual Budget
Total Personnel Services	0	0	0	999	2,083	-1,084	1,000
Total Outside Services	191	7,248	-7,057	2,224	11,098	-8,874	3,750
Total Capital Outlay	200	0	200	800	0	800	2,400
<i>Total President &amp; Village Board</i>	<i>391</i>	<i>7,248</i>	<i>-6,857</i>	<i>4,023</i>	<i>13,181</i>	<i>-9,158</i>	<i>7,150</i>

### **21 - Administration**

	Budget MTD	Actual MTD	Variance	Budget YTD	Actual YTD	Variance	Annual Budget
Total Personnel Services	17,891	16,387	1,504	71,564	140,872	-69,308	232,408
Total Outside Services	6,033	9,181	-3,148	16,432	29,423	-12,991	39,375
Total Materials & Supplies	250	193	57	2,150	2,843	-693	7,800
Total Capital Outlay	6,146	0	6,146	6,584	7,238	-654	11,100
<i>Total Administration</i>	<i>30,320</i>	<i>25,761</i>	<i>4,559</i>	<i>96,730</i>	<i>180,376</i>	<i>-83,646</i>	<i>290,683</i>

### **31 - Public Works**

	Budget MTD	Actual MTD	Variance	Budget YTD	Actual YTD	Variance	Annual Budget
Total Personnel Services	6,685	1,583	5,102	26,740	47,067	-20,327	86,904
Total Outside Services	6,605	7,572	-967	26,420	46,828	-20,408	79,250
Total Materials & Supplies	3,133	431	2,702	12,532	27,900	-15,368	37,600
Total Capital Outlay	1,458	0	1,458	22,197	16,365	5,832	35,965
<i>Total Public Works</i>	<i>17,881</i>	<i>9,586</i>	<i>8,295</i>	<i>87,889</i>	<i>138,160</i>	<i>-50,271</i>	<i>239,719</i>

### **41 - Police**

	Budget MTD	Actual MTD	Variance	Budget YTD	Actual YTD	Variance	Annual Budget
Total Personnel Services	82,552	85,661	-3,109	330,208	692,686	-362,478	1,073,177
Total Outside Services	10,255	15,866	-5,611	46,371	90,864	-44,493	130,852
Total Materials & Supplies	3,521	2,974	547	14,084	17,944	-3,860	42,250
Total Capital Outlay	200	0	200	13,400	32,918	-19,518	35,000
<i>Total Police</i>	<i>96,528</i>	<i>104,501</i>	<i>-7,973</i>	<i>404,063</i>	<i>834,412</i>	<i>-430,349</i>	<i>1,281,279</i>

### **51 - Building & Grounds**

	Budget MTD	Actual MTD	Variance	Budget YTD	Actual YTD	Variance	Annual Budget
Total Outside Services	2,543	1,105	1,438	10,172	22,279	-12,107	30,500
Total Materials & Supplies	1,084	170	914	4,336	2,632	1,704	13,000
Total Capital Outlay	3,250	0	3,250	13,000	6,188	6,812	39,000
<i>Total Buildings &amp; Grounds</i>	<i>6,877</i>	<i>1,275</i>	<i>5,602</i>	<i>27,508</i>	<i>31,099</i>	<i>-3,591</i>	<i>82,500</i>

### **55 - Building Department**

	Budget MTD	Actual MTD	Variance	Budget YTD	Actual YTD	Variance	Annual Budget
Total Outside Services	1,734	2,996	-1,262	6,936	25,184	-18,248	20,800
Total Materials & Supplies	17	0	17	68	0	68	200
Total Capital Outlay	0	0	0	0	0	0	0
	<i>1,751</i>	<i>2,996</i>	<i>-1,245</i>	<i>7,004</i>	<i>25,184</i>	<i>-18,180</i>	<i>21,000</i>

December 2015

### Expenses

	Budget MTD	Actual MTD	Variance	Budget YTD	Actual YTD	Variance	Annual Budget
<b>61 - Planning &amp; Zoning</b>							
Total Outside Services	83	0	83	332	170	162	1,000
Total Materials & Supplies	21	0	21	84	0	84	250
<i>Total Planning &amp; Zoning</i>	<i>104</i>	<i>0</i>	<i>104</i>	<i>416</i>	<i>170</i>	<i>246</i>	<i>1,250</i>
<b>81 - Fire &amp; Police Commission</b>							
Total Outside Services	0	0	0	0	375	-375	375
Total Materials & Supplies	8	0	8	32	0	32	100
<i>Total Fire &amp; Police Commission</i>	<i>8</i>	<i>0</i>	<i>8</i>	<i>32</i>	<i>375</i>	<i>-343</i>	<i>475</i>
<b>92 - General Accounts</b>							
Total Outside Services	46,611	37,000	9,611	210,001	399,776	-189,775	588,323
Total Transfers to Other funds	3,500	0	3,500	3,500	3,500	0	3,500
<i>Total General Accounts</i>	<i>50,111</i>	<i>37,000</i>	<i>13,111</i>	<i>213,501</i>	<i>403,276</i>	<i>-189,775</i>	<i>591,823</i>
<b>Total Fund 01 - General</b>	<b>203,971</b>	<b>188,367</b>	<b>15,604</b>	<b>841,166</b>	<b>1,626,233</b>	<b>-785,067</b>	<b>2,515,879</b>
<b>Fund 02 - Water &amp; Sewer</b>							
<b>85 - Water</b>							
Total Personnel Services	9,004	8,367	637	36,016	79,257	-43,241	117,046
Total Outside Services	6,197	2,892	3,305	26,608	29,407	-2,799	76,150
Total Materials & Supplies	48,163	53,964	-5,801	192,652	328,544	-135,892	577,950
Total Capital Outlay	2,917	0	2,917	18,373	17,845	528	60,705
<i>Total Water</i>	<i>66,281</i>	<i>65,223</i>	<i>1,058</i>	<i>273,649</i>	<i>455,053</i>	<i>-181,404</i>	<i>831,851</i>
<b>90 - Sewer</b>							
Total Personnel Services	5,189	86	5,103	20,756	40,780	-20,024	67,210
Total Outside Services	6,239	1,020	5,219	23,956	10,638	13,318	65,850
Total Materials & Supplies	183	0	183	732	0	732	2,200
Total Capital Outlay	0	0	0	5,455	5,455	0	7,455
<i>Total Sewer</i>	<i>11,611</i>	<i>1,106</i>	<i>10,505</i>	<i>50,899</i>	<i>56,873</i>	<i>-5,974</i>	<i>142,715</i>
<b>92 - General</b>							
Total Outside Services	6,352	4,764	1,588	33,003	58,798	-25,795	103,058
<i>Total General</i>	<i>6,352</i>	<i>4,764</i>	<i>1,588</i>	<i>33,003</i>	<i>58,798</i>	<i>-25,795</i>	<i>103,058</i>
<b>Total Fund 02 - Water &amp; Sewer</b>	<b>84,244</b>	<b>71,093</b>	<b>13,151</b>	<b>357,551</b>	<b>570,724</b>	<b>-213,173</b>	<b>1,077,624</b>

**Expenses**

	Budget MTD	Actual MTD	Variance	Budget YTD	Actual YTD	Variance	Annual Budget
<b>Total Fund 10 - MFT</b>	<b>10,077</b>	<b>3,570</b>	<b>6,507</b>	<b>37,308</b>	<b>53,306</b>	<b>-15,998</b>	<b>109,908</b>
<b>Total Fund 11 - E911</b>	<b>3,892</b>	<b>4,550</b>	<b>-658</b>	<b>15,568</b>	<b>32,625</b>	<b>-17,057</b>	<b>46,705</b>
<b>Total Fund 16 - Special Parks</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,929</b>	<b>11,275</b>	<b>654</b>	<b>23,858</b>
<b>Total Fund 40 - Debt Service</b>	<b>0</b>	<b>23,924</b>	<b>-23,924</b>	<b>61,988</b>	<b>85,911</b>	<b>-23,923</b>	<b>212,297</b>
<b>Total Fund 52 - Road Improvement</b>	<b>20,290</b>	<b>122,248</b>	<b>-101,958</b>	<b>81,160</b>	<b>194,710</b>	<b>-113,550</b>	<b>243,475</b>
<b>Total Fund 53 - Public Works/HC</b>	<b>800</b>	<b>286,227</b>	<b>-285,427</b>	<b>21,718</b>	<b>307,948</b>	<b>-286,230</b>	<b>157,636</b>
<b>Total Expense ALL FUNDS</b>	<b>323,274</b>	<b>699,979</b>	<b>-376,705</b>	<b>1,428,388</b>	<b>2,882,732</b>	<b>-1,454,344</b>	<b>4,387,382</b>



**Revenues**

	Budget MTD	Actual MTD	MTD Uncollected	Budget YTD	Actual YTD	YTD Uncollected	Annual Budget
<b>Fund 01 - General</b>							
Total RE Taxes	230,074	4,793	225,281	460,148	456,214	3,934	920,298
Total Utility Taxes	22,875	18,448	4,427	91,500	159,081	-67,581	274,500
Total Franchise Revenues	7,500	0	7,500	30,000	46,522	-16,522	90,000
Total State Shared Revenues	65,790	68,491	-2,701	263,160	560,664	-297,504	789,487
Total License & Permits	16,083	3,942	12,141	217,332	271,972	-54,640	278,000
Total Fines & Forfeits	3,500	2,225	1,275	14,000	32,491	-18,491	42,000
Total Charges for Services	9,563	0	9,563	38,252	60,372	-22,120	116,555
Total Other Income	358	48	310	1,432	471	961	64,300
Total Interfund Transfers	1,167	1,166	1	4,668	9,328	-4,660	14,000
<b>Total Fund 01</b>	<b>356,910</b>	<b>99,113</b>	<b>257,797</b>	<b>1,120,492</b>	<b>1,597,115</b>	<b>-476,623</b>	<b>2,589,140</b>
<b>Fund 02 - Water &amp; Sewer</b>							
Total Charges for Services	1,075	2,623	-1,548	282,550	523,029	-240,479	1,125,900
Total Other Income	22	75	-53	88	2,221	-2,133	260
<b>Total Fund 02</b>	<b>1,097</b>	<b>2,698</b>	<b>-1,601</b>	<b>282,638</b>	<b>525,250</b>	<b>-242,612</b>	<b>1,126,160</b>
<b>Total Fund 10 - MFT</b>							
Budget MTD	7,555	42,580	-35,025	30,220	65,668	-35,448	90,654
<b>Total Fund 11 - E911</b>							
Budget MTD	4,167	8,425	-4,258	16,668	29,981	-13,313	50,000
<b>Total Fund 16 - Special Parks</b>							
Budget MTD	5,354	91	5,263	10,708	8,780	1,928	21,414
<b>Total Fund 40 - Debt Service</b>							
Budget MTD	110,231	2,194	108,037	220,462	208,553	11,909	331,023
<b>Total Fund 50 - Capital Improvemen</b>							
Budget MTD	3,500	0	3,500	3,500	3,500	0	3,500
<b>Total Fund 52 - 2014 Road Project</b>							
Budget MTD	0	0	0	0	84	-84	0
<b>Total Fund 53 - Southworks/HC</b>							
Budget MTD	4,176	5,415	-1,239	18,980	42,403	-23,423	157,636
<b>Total Fund 80 - Trust &amp; Agency</b>							
Budget MTD	0	0	0	0	0	0	0
<b>Total Revenue ALL FUNDS</b>	<b>492,990</b>	<b>160,516</b>	<b>332,474</b>	<b>1,703,668</b>	<b>2,481,334</b>	<b>-777,666</b>	<b>4,369,527</b>

December 2015

**Revenues**



**December 2015**

## Revenues

	920,298
\$	238,622
\$	90,000
	840,996
	290,000
	50,000
	100,000
	60,000
	10,000
	2,599,916

December 2015

To: Mayor Hinshaw and Board of Trustees  
From: John J. DuRocher, Village Administrator  
Subject: Website Development Civic-Plus  
Date: January 8, 2016

## **Summary**

Approval of Ordinance 2016-01 which will allow the Village Administrator to enter into an agreement with Civic-Plus for the development and implementation of a new website for the Village. This is a four year agreement which finances that work over that same period. It will allow for us to more effectively communicate without residents. Added features include mobile applications and the ability to communicate events on a mass scale without residents.

## **Fiscal Impact**

This is a budgeted item, this year. It will commit \$8,459 for the next four years for a total cost of \$33,956.

## **Recommendation**

Staff requests approval of the Ordinance. The contract is somewhat onerous on us if we decide to leave for whatever reason. The Village Attorney has pointed out this in his review. However, considering the fact that they are basically financing this for us without real charge, I have no problems with the contract as presented.

## **Action Required by Board**

A motion to approve the task order is requested.

**ORDINANCE #2016-01**

**AN ORDINANCE TO APPROVE AND AUTHORIZE THE EXECUTION OF AN  
AGREEMENT BETWEEN THE VILLAGE OF INDIAN HEAD PARK, ILLINOIS, AND  
ICON ENTERPRISES, INC. DBA CIVIC-PLUS FOR PROFESSIONAL WEBSITE  
DEVELOPMENT SERVICES**

**PASSED AND APPROVED BY  
THE PRESIDENT AND BOARD OF TRUSTEES  
THE 14<sup>TH</sup> DAY OF JANUARY 2016**

**ORDINANCE NO. 2016-01**

**AN ORDINANCE TO APPROVE AND AUTHORIZE THE EXECUTION OF AN AGREEMENT BETWEEN THE VILLAGE OF INDIAN HEAD PARK, ILLINOIS, AND ICON ENTERPRISES, INC. DBA CIVIC-PLUS FOR PROFESSIONAL WEBSITE DEVELOPMENT SERVICES**

**WHEREAS**, in ordinance the opinion of a majority of the corporate authorities of the Village of Indian Head Park, Illinois (hereinafter referred to as the “Village”), it is advisable, necessary and in the public interest that the Village enter into an agreement for the furnishing of professional website development services for the Village;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Trustees of the Village of Indian Head Park, Cook County, Illinois, as follows:

**Section 1:** The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

**Section 2:** It is hereby determined that it is advisable, necessary and in the public interest that the Village enter into a Professional Services Agreement with Icon Enterprises DBA Civic-Plus, Inc.

**Section 3:** The Village Administrator be and is hereby authorized and directed to execute and the Village Clerk be and is hereby authorized to attest on behalf of the Village the Professional Services Agreement with Icon Enterprises DBA Civic-Plus, Inc., a copy of which is attached hereto marked as Exhibit “A.”

**[The remainder of this page is left blank intentionally.]**

**Section 4:** This ordinance shall be in full force and effect upon its passage and approval in accordance with law.

**ADOPTED** this 14<sup>th</sup> day of January 2016, pursuant to a roll call vote as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ABSTENTION:** \_\_\_\_\_

**APPROVED** by me this 14<sup>th</sup> day of January 2016.

\_\_\_\_\_  
Tom Hinshaw, President of the  
Village of Indian Head Park, Cook County, Illinois

ATTESTED and filed in my office,  
this 14<sup>th</sup> day of January 2016.

\_\_\_\_\_  
Laurie Scheer, Clerk of the  
Village of Indian Head Park, Cook County, Illinois

**Exhibit "A"**

**AGREEMENT BETWEEN  
VILLAGE OF INDIAN HEAD PARK  
AND  
ICON ENTERPRISES, INC, DBA CIVIC-PLUS FOR  
PROFESSIONAL WEBSITE DEVELOPMENT SERVICES**



## CivicPlus Advantage Contract Terms and Conditions

### CivicPlus Advantage Invoicing & Payment Terms

The following agreement terms apply to the CivicPlus Advantage Plan – whereby the initial project development fees and recurring fees are paid equally over a four (4) year period. See Exhibit A for complete details and fee options.

1. Approval of this contract, any including attached exhibits, fee schedules and scopes of works
2. Billing for the CivicPlus Advantage Plan begins January 28, 2016.
3. The CivicPlus Advantage Plan provides a fixed fee for an Agreement term of 48 months from the first date of billing. At 48 months, Client has the following options:
  - a. Contract for 12 months of standard Annual Services with CivicPlus. Base rate of \$4,760 is subject to a technology investment and benefit fee of 5 percent (%) of the total Annual Services costs beginning the fifth year of consecutive service.
    - i. After forty-eight (48) months of continuous service, Client is entitled to a no-cost redesign, details noted in Exhibit B. Redesigns that include additional features not available on the original website may be subject to additional charges. Additional features include, but are not limited to, additional modules and integration of third-party software.
  - b. Terminate services with CivicPlus by providing written notice as noted in Term 6.
4. Payment is due 30 days from date of invoice. Unless otherwise limited by law, a finance charge of 2.9 percent (%) per month or \$5.00, whichever is greater, will be added to past due accounts. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).
5. Client allows CivicPlus to display a “Government Websites by CivicPlus” insignia, and web link at the bottom of their web pages. Client understands that the pricing and any related discount structure provided under this agreement assumes such perpetual permission.
6. If a client change in timeline causes CivicPlus to incur additional expenses (i.e. airline change fees), Client agrees to reimburse CivicPlus for those fees. Not to exceed \$1,000 per CivicPlus resource per trip.

### Agreement Renewal

7. Either party may terminate this Agreement at the end of the contract term by providing the other party with 60 days written notice, prior to the contract renewal date. The Contract Renewal Date is thirty-six (36) months after the original contract was signed by the Client. Renewal Options are listed in Term 2 of this Agreement.
8. In the event of early termination of the Agreement by the Client within the first twelve (12) months of the Agreement, full payment of the remainder of the total First Year fees are due within 15 days of termination.
9. In the event of early termination of the Agreement by the Client after twelve (12) months, but before the expiration of the Agreement, Annual Services fees for year(s) two (2), three (3) and four (4) will be prorated and Client will be charged only for the time it remains as a Client of CivicPlus. Full payment of the remainder of the total First Year fees and prorated fees are due within 15 days of termination.
10. This contract may be extended to any municipality in the State of Illinois to purchase at contract prices in accordance with the terms stated herein.

### Ownership & Content Responsibility

11. Upon full and complete payment of submitted invoices for the Project Development and launch of the website, Client will own the Customer Content (defined as website graphic designs, the page content, all module content, all importable/exportable data, and all archived information).
12. Upon completion of the development of the site, Client will assume full responsibility for website content maintenance and content administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content.

**Intellectual Property**

13. Intellectual Property of the CivicPlus Government Content Management System (GCMS®) will remain the property of CivicPlus.
14. Client shall not (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the GCMS® software in any way; (ii) modify or make derivative works based upon the GCMS® software; (iii) create Internet "links" to the GCMS® software or "frame" or "mirror" any GCMS® administrative access on any other server or wireless or Internet-based device; or (iv) reverse engineer or access the GCMS® software in order to (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of the GCMS® software, or (c) copy any ideas, features, functions or graphics of the GCMS® software. The CivicPlus name, the CivicPlus logo, and the product and module names associated with the GCMS® software are trademarks of CivicPlus, and no right or license is granted to use them.

**Indemnification**

15. Client and CivicPlus shall defend, indemnify and hold the other Party harmless, its partners, employees, and agents from and against any and all lawsuits, claims, demands, penalties, losses, fines, liabilities, damages, and expenses including attorney's fees of any kind, without limitation, in connection with the operations of and installation of software contemplated by this Agreement, or otherwise arising out of or in any way connected with the CivicPlus provision of service and performance under this Agreement. This section shall not apply to the extent that any loss or damage is caused by the gross negligence or willful misconduct on the part of either party.

**Liabilities**

16. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier or other service provider whose facilities or services are used in furnishing any portion of the service received by the Client.
17. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Client or any entity employed/contracted on the Client's behalf.
18. Client agrees that it is solely responsible for any solicitation, collection, storage, or other use of end-users' Personal Data on the website. Client further agrees that CivicPlus has no responsibility for the use or storage of end-users' Personal Data in connection with the website or the consequences of the solicitation, collection, storage, or other use by Client or by any third party of Personal Data.

--Remainder of this page left intentionally blank--



**Acceptance**

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
CivicPlus

\_\_\_\_\_  
Date

**Sign and E-mail the entire contract with exhibits to:**

[Contracts@CivicPlus.com](mailto:Contracts@CivicPlus.com)

We will e-mail a counter-signed copy of the contract back to you so we can begin your project.

**CivicPlus does not require a physical copy of the contract, however, if you would like a physical copy of the contract, mail one (1) copy of the contract with original signature to:**

CivicPlus Contract Manager  
302 S. 4<sup>th</sup> Street, Suite 500  
Manhattan, KS 66502

Upon receipt of signed original, we will counter-sign and return the copy for your files.

--Remainder of this page left intentionally blank--

**Exhibit A - CivicPlus Project Deliverables**

All Quotes are in US Dollars and Valid until December 23, 2015.

<b>Project Development and Deployment</b> <i>Initial GCMS® upgrades, maintenance, support and hosting – no additional cost</i> <i>Server Storage not to exceed 20 GB</i>	<b>\$19,679</b>
<b>Project Enhancements:</b> CivicMobile to be associated with <a href="http://www.indianheadpark-il.gov">www.indianheadpark-il.gov</a> CivicSend 80 pages of content migration based off the URL: <a href="http://www.indianheadpark-il.gov">www.indianheadpark-il.gov</a> 2 Days On-Site Implementation Training for up to 6 Staff Members	<b>Included</b>
<b>Total First Year Fee</b>	<b>\$19,679</b>

<b>Annual Services (Continuing GCMS® Upgrades, Maintenance, Support and Hosting)</b> <i>Subject to annual 5% increase starting year 5 and beyond.</i>	<b>\$4,760</b>
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At the request of Client, CivicPlus agrees to redistribute their standardized pricing as follows:

	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>	<b>3<sup>rd</sup> Year</b>	<b>4<sup>th</sup> Year</b>
<b>CivicPlus Advantage Annual Investment Payments</b>	<b>\$8,489</b>	<b>\$8,489</b>	<b>\$8,489</b>	<b>\$8,489</b>
Client may terminate contract at the end of 48 months or select from options available in Term 2 of the Terms & Conditions				

--Remainder of this page left intentionally blank--

**Exhibit A.1 Project Development Scope of Work**

<p><b>Kick-Off</b>  <u>Deliverable:</u> Project Timeline, training jump start information, online forms, kick-off meeting</p>	
<p>CivicPlus will:</p> <ul style="list-style-type: none"> <li>• assign a project manager to this project</li> <li>• conduct a Project Kick-off to review awarded contract</li> <li>• establish communication plan for the duration of the project effort</li> <li>• work with the Client to identify all key internal and external project stakeholders</li> <li>• develop project timeline</li> <li>• provide access to CivicPlus University (online training manuals, videos and other resources) for the Client staff</li> </ul>	<p>Client will:</p> <ul style="list-style-type: none"> <li>• complete the following prior to Phase 1: Functionality and Design Form, Web Team Form and Content Form, Roles and Responsibilities Form and DNS Form</li> <li>• review and approve of project timeline within 5 business days</li> <li>• attend a kick-off meeting with key stakeholders or decision makers</li> <li>• if modifications are required after the review of the initial project timeline, Client has 10 business days to address the modifications and come to a consensus</li> <li>• approve the project timeline (limited to two reviews) prior to proceeding with the project</li> <li>• update the current primary live website content and delete any pages from the website that are no longer wanted or needed</li> </ul>
<p><b>Phase 1: Website Optimization</b>  <u>Deliverable:</u> Website Optimization Meeting</p>	
<p>CivicPlus will:</p> <ul style="list-style-type: none"> <li>• communicate status to the Client, key stakeholders and personnel via emails or phone calls as needed</li> <li>• review the goals and expectations submitted on the forms the Client completed to ensure the Client needs are clearly understood</li> <li>• gather preliminary design data for use</li> </ul>	<p>Client will provide:</p> <ul style="list-style-type: none"> <li>• statistics from the current website from the past 12 months (optional)</li> <li>• pictures to be used in the overall design of the new website</li> <li>• a list of all divisions and/or departments within the organization</li> <li>• a list of third-party and in-house developed applications presently being utilized on the current website</li> <li>• a site map or outline of the current website's navigational structure if possible</li> <li>• a list of any content on the current primary website that must remain as is (verbatim) because of legal requirements</li> </ul>
<p><b>Phase 2: Website Layout</b>  <u>Deliverable:</u> Website grayscale layout and mood board color pallet presentation</p>	
<p>CivicPlus will:</p> <ul style="list-style-type: none"> <li>• present one custom layout in grayscale form and one mood board color palette based on the goals determined in the previous phase. The presented layout will show the placement of the navigation, graphic button and feature areas. The mood board will reflect the color and imagery that will represent the tone of the design</li> <li>• begin development of the website design upon layout and mood board approval</li> </ul>	<p>Client will:</p> <ul style="list-style-type: none"> <li>• approve one layout and the mood board</li> <li>• review marketing packet material and guidelines</li> <li>• Website Layout billing milestone complete</li> </ul>



<p><b>Phase 3: Website Reveal</b>  <u>Deliverable:</u> Website design and production website.</p>	
<p>CivicPlus will:</p> <ul style="list-style-type: none"> <li>• present a fully functional website on a production URL</li> <li>• migrate 80 content pages from <a href="http://www.indianheadpark-il.gov">www.indianheadpark-il.gov</a> to the production URL</li> <li>• conduct a quality review of the website to ensure the functionality and usability standards are met</li> <li>• work with the Client to adjust design and content changes</li> <li>• work with the Client to prepare for training</li> <li>• migrate current plus the past three years Agendas &amp; Minutes in Microsoft Word.DOC or Adobe PDF format</li> </ul>	<p>Client will:</p> <ul style="list-style-type: none"> <li>• evaluate the website design and content and provide CivicPlus with feedback</li> <li>• collaborate with CivicPlus on proposed changes</li> <li>• revise the design according to the approved timeline</li> <li>• if revised design changes are requested after the design approval timeline date, the project's Go Live date will be adjusted out (training and billing milestones will remain as per approved timeline)</li> <li>• provide CivicPlus will all the necessary DNS items identified for the website</li> </ul>
<p><b>Phase 4: 2 Days On-Site Implementation Training for up to 6 Staff Members</b>  <u>Deliverable:</u> Train System Administrator(s) on GCMS® Administration, permissions, setting up groups and users, module administration. Basic User training on pages, module entries, applying modules to pages. Applied use and usability consulting to result in effective communication through your website.</p>	
<p>CivicPlus will:</p> <ul style="list-style-type: none"> <li>• provided training to the Client before the website goes live</li> <li>• train up to 6 Client staff members based on internal daily tasks and workflow</li> <li>• train staff members on how to use the GCMS®, update content pages and modules</li> </ul>	<p>Client will:</p> <ul style="list-style-type: none"> <li>• provide a location for training with internet access</li> <li>• provide computers for staff to be trained on</li> <li>• Phase 4: Training billing milestone complete</li> </ul>
<p><b>Phase 5: Go Live</b>  <u>Deliverable:</u> Custom website launched to the public.</p>	
<p>CivicPlus will:</p> <ul style="list-style-type: none"> <li>• address system issues and bugs that the Client finds</li> <li>• redirect the domain name to the newly developed website as per approved timeline</li> </ul>	<p>Client will:</p> <ul style="list-style-type: none"> <li>• test and update the final site as per approved timeline</li> <li>• notify CivicPlus on any system issues or bugs found in the website</li> </ul>
<p><b>Project Enhancements:</b>  CivicMobile to be associated with <a href="http://www.indianheadpark-il.gov">www.indianheadpark-il.gov</a>  CivicSend  80 pages of content migration based off the URL: <a href="http://www.indianheadpark-il.gov">www.indianheadpark-il.gov</a>  2 Days On-Site Implementation Training for up to 6 Staff Members</p>	



**Project Development and Deployment Includes the Following:**

Modules	Functionality
<ul style="list-style-type: none"> <li>• Agenda Center</li> <li>• Alerts Center &amp; Emergency Alert Notification</li> <li>• Archive Center</li> <li>• Bid Postings</li> <li>• Blog</li> <li>• Business/Resource Directory</li> <li>• Calendar</li> <li>• Citizen Request Tracker™ (5 users)</li> <li>• Community Connection</li> <li>• Community Voice™</li> <li>• Document Center</li> <li>• ePayment Center</li> <li>• Facilities &amp; Reservations</li> <li>• Frequently Asked Questions</li> <li>• Forms Center</li> <li>• Intranet</li> <li>• Job Postings</li> <li>• My Dashboard</li> <li>• News Flash</li> <li>• Notify Me® email and 500 SMS subscribers</li> <li>• Photo Gallery</li> <li>• Quick Links</li> <li>• Real Estate Locator</li> <li>• Spotlight</li> <li>• Staff Directory</li> </ul>	<ul style="list-style-type: none"> <li>• Action Items Queue</li> <li>• Audit Trail / History Log</li> <li>• Automated PDF Converter</li> <li>• Automatic Content Archiving</li> <li>• Dynamic Breadcrumbs</li> <li>• Dynamic Sitemap</li> <li>• Expiring Items Library</li> <li>• Graphic Link Administration</li> <li>• Links Redirect</li> <li>• Menu Management</li> <li>• Mouse-over Menu Structure</li> <li>• Online Editor for Editing and Page Creation (WYSIWYG)</li> <li>• Online Web Statistics</li> <li>• Printer Friendly/Email Page</li> <li>• RSS</li> <li>• Site Layout Options</li> <li>• Site Search &amp; Entry Log</li> <li>• Slideshow</li> <li>• Social Media Integration (Facebook, Twitter, Instagram)</li> <li>• User &amp; Group Administration Rights</li> <li>• Web Page Upload Utility</li> <li>• Website Administrative Log</li> </ul>



**Exhibit B – Basic Redesign of Website**

**CivicPlus Project Development Services & Scope of Services for  
CP Basic Redesign**

- New design for all items originally contracted for (main site, department headers and subsites)
- Redevelop banner
- Redevelop navigation method (may choose top drop-down or other options)
- Design setup - wireframe
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing
- Review
- Content Migration – Includes retouching of all existing published pages to ensure proper formatting, and application of new site styles. Note: Content will **not** be rewritten, reformatted or pages broken up (shortened or re-sectioned)
- Site styles and page layouts will be touched so all pages match the new design and migrate cleanly
- Spelling and broken links will be checked and reported if unable to correct

**Exhibit C - Premium Included Hosting**

<b>Data Center</b>	<ul style="list-style-type: none"> <li>• Highly Reliable Data Center</li> <li>• Managed Network Infrastructure</li> <li>• On-Site Power Backup &amp; Generators</li> <li>• Multiple telecom/network providers</li> <li>• Fully redundant Network</li> <li>• Highly Secure Facility</li> <li>• 24/7/365 System Monitoring</li> </ul>
<b>Hosting</b>	<ul style="list-style-type: none"> <li>• Automated GCMS® Software Updates</li> <li>• Server Management &amp; Monitoring</li> <li>• Multi-tiered Software Architecture</li> <li>• Server software updates &amp; security patches</li> <li>• Database server updates &amp; security patches</li> <li>• Antivirus management &amp; updates</li> <li>• Server-class hardware from nationally recognized provider</li> <li>• Redundant firewall solutions</li> <li>• High performance SAN with N+2 reliability</li> </ul>
<b>Bandwidth</b>	<ul style="list-style-type: none"> <li>• Multiple network providers in place</li> <li>• Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack)</li> <li>• 22 Gb/s burst bandwidth</li> </ul>
<b>Disaster Recovery</b>	<ul style="list-style-type: none"> <li>• Emergency After-hours support, live agent (24/7)</li> <li>• On-line status monitor at data center</li> <li>• Event notification emails</li> <li>• Guaranteed recovery TIME objective (RTO) of 8 hours</li> <li>• Guaranteed recovery POINT objective (RPO) of 24 hours</li> <li>• Pre-emptive monitoring for disaster situations</li> <li>• Multiple data centers</li> <li>• Geographically diverse data centers</li> </ul>
<b>DDoS Mitigation</b>	<ul style="list-style-type: none"> <li>• Defined DDoS Attack Process             <ul style="list-style-type: none"> <li>• Identify attack source</li> <li>• Identify type of attack</li> <li>• Monitor attack for threshold engagement</li> </ul> </li> </ul>

## Exhibit D - Support and Maintenance

### Support Services

CivicPlus' on-site support team is available from 7:00 am to 7:00 pm CT to assist clients with any questions, concerns or suggestions regarding the functionality and usage of CivicPlus' GCMS® and associated applications. The support team is available during these hours via CivicPlus' toll-free support number and e-mail. Support personnel will respond to calls as they arrive (under normal circumstances, if all lines are busy, messages will be returned within two hours; action will be taken on e-mails within four hours), and if Client's customer support liaison is unable to assist, the service escalation process will begin.

Emergency support is available 24-hours-a-day for designated, named Client points-of-contact, with members of both CivicPlus' project management and support teams available for urgent requests. Emergency support is provided free-of-charge for true emergencies (ie: website is down, applications are malfunctioning, etc.), though Client may incur support charges for non-emergency requests during off hours (ie: basic functionality / usage requests regarding system operation and management). The current discounted rate is \$175/hour.

CivicPlus maintains a customer support website that is accessible 24-hours-a-day with an approved client username and password.

### Service Escalation Processes

In the event that CivicPlus' support team is unable to assist Client with a request, question or concern, the issue is reported to the appropriate CivicPlus department.

Client requests for additional provided services are forwarded to CivicPlus' Client Care personnel.

Client concerns/questions regarding GCMS® or associated application errors are reported to CivicPlus' technical team through CivicPlus' issue tracking and management system to be addressed in a priority order to be determined by CivicPlus' technical team.

All other requests that do not meet these criteria will be forwarded to appropriate personnel within CivicPlus' organization at the discretion of the customer support liaison.

<b>Included Services:</b>	
<b>Support</b>	<b>Maintenance of CivicPlus GCMS®</b>
7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)	Install Service Patches for OS
24/7 Emergency Support	System Enhancements
Dedicated Support Personnel	Fixes
Usability Improvements	Improvements
Integration of System Enhancements	Integration
Proactive Support for Updates & Fixes	Testing
Online Training Manuals	Development
Monthly Newsletters	Usage License
Routine Follow-up Check-ins	
CivicPlus Connection	

## Exhibit E - CivicPlus Service Level Agreement

CivicPlus will use commercially reasonable efforts to make the GCMS® available with a Monthly Uptime Percentage (defined below) of at least 99.7%, in each case during any monthly billing cycle (the "Service Commitment"). In the event CivicPlus does not meet the Service Commitment, you will be eligible to receive a Service Credit as described below.

### Definitions

- "Monthly Uptime Percentage" is calculated by subtracting from 100% the percentage of minutes during the month in which the GCMS, was "Unavailable." Monthly Uptime Percentage measurements exclude downtime resulting directly or indirectly from any Exclusion (defined below).
- "Unavailable" and "Unavailability" mean:
  - The HTML of the home page of the site is not delivered in 10 seconds or less 3 times in a row when tested from inside our network and returns a status of 200.
  - The Main page of the site returns a status other than 200 or 302 3 times in a row.
- A "Service Credit" is a dollar credit, calculated as set forth below, that we may credit back to an eligible account.

### Service Commitments and Service Credits

Service Credits are calculated as a percentage of the total charges paid by you (excluding one-time payments such as upfront payments) for the month accordance with the schedule below.

Monthly Uptime Percentage	Service Credit Percentage
Less than 99.7%	1% of one month's fee

We will apply any Service Credits only against future payments otherwise due from you. Service Credits will not entitle you to any refund or other payment from CivicPlus. A Service Credit will be applicable and issued only if the credit amount for the applicable monthly billing cycle is greater than one dollar (\$1 USD). Service Credits may not be transferred or applied to any other account. Unless otherwise provided in the Client Agreement, your sole and exclusive remedy for any unavailability, non-performance, or other failure by us to provide the service is the receipt of a Service Credit (if eligible) in accordance with the terms of this SLA.

### Credit Request and Payment Procedures

To receive a Service Credit, you must submit a claim by opening a case with Support. To be eligible, the credit request must be received by us by the end of the second billing cycle after which the incident occurred and must include:

1. the words "SLA Credit Request" in the subject line;
2. the dates and times of each Unavailability incident that you are claiming;
3. the affected Site domains; and
4. Any documentation that corroborate your claimed outage.

If the Monthly Uptime Percentage of such request is confirmed by us and is less than the Service Commitment, then we will issue the Service Credit to you within one billing cycle following the month in which your request is confirmed by us. Your failure to provide the request and other information as required above will disqualify you from receiving a Service Credit.

### SLA Exclusions

The Service Commitment does not apply to any unavailability, suspension or termination of GCMS®, or any other GCMS® performance issues: (i) that result from a suspension; (ii) caused by factors outside of our reasonable control, including any force majeure event or Internet access or related problems beyond the demarcation point of CivicPlus; (iii) that result from any actions or inactions of you or any third party; (iv) that result from your equipment, software or other technology and/or third party equipment, software or other technology (other than third party equipment within our direct control); (v) that result from any maintenance as provided for pursuant to the Client Agreement; or (vi) arising from our suspension and termination of your right to use the GCMS® in accordance with the Client Agreement (collectively, the "SLA Exclusions"). If availability is impacted by factors other than those used in our Monthly Uptime Percentage calculation, then we may issue a Service Credit considering such factors at our discretion.

## Disaster Recovery Feature Service Commitment

CivicPlus will use commercially reasonable efforts to make insure that in the event of a disaster that make the Primary data center unavailable (defined below) Client site will be brought back online at a secondary data center (the "Service Commitment"). In the event CivicPlus does not meet the Service Commitment, you will be eligible to receive a Service Credit as described below.

### Definitions

- "Datacenter availability" is determined by inability to provide or restore functions necessary to support the Service. Examples of necessary functions include but are not limited Cooling, Electrical, Sufficient Internet Access, Physical space, and Physical access.
- A "Service Credit" is a dollar credit, calculated as set forth below, that we may credit back to an eligible account.
- Recovery Time Objective (RTO) is the most anticipated time it will take to bring the service back online in the event of a data center event.
- Recovery Point Objective (RPO) the amount of data lost that is considered acceptable.

### Service Commitments and Service Credits

Service Credits are calculated as a percentage of the total charges paid by you (excluding one-time payments such as upfront payments) for the month accordance with the schedule below.

<b>Recovery Time Objective</b>	<b>Service Credit Percentage</b>
8 Hours	10% of one month's fee
<b>Recovery Point Objective</b>	<b>Service Credit Percentage</b>
24 Hours	10% of one month's fee

To: Mayor Hinshaw and Board of Trustees  
From: John J. DuRocher, Village Administrator  
Subject: Strand Task Order 16-01  
Date: January 8, 2016

## **Summary**

Approval of task order 16-01 which provides for professional engineering inspection of manholes as required by the Metropolitan Water Reclamation District of Greater Chicago.

The MWRD is requiring all municipalities to inspect and repair all sanitary sewer manholes in order to reduce the flow of storm water into the sanitary sewer system.

## **Fiscal Impact**

This is a budgeted item (90-6252-125). There is \$20,000 allocated. The task order is for \$19,600.

Please note that this task order combined with the task order below will exceed the budgeted amount, however both will span two fiscal years.

In order to avoid this happening again, we will develop a multi-year capital budget to be approved annually.

## **Recommendation**

Staff requests approval of the task order. Since we have a professional services agreement with Strand and the request is budgeted, no real action is required. However, for transparency purposes, we are putting this on the agenda for approval.

## **Action Required by Board**

A motion to approve the task order is requested.

# TASK ORDER NO. 16-01

In accordance with the General On-Call Municipal Engineering Services Contract, dated October 8, 2015 ("Contract") between the Village of Indian Head Park, Illinois ("VILLAGE") and Strand Associates, Inc.® ("CONSULTANT"), CONSULTANT is hereby authorized by VILLAGE to perform the following task order as follows:

**Project Name/Task:** Manhole Inspection Program

**Brief Description:** Perform Sanitary Sewer Manhole Inspections

**Contracted Services/Scope of Work:** CONSULTANT will provide the following services to VILLAGE:

1. Perform inspection of 80 manholes following National Association of Sewer Service Companies Manhole Assessment and Certification Program coding standards to observe potential inflow and infiltration.
2. Provide a report summarizing the results of the manhole inspections and recommendations for rehabilitation.

**Schedule/Time of Performance:** Services will begin upon execution of this Task Order, which is anticipated on January 26, 2016. Services are scheduled for completion on June 30, 2016.

**Consultant's Compensation:** VILLAGE shall compensate CONSULTANT for Services under this Task Order on an hourly rate basis plus expenses an estimated fee not to exceed \$19,600.

All terms and conditions of the General On-Call Municipal Engineering Services Contract not modified by this Task Order shall remain in full force and effect and are incorporated in this Task Order as if fully set forth herein.

## TASK ORDER AUTHORIZATION AND ACCEPTANCE:

VILLAGE:

CONSULTANT:

VILLAGE OF INDIAN HEAD PARK, ILLINOIS

STRAND ASSOCIATES, INC.®



\_\_\_\_\_  
Tom Hinshaw  
President

\_\_\_\_\_  
Matthew S. Richards  
Secretary

\_\_\_\_\_  
Date

**ATTEST:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_

BY: Laurie Scheer, Village Clerk

BY:

To: Mayor Hinshaw and Board of Trustees  
From: John J. DuRocher, Village Administrator  
Subject: Strand Task Order 16-02  
Date: January 8, 2016

## **Summary**

Approval of task order 16-02 which provides for professional engineering services to the Village for the development of its sanitary sewer mapping system as required by the Metropolitan Water Reclamation District of Greater Chicago.

The MWRD is requiring all municipalities to map put through a geographic information system (GIS) all sanitary sewers to identify high risk (inflow) areas in order to reduce the flow of storm water into the sanitary sewer system.

## **Fiscal Impact**

This is a budgeted item (90-6252-125). There is \$20,000 allocated. The task order is for \$37,000.

Please note that this task order combined with the task order above will exceed the budgeted amount, however both will span two fiscal years.

In order to avoid this happening again, we will develop a multi-year capital budget to be approved annually.

## **Recommendation**

Staff requests approval of the task order. Since we have a professional services agreement with Strand and the request is budgeted, no real action is required. However, for transparency purposes, we are putting this on the agenda for approval.

## **Action Required by Board**

A motion to approve the task order is requested.

## TASK ORDER 16-02

In accordance with the General On-Call Municipal Engineering Services Contract, dated October 8, 2015 ("Contract") between the Village of Indian Head Park, Illinois ("VILLAGE") and Strand Associates, Inc. ("CONSULTANT"), CONSULTANT is hereby authorized by VILLAGE to perform the following task order as follows:

**Project Name/Task:** Watershed Management Ordinance Short-Term Program

**Brief Description:** Assist Village with addressing the Metropolitan Water Reclamation District of Greater Chicago's (MWRDGC) Watershed Management Ordinance (WMO) requirements related to the Village's sanitary sewer system.

**Scope of Services:** CONSULTANT will provide the following services to the VILLAGE:

1. Utilize the Village's existing sanitary sewer mapping and available field data to create an updated sanitary sewer system map in a geographic information system (GIS) platform.
2. Meet with Village staff to discuss existing conditions in the sanitary sewer system with the intent of identifying high risk public sewers which include the following:
  - a. Locations in the Village subject to basement backups and routine service calls.
  - b. Records of past basement backups and sewer overflows.
  - c. Segments of sanitary sewer subject to surcharging or overflows.
  - d. Segments of sanitary sewer exhibiting excessive wet weather flows.
  - e. Segments of sanitary sewer with deficiencies that could result in system failure.
  - f. Locations of all sanitary pumping stations.
  - g. Records of service problems or electrical/mechanical failures at sanitary pumping stations.
  - h. Locations of interconnections between the Village and other municipal entities.
3. Gather records from the Village of prior sewer system investigations, assessments, studies, and rehabilitation work completed.
4. Complete the Sanitary Sewer System Description and Inventory Form required under the MWRDGC WMO.
5. Develop recommendations for performance of a condition assessment of the high risk sanitary sewers based on meeting with Village staff as well as available records and data provided by Village. The condition assessment shall include the following:
  - a. A sewer flow monitoring program for assessment of system characteristics and flow conditions.
  - b. Prioritization of areas of the sanitary sewer system for additional field investigations such as manhole inspections, smoke testing, dye testing, and sewer televising.
  - c. Recommended schedule and opinion of probable cost for performance of the condition assessments.

6. Develop an Immediate Action Plan for addressing immediate sanitary sewer rehabilitation or replacement needs identified based on meeting with Village staff as well as available records and data provided by Village. The plan shall include a recommended schedule and opinion of probable cost for implementing the plan.
7. Develop a preliminary draft Private Sector Program (PSP) for addressing inflow and infiltration from private property. The preliminary draft PSP will include an explanation of activities, requirements, and resources required by the Village to eventually adopt and implement a final PSP. Provide the preliminary draft PSP to the Village for consideration and comment and conduct one information meeting with the Village to discuss the program. Further tasks for the PSP will be included under a separate task order.
8. Develop and submit to the MWRDGC a Short Term Requirement Annual Summary Report to include the Sanitary Sewer System Description and Inventory Form and a Status of High Priority Deficiencies Form per the MWRDGC WMO.

**Compensation:** OWNER shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee not to exceed \$37,000.

**Schedule/Time of Performance:** Services will begin upon execution of this Task Order, which is anticipated on January 26, 2016. Services are scheduled for completion on August 30, 2016.

To: Mayor Hinshaw and Board of Trustees  
From: John J. DuRocher, Village Administrator  
Subject: Professional Auditing Services  
Date: January 8, 2016

## **Summary**

The Village sought out proposals from 9 professional auditing firms. Five responded, with three actually sending in their responses properly.

Hard Copies of the proposals are in your mail boxes.

The Village is seeking a three year agreement with the right to extend. The reason why I asked for a three year agreement was I did not want the audit to extend beyond the term of the current Village President.

The proposals were sought using a format suggested by the Government Finance Officers Association. We asked for the proposal to be broken down into two separate parts, the technical proposal and pricing.

All submissions reviewed were deemed to be satisfactory, however, the submission by Sikich was deemed to have the slight edge on the others. Their experience in the municipal arena is, in my opinion a bit deeper than the others. Also, their participation in local government education is more than the others.

All in all difference in cost for all three over a three year period was about \$1,500 with Baker Tilly (our current auditor) on the low end to Sikich on the high. I believe that we can further negotiate the fee to Sikich. This may or may not come to pass.

The dollar cost proposals are attached.

## **Fiscal Impact**

This will be a next year budgeted item. The current budget calls for \$32,600 in expenses overall. The next year impact will be \$23,200.

## **Recommendation**

I recommend the hiring of Sikich as our auditor. They have the best experience in my mind and I highly recommend them.

The reason I am not recommending Baker Tilly is that they have been our auditor for more than eight years and I am a believer in not only shaking up the audit team periodically, but changing firms. This allows for a different corporate approach to the audit. This practice is not uncommon in the municipal arena.

One of the key things that separated them from Lauterbach and Amen was the cost to provide auditing services to our cable agency.

As you may know, the Village acts as the administrator for the West Central Cable Agency (WCCA). We coordinate the audit for them. The cost of the proposal from Lauterbach and Amen, although slightly less for the Village, was \$6,000 higher than the Sikich proposal. (\$4,500 vs \$11,000), that being said, Sikich gets the nod.

Attached is the contract. We request that it be approved subject to attorney approval of form. There is one item that Sikich needs to change in the agreement. It is assumed that they will otherwise it is on to another firm.

### **Action Required by Board**

A motion to approve the resolution subject to attorney approval of contract.

RESOLUTION NO. R 1-16-1

**A RESOLUTION TO APPROVE AND AUTHORIZE THE EXECUTION OF AN  
AGREEMENT BETWEEN THE VILLAGE OF INDIAN HEAD PARK, ILLINOIS, AND  
SIKICH LLP FOR THE FURNISHING OF  
PROFESSIONAL AUDITING SERVICES**

PASSED AND APPROVED BY  
THE PRESIDENT AND BOARD OF TRUSTEES  
THE 14<sup>TH</sup> DAY OF JANUARY 2016

RESOLUTION NO. R 1-16-01

**A RESOLUTION TO APPROVE AND AUTHORIZE THE EXECUTION OF AN  
AGREEMENT BETWEEN THE VILLAGE OF INDIAN HEAD PARK, ILLINOIS, AND  
SIKICH LLP FOR THE FURNISHING OF  
PROFESSIONAL AUDITING SERVICES**

**WHEREAS**, in the opinion of a majority of the corporate authorities of the Village of Indian Head Park, Illinois (hereinafter referred to as the “Village”), it is advisable, necessary and in the public interest that the Village enter into an agreement for the furnishing of professional auditing services for the Village;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Village of Indian Head Park, Cook County, Illinois, as follows:

**Section 1:** The facts and statements contained in the preambles to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

**Section 2:** It is hereby determined that it is advisable, necessary and in the public interest that the Village enter into a Professional Services Agreement with Sikich LLP.

**Section 3:** The Village President be and is hereby authorized and directed to execute and the Village Clerk be and is hereby authorized to attest on behalf of the Village the Professional Services Agreement with Sikich LLP, a copy of which is attached hereto marked as Exhibit “A.”

**[The remainder of this page is left blank intentionally.]**

**Section 4:** This resolution shall be in full force and effect upon its passage and approval in accordance with law.

**ADOPTED** this 14<sup>th</sup> day of January 2016, pursuant to a roll call vote as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ABSTENTION:** \_\_\_\_\_

**APPROVED** by me this 14<sup>th</sup> day of January 2016.

\_\_\_\_\_  
Tom Hinshaw, President of the  
Village of Indian Head Park, Cook County, Illinois

ATTESTED and filed in my office,  
this 14<sup>th</sup> day of January 2016.

\_\_\_\_\_  
Laurie Scheer, Clerk of the  
Village of Indian Head Park, Cook County, Illinois

**Exhibit "A"**

**AGREEMENT BETWEEN  
VILLAGE OF INDIAN HEAD PARK  
AND  
SIKICH LLP  
FOR  
PROFESSIONAL AUDITING SERVICES**



1415 W. Diehl Road, Suite 400  
Naperville, Illinois 60563

630.566.8400 // [www.sikich.com](http://www.sikich.com)

Certified Public Accountants & Advisors  
*Members of American Institute of Certified Public Accountants*

January 8, 2016

Honorable President  
Members of the Board of Trustees  
Village of Indian Head Park  
201 Acacia Drive  
Indian Head Park, Illinois 60525

Dear Ladies and Gentlemen:

We are pleased to confirm our understanding of the services we are to provide the Village of Indian Head Park (the Village) for the year ended April 30, 2016. We will audit the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Village as of and for the year ended April 30, 2016.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Schedule of Revenues, Expenditures and Changes in Fund Balance - Appropriation and Actual, for the General Fund and any major special revenue funds.
3. Schedule of Funding Progress and Schedule of Employer Contributions for the Illinois Municipal Retirement Fund.
4. Notes to Required Supplementary Information

We have also been engaged to report on supplementary information other than RSI that accompanies the Village's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. The Combining and Individual Fund Financial Statements and Schedules and Supplemental Data.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that other information.

1. Introductory Section\*
2. Statistical Section\*

\*These are each part of the Comprehensive Annual Financial Report, if the Village chooses to prepare one.

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions and to render the required report. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village's compliance with provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the Village in conformity with U.S. generally accepted accounting principles based on information provided by you.

Other nonattest services, based on our proposal dated December 31, 2015, expected to be performed during our audit of the financial statements as of and for the year ended April 30, 2016 and other deliverables are as follows:

1. Preparation of the financial statements based on the adjusted trial balances prepared by the Village,
2. Preparation of twenty-five (25) hard copies and one (1) electronic copy (.pdf) of the comprehensive annual financial report (CAFR) of the Village (report covers, dividers, introductory section, Management Discussion and Analysis and certain statistical data to be provided by the Village),
3. Preparation of twenty-five (25) copies and one (1) electronic (.pdf) of the management letter,
4. Preparation of two (2) copies and electronic filing of the Annual Financial Report to be filed with the State Comptroller and County Clerk,
5. Assistance in completing and filing the required application and supporting documents to apply for the Certificate of Achievement for Excellence in Financial Reporting, if desired by the Village,
6. Retain workpapers for seven (7) years in accordance with Firm standards,
7. Reporting to the Board of Commissioners in accordance with Statement on Auditing Standards (SAS) No. 114, Communications with Those Charged with Governance, and
8. Exit conference with Village Officials to present the completed audit and related materials.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are also responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit services we provide; oversee the nonattest services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees and Other**

In accordance with professional standards, any discussions during the period of the engagement between any individual representing your Village and a member of the Sikich engagement team regarding potential employment or association with the Village creates an impairment of independence for the Sikich employee and possibly the firm. Such a situation could require us to temporarily or permanently remove that person from your engagement or to perform additional

procedures or re-perform procedures, which would increase our fees. Should we not become aware of the impairment until after the conclusion of the engagement, the firm's independence would be deemed to have been impaired. Please inform appropriate personnel in your Village to refrain from any such discussions with any Sikich staff while the engagement is ongoing and notify Brian LeFevre immediately if you or anyone else in your Village becomes aware that any such discussions may have occurred.

The assistance to be supplied by Village personnel is described in the workpaper request lists for preliminary (interim) and final fieldwork, which outline the specific schedules and information we are requesting for this engagement. The workpaper request lists will be discussed with and coordinated with John Durocher, Village Administrator. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report. This engagement letter assumes that all records, documentation and information we requested in connection with our audit (and outlined in the workpaper request lists) are complete and available at the beginning of the respective phases of the engagement. It also assumes that key personnel are available to us during the duration of the audit. The accuracy of these assumptions will allow us to conduct our audit without any delays or inefficiencies for the fee noted in our engagement letter. If the assumptions are not accurate and you fail to provide the records, documentation, information and key personnel required, there may be additional fees to cover our cost for the delays and possible rescheduling of the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We understand that your employees will prepare all cash, accounts receivable and other confirmations we request and will locate any documents selected by us for testing.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter. Notwithstanding the foregoing, this engagement letter will not include any services related to the Affordable Care Act or consideration of taxable fringe benefits including those impacted by Affordable Care Act; in all circumstances, services related to the Affordable Care Act and other taxable fringe benefit reporting will be the subject of a separate engagement letter and will be billable under a separate hourly rate structure than the services provided hereunder.

We will provide copies of our reports to the Village; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our report are to be made available for public inspection.

The audit documentation for this engagement is the property of Sikich LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit and examination documentation and appropriate individuals will be made available upon request and in a timely manner to cognizant or oversight agency for audit or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Sikich LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide,

to distribute the copies or information contained therein to others, including other governmental agencies.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, regulatory inquiry (other than that mentioned in the previous paragraph) or arbitration or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the cognizant or oversight agency for audit or its designee. Sikich LLP does not keep any original client records so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

Final reports will be issued upon your approval of the preliminary drafts. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service. Brian D. LeFevre is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services will not exceed \$23,200 for the audit of the Village, and \$1,500 for the first year the Village applies for the Certificate of Achievement, if applicable, which includes out-of-pocket costs such as report production, reproduction, typing, postage, etc. Services will be invoiced to you from time to time as work progresses. In accordance with Illinois Compiled Statutes, payments for all services are due within sixty days of receipt of invoice. Invoices not paid within sixty days will be assessed a finance charge of 1% per month (12% annually).

We reserve the right to suspend or terminate services for reasonable cause, such as failure to pay our invoices on a timely basis or failure to provide the information or cooperation necessary for successful performance of our services. Our engagement will be deemed to be completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for the time expended to that point and to reimburse us for all out-of-pocket expenditures through the date of termination.

You hereby agree to indemnify and hold harmless Sikich LLP and its partners, directors, employees, agents or subcontractors against all costs, expenses, losses, judgments, damages and liabilities (including reasonable attorneys' fees and expenses) associated with any third party claim, threat or proceeding relating to the performance of any services by Sikich LLP under this engagement, other than as determined through mediation to have been caused by our own gross negligence or willful misconduct.

You agree that our maximum liability to you for any negligent errors or omissions committed by us in the performance of the engagement will be limited to the amount of fees we receive from you for this engagement, except to the extent determined to result from our gross negligence or willful

5/13/15  
Sikich LLP

misconduct. You agree that this limitation applies to any and all liability or cause of action against us, however alleged or arising, unless otherwise prohibited by law or professional standards. Additionally, our liability as auditors shall be limited to the period covered by our audit and shall not extend to later periods for which we are not engaged as auditors or prior periods before we were engaged as auditors. In no event will Sikich be liable to you or any third party, whether a claim be in tort, contract or otherwise, for any amount in excess of the total professional fees paid pursuant to this agreement to which the claim relates, or for any consequential, indirect, lost profit, punitive or similar damages relating to Sikich's services provided under this agreement.

If any dispute, controversy or claim arises in connection with the performance or breach of the agreement, either party may, on written notice to the other party, request that the matter be mediated. Such mediation will be conducted by a mediator appointed by and pursuant to the Mediation Rules of the American Arbitration Association. Both parties will exert their best efforts to discuss with each other in good faith their respective positions in an attempt to finally resolve such dispute or controversy.

Each party may disclose any facts to the other party or the mediator which it, in good faith, considers necessary to resolve the matter. All such discussions, however, will be for the purpose of assisting in settlement efforts and will not be admissible in any subsequent litigation against the disclosing party. Except as agreed by both parties, the mediator will keep confidential all information disclosed during negotiations.

The mediation proceedings will conclude within sixty days from receipt of the written notice unless extended or terminated sooner by mutual consent. Each party will be responsible for its own expenses. The fees and expenses of the mediator, if any, will be borne equally by the parties.

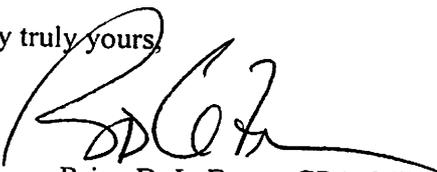
#### Acceptance

You acknowledge having read this agreement in its entirety, have had full opportunity to consider its terms in consultation with your attorney, have had full and satisfactory explanation of the same and fully understand and agree to be bound by the terms of this agreement.

Please indicate your understanding and acceptance of this agreement and your intention to be legally bound by executing this agreement in the space provided below where indicated and return it to our offices, indicating your authorization for us to proceed on the above terms and conditions.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Very truly yours,

  
By: Brian D. LeFevre, CPA, MBA  
Partner  
On behalf of Sikich LLP

**RESPONSE:**

This letter correctly sets forth the understanding of the Village of Indian Head Park.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

5/11/14

Village of Indian Head Park, Illinois

Request for Proposal

Professional Auditing Services

Appendix F

Schedule of Professional Fees

For the Audit of the 2016 Financial Statements

	<u>Hours</u>	<u>Standard Hourly Rate</u>	<u>Quoted Hourly Rate</u>	<u>Total</u>
Partners	30	350	220	\$ 6,600
Managers	40	200	140	5,600
Supervisory Staff	50	170	100	5,000
Staff	60	140	80	4,800
Admins	<u>20</u>	100	60	<u>1,200</u>
Total	<u>200</u>			<u>\$ 23,200</u>
Total-all-inclusive price for 2016 audit				<u>\$ 23,200</u>

5/11/14

Village of Indian Head Park, Illinois

Request for Proposal

Professional Auditing Services

Appendix F

Schedule of Professional Fees

For the Audit of the 2017 Financial Statements

	<u>Hours</u>	<u>Standard Hourly Rate</u>	<u>Quoted Hourly Rate</u>	<u>Total</u>
Partners	30	360	225	\$ 6,750
Managers	40	210	145	5,800
Supervisory Staff	50	175	100	5,000
Staff	60	145	85	5,100
Admins	<u>20</u>	100	65	<u>1,300</u>
Total	<u>200</u>			<u>\$ 23,950</u>
Total-all-inclusive price for 2017 audit				<u>\$ 23,950</u>

6/11/14

Village of Indian Head Park, Illinois

Request for Proposal

Professional Auditing Services

Appendix F

Schedule of Professional Fees

For the Audit of the 2018 Financial Statements

	<u>Hours</u>	<u>Standard Hourly Rate</u>	<u>Quoted Hourly Rate</u>	<u>Total</u>
Partners	30	365	230	\$ 6,900
Managers	40	205	150	6,000
Supervisory Staff	50	175	105	5,250
Staff	60	145	90	5,400
Admins	<u>20</u>	105	70	<u>1,400</u>
Total	<u>200</u>			<u>\$ 24,950</u>
Total-all-inclusive price for 2018 audit				<u>\$ 24,950</u>

## APPENDIX TO FEE PROPOSAL

We understand that the Village is interested in participating in the GFOA Certificate of Achievement Program and preparing a comprehensive annual financial report. In the first year the Village applies for the Certificate of Achievement, there would be a one-time fee of \$1,500.

These fees assume that the Village will provide the auditors with electronic copies of adjusted trial balances by individual funds, a year-to-date general ledger with details of postings to all accounts, subsidiary ledgers that agree or are reconciled to the general ledger, and will prepare certain schedules of account analysis and confirmations of account balances. It is assumed that all bank reconciliations will be completed and reconciled to the general ledger cash balances. If the Village should require a single audit of federal expenditures in any particular fiscal year, we would negotiate these fees separately with the Village.

We invoice our clients on a monthly basis as services are provided. In accordance with Illinois Compiled Statutes, payments for all services are due within sixty (60) days of receipt of an invoice. Invoices not paid within sixty days are assessed a finance charge of one (1) percent per month (12% annually).



## APPENDIX F

Page 1

### SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

### FOR THE AUDIT OF THE 2016 FINANCIAL STATEMENTS

	Hours	Quoted Hourly Rate		Totals
Partners	20	\$205		\$4,100
Managers	34	\$120		\$4,080
Supervisory Staff	96	\$90		\$8,640
Staff	80	\$75		\$6,000
Others (specify)				
Total	230			\$22,820

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

**Total-all-inclusive price for 2016 audit \$22,820**

**CAFR Assistance:** We would be happy to provide special assistance to the Village to meet the requirements of the GFOA CAFR certificate program. The fees for this assistance will vary depending on the level of assistance you require. We would discuss the level of assistance needed and provide a fee quote prior to the completion of any work. Similar assistance at other clients has ranged from \$500 to \$2,500.



# Cost Bid

## APPENDIX F

Page 1

### SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

### FOR THE AUDIT OF THE 2017 FINANCIAL STATEMENTS

	Hours	Quoted Hourly Rate		Totals
Partners	20	\$211		\$4,220
Managers	34	\$124		\$4,216
Supervisory Staff	96	\$93		\$8,928
Staff	80	\$77		\$6,160
Others (specify)				
Total	230			\$23,524

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

**Total-all-inclusive price for 2017 audit \$23,524**

**CAFR Assistance:** We would be happy to provide special assistance to the Village to meet the requirements of the GFOA CAFR certificate program. The fees for this assistance will vary depending on the level of assistance you require. We would discuss the level of assistance needed and provide a fee quote prior to the completion of any work. Similar assistance at other clients has ranged from \$500 to \$2,500.



# Cost Bid

## APPENDIX F

Page 1

### SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

### FOR THE AUDIT OF THE 2018 FINANCIAL STATEMENTS

	Hours	Quoted Hourly Rate		Totals
Partners	20	\$217		\$4,340
Managers	34	\$128		\$4,352
Supervisory Staff	96	\$96		\$9,216
Staff	80	\$79		\$46,320
Others (specify)				
Total	230			\$24,228

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

**Total-all-inclusive price for 2018 audit \$24,228**

**CAFR Assistance:** We would be happy to provide special assistance to the Village to meet the requirements of the GFOA CAFR certificate program. The fees for this assistance will vary depending on the level of assistance you require. We would discuss the level of assistance needed and provide a fee quote prior to the completion of any work. Similar assistance at other clients has ranged from \$500 to \$2,500.



December 31, 2015

John J. DuRocher  
Village of Indian Head Park  
201 Acacia Drive  
Indian Head Park, IL 60525

The Partners that are signing this proposal are entitled to represent the Firm, empowered to submit the bid and authorized to sign a contract with the Village of Indian Head Park.

Total all-inclusive maximum price for auditing service:

April 30, 2016	\$24,000
April 30, 2017	\$23,470
April 30, 2018	\$24,020
April 30, 2019	\$24,670

In over eighteen years of providing auditing services, Lauterbach & Amen, LLP has never increased an audit fee from what was proposed in the RFP.

If you have any questions about this letter or need to discuss these matters further, please contact us. We look forward to your reply.

Respectfully Submitted,

LAUTERBACH & AMEN, LLP

Ronald J. Amen  
Partner

  
Jamie L. Wilkey  
Partner

To: Mayor Hinshaw and Board of Trustees  
From: John J. DuRocher, Village Administrator  
Subject: Acceptance of Credit and Debit Cards  
Date: January 8, 2016

## **Summary**

The Village currently only accepts credit cards on line. This is done through the State of Illinois. Staff would like to change vendors from the State to the Bank of Countryside and to additionally allow payments at the counter at Village Hall.

## **Fiscal Impact**

Most of the fees associated with this will be passed on to the individual users. Costs for using the credit card process, through the Countryside Bank appear to be slightly less than that of the State. There will be fees that we cannot recover, however these will be less than \$250.00 annually.

## **Recommendation**

I recommend approval of the ordinance allowing for the Village to continue using the State of Illinois' program for the time being while we transition to the credit card service offered by the Bank of Countryside (World Data Systems.)

This will be an improvement of service to our residents

Attached is the ordinance and agreement.

## **Action Required by Board**

A motion to approve the ordinance subject to attorney approval of contract.



# Illinois General Assembly

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## Illinois Compiled Statutes

[Back to Act Listing](#) [Public Acts](#) [Search](#) [Guide](#) [Disclaimer](#) [Printer-Friendly Version](#)

### Information maintained by the Legislative Reference Bureau

Updating the database of the Illinois Compiled Statutes (ILCS) is an ongoing process. Recent laws may not yet be included in the ILCS database, but they are found on this site as [Public Acts](#) soon after they become law. For information concerning the relationship between statutes and Public Acts, refer to the [Guide](#).

Because the statute database is maintained primarily for legislative drafting purposes, statutory changes are sometimes included in the statute database before they take effect. If the source note at the end of a Section of the statutes includes a Public Act that has not yet taken effect, the version of the law that is currently in effect may have already been removed from the database and you should refer to that Public Act to see the changes made to the current law.

## LOCAL GOVERNMENT

### (50 ILCS 345/) Local Governmental Acceptance of Credit Cards Act.

(50 ILCS 345/1)

Sec. 1. Short title. This Act may be cited as the Local Governmental Acceptance of Credit Cards Act.

(Source: P.A. 90-518, eff. 8-22-97.)

(50 ILCS 345/10)

Sec. 10. Definitions.

"Authorized obligation" means, in connection with a county, city, town, or other similar form of local municipal government, any fine, fee, charge, tax, or cost imposed by, owing to, or collected by or on behalf of a unit of local government. In connection with a community college district, "authorized obligation" means tuition costs, books, charges for meals, and other education or college-related fines, fees, charges, or costs imposed upon or incurred by students or pupils.

"Credit card" means an instrument or device, whether known as a credit card, bank card, charge card, debit card, automated teller machine card, secured credit card, smart card, electronic purse, prepaid card, affinity card, or by any other name, issued with or without fee by an issuer for the use of the holder to obtain credit, money, goods, services, or anything else of value.

(Source: P.A. 90-518, eff. 8-22-97.)

(50 ILCS 345/15)

Sec. 15. Local government credit card acceptance program.

(a) Any unit of local government and any community college district that has the authority to accept the payment of funds for any purpose is authorized, but not required, to accept payment by credit card.

(b) This Act shall be broadly construed to authorize, but not require, acceptance of credit card payments by all units of local government and community college districts.

(c) This Act authorizes the acceptance of credit card payments for all types of authorized obligations.

(d) This Act does not limit the authority of clerks of court to accept payment by credit card pursuant to the Clerks of Court Act or the Unified Code of Corrections.

(e) A local governmental entity may not receive and retain, directly or indirectly, any convenience fee, surcharge, or other fee in excess of the amount paid in connection with the credit card transaction. In addition, a financial institution or service provider may not pay, refund, rebate, or return, directly or indirectly, to a local governmental entity for final retention any portion of a surcharge, convenience fee, or other fee paid in connection with a credit card transaction.

(Source: P.A. 90-518, eff. 8-22-97.)

(50 ILCS 345/20)

Sec. 20. Election by local governmental entities to accept credit cards.

(a) The decision whether to accept credit card payments for any particular type of obligation shall be made by the governing body of the local governmental entity that has general discretionary authority over the manner of acceptance of payments. The governing body may adopt reasonable rules governing the manner of acceptance of payments by credit card. Except as provided in subsection (b) of Section 20-25 of the Property Tax Code, no decision to accept credit card payments under this Act shall be made until the governing body has determined, following a public hearing held not sooner than 10 nor later than 30 days following public notice of the hearing, that the acceptance of credit card payments for the types of authorized obligations specified in the public notice is in the best interests of the citizens and governmental administration of the local governmental entity or community college and of the students and taxpayers thereof.

(b) The governing body of the entity accepting payment by credit card may enter into agreements with one or more financial institutions or other service providers to facilitate the acceptance and processing of credit card payments. Such agreements shall identify the specific services to be provided, an itemized list of the fees charged, and the means by which each such fee shall be paid. Such agreements may include a discount fee to cover the costs of interchange, assessments and authorizations, a per item processing fee for the service provider, and any other fee, including a payment of a surcharge or convenience fee, that may be applicable to specific circumstances. Any agreement for acceptance of payments by credit cards may be canceled by the governmental entity upon giving reasonable notice of intent to cancel.

(c) An entity accepting payments by credit card may pay amounts due a financial institution or other service provider by (i) paying the financial institution or other service provider upon presentation of an invoice or (ii) allowing the financial institution or other service provider to withhold the amount of the fees from the credit card payment. A discount or processing fee may be authorized whenever the governing body of the entity determines that any reduction of revenue resulting from the discount or processing fee will be in the best interest of the entity. Items that may be considered in making a determination to authorize the payment of fees or the acceptance of a discount include, but are not limited to, improved governmental cash flows, reduction of governmental overhead, improved governmental financial

security, a combination of these items, and the benefit of increased public convenience. No payment to or withheld by a financial institution or other service provider may exceed the amounts authorized under subsection (b) of Section 25.

(d) Unless specifically prohibited by an ordinance or rule adopted by the governing body of the local governmental entity, a person may pay multiple tax bills in a single transaction.

(Source: P.A. 96-1248, eff. 7-23-10.)

(50 ILCS 345/25)

Sec. 25. Payment of fees by cardholders.

(a) The governing body of a local governmental entity authorizing acceptance of payment by credit card may, but is not required to, impose a convenience fee or surcharge upon a cardholder making payment by credit card in an amount to wholly or partially offset, but in no event exceed, the amount of any discount or processing fee incurred by the local governmental entity. This convenience fee or surcharge may be applied only when allowed under the operating rules and regulations of the credit card involved. When a cardholder elects to make a payment by credit card to a local governmental entity and a convenience fee or surcharge is imposed, the payment of the convenience fee or surcharge shall be deemed voluntary by the person and shall not be refundable.

(b) No fee, or accumulation of fees, that exceeds the lesser of \$20 or 5% of the principal amount charged may be imposed in connection with the issuance of any license, sticker, or permit, or with respect to any other similar transaction. No fee, or accumulation of fees, that exceeds the lesser of \$5 or 5% of the transaction involved may be imposed in connection with the payment of any fine. No fee, or accumulation of fees, in excess of the lesser of \$40 or 3% of the principal amount charged may be imposed in connection with the payment of any real estate or other tax.

(c) Notwithstanding the provisions of subsection (b), a minimum fee of \$1 may be imposed with respect to any transaction.

Notwithstanding the provisions of subsection (b), a fee in excess of the limits in subsection (b) may be imposed by a local governmental entity on a transaction if (i) the fee imposed by the local governmental entity is no greater than a fee charged by the financial institution or service provider accepting and processing credit card payments on behalf of the local governmental entity; (ii) the financial institution or service provider accepting and processing the credit card payments was selected by competitive bid and, when applicable, in accordance with the provisions of the Illinois Procurement Code; and (iii) the local governmental entity fully discloses the amount of the fee to the cardholder.

(Source: P.A. 92-114, eff. 1-1-02.)

(50 ILCS 345/30)

Sec. 30. Relief from underlying obligation. A person who makes a payment by credit card to a local governmental entity shall not be relieved from liability for the underlying obligation except to the extent that the local governmental entity realizes final payment of the underlying obligation in cash or the equivalent. If final payment is not made by the credit card issuer or other guarantor of payment in the credit card transaction, then the underlying obligation shall survive

and the local governmental entity shall retain all remedies for enforcement that would have applied if the credit card transaction had not occurred. A person making payment by credit card is not liable for any discount or fee paid to a credit card issuer or other party by a local governmental entity.

(Source: P.A. 90-518, eff. 8-22-97.)

(50 ILCS 345/35)

Sec. 35. Liability of local governmental employees. A local governmental employee who accepts payment by credit card in accordance with this Act and any applicable rules shall not incur personal liability for the final collection of the payment.

(Source: P.A. 90-518, eff. 8-22-97.)

(50 ILCS 345/95)

Sec. 95. (Amendatory provisions; text omitted).

(Source: P.A. 90-518, eff. 8-22-97; text omitted.)

(50 ILCS 345/99)

Sec. 99. Effective date. This Act takes effect upon becoming law.

(Source: P.A. 90-518, eff. 8-22-97.)

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ORDINANCE 2016-02

AN ORDINANCE PROVIDING FOR ACCEPTANCE OF PAYMENT OF AUTHORIZED  
OBLIGATIONS BY CREDIT AND DEBIT CARDS OF THE VILLAGE OF INDIAN HEAD PARK,  
COOK COUNTY, ILLINOIS

PASSED AND APPROVED BY  
THE PRESIDENT AND BOARD OF TRUSTEES  
THE 14<sup>TH</sup> DAY OF JANUARY 2016

## ORDINANCE NO. 2016-02

### AN ORDINANCE PROVIDING FOR ACCEPTANCE OF PAYMENT OF AUTHORIZED OBLIGATIONS BY CREDIT AND DEBIT CARDS OF THE VILLAGE OF INDIAN HEAD PARK, COOK COUNTY, ILLINOIS

WHEREAS, the Local Government Acceptance of Credit Cards Act (50 ILCS 345/1 *et seq.*) (the “Act”), provides authority for a unit of local government to accept payment of funds by credit and debit cards; and

WHEREAS, the Village of Indian Head Park has entered into a Merchant Card Processing Agreement with the State of Illinois and intends to enter into a similar agreement for implementation of the Program with World Data Systems; and

WHEREAS, the act requires public notice and a public hearing prior to a unit of local government accepting payment of funds by credit and debit cards; and

WHEREAS, after said public notice and hearing, it is found to be in the best interests of the citizens and the Village of Indian Head Park, Cook County, Illinois, to authorize acceptance of authorized obligations by credit and debit cards, and to continue its agreement with the State of Illinois and to enter into an agreement with World Data Systems to facilitate such payments;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF INDIAN HEAD PARK, COOK COUNTY, ILLINOIS:

**Section 1.** That the Board of Trustees of the Village of Indian Head Park, Cook County, Illinois, hereby approves and authorizes the acceptance of payment of funds for authorized obligations via telephone and the Internet through use of the following credit and debit cards: MasterCard, Visa, American Express, and Discover.

**Section 2.** That the Board of Trustees of Village of Indian Head Park, Cook County, Illinois, hereby approves and authorizes continuation and execution of the

Merchant Card Processing Agreements to facilitate such payments.

**Section 3.** That the Village Administrator is authorized to execute the Merchant Card Processing Agreement and any further documents necessary to effect this ordinance on behalf of the Village of Indian Head Park.

**Section 4.** That the Village may charge persons paying obligations to the Village with credit/debit cards in accordance with the terms of this ordinance such fees as are assessed to the Village in connection with such transactions by the participating credit card processors as set forth in The Act.

**Section 5.** All ordinances, resolutions or other proceedings in conflict herewith are, to the extent of such conflict, hereby appealed, and this Ordinance is effective immediately upon its adoption and approval.

**Section 6:** This resolution shall be in full force and effect upon its passage and approval in accordance with law.

**ADOPTED** this 14<sup>th</sup> day of January 2016, pursuant to a roll call vote as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ABSTENTION:** \_\_\_\_\_

**APPROVED** by me this 14<sup>th</sup> day of January 2016.

\_\_\_\_\_  
Tom Hinshaw, President of the  
Village of Indian Head Park, Cook County, Illinois

ATTESTED and filed in my office,  
this 14<sup>th</sup> day of January 2016.

\_\_\_\_\_  
Laurie Scheer, Clerk of the  
Village of Indian Head Park, Cook County, Illinois



# MERCHANT APPLICATION



18440 Thompson Court, Suite 201  
 Tinley Park, IL 60477  
 Phone: 800-201-1268  
 Fax: 800-705-3702

Please carefully complete the enclosed Application and read the attached Terms and Conditions and other additional forms, as applicable to you, which together make up the Merchant Processing Agreement. **Keep a Copy of the entire Application and the Terms and Conditions for your records.** NPC/Member Bank's acceptance of this Application will be made in a manner authorized in the attached Agreements.

Sales Representative ID Number (9 digit or 16 digit code)

S	3	7	6	1	R	0	0	0											
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Bank # or Merchant Association #: A6024AA

**SECTION 1 BUSINESS INFORMATION**

Business Legal Name: (Must Match Business Tax Return Name)		Contact Name:	
Business Name (DBA): <input type="checkbox"/> Check here if Corporate Headquarters <b>Village of Indian Head Park</b>		Email address:	Website:
Business Location Address:		Business Billing Address: (if different from location address)	
City, State, Zip:		City, State, Zip:	
Phone #:	Fax #:	Phone #:	Fax #:

**SECTION 2 OWNERSHIP INFORMATION**

Ownership: <input type="checkbox"/> Sole Prop. <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input checked="" type="checkbox"/> Government (Federal/State/Local) <input type="checkbox"/> Tax-Exempt Organization (501C)				
Owner/Officer/Principal Name:	Title:	DOB:	SSN #:	Federal Tax ID #:
Home Address:		City, State, Zip:		Phone #:

**SECTION 3 BUSINESS PROFILE AND ASSUMPTIONS**

<input type="checkbox"/> Ownership or Legal Entity Change	Close NPC Existing MID#:	Close Date Existing MID:	<input checked="" type="checkbox"/> Open Date:	<input checked="" type="checkbox"/> Annual Volume (Visa/MC/DS/AX):	<input checked="" type="checkbox"/> Average Ticket (Visa/MC/DS/AX):	<input checked="" type="checkbox"/> Highest Ticket (Visa/MC/DS/AX):	
<input type="checkbox"/> Add'l. Location	1st Location MID:	<input checked="" type="checkbox"/> Never Accepted Cards <input type="checkbox"/> Processor Change -		How many processing statements are you including? _____			
50 % Card Present	50 % Card Not Present	50 % Card Swipe	% Imprint (Manually Keyed)	50 % MOTO	% Internet	% B2B	% of International Cards
Type of Goods/Service Sold: <b>Municipality</b>		REFUND POLICY (Check One): <input type="checkbox"/> No Refund <input type="checkbox"/> Refund in 30 days or less <input type="checkbox"/> Merchandise exchange only <input checked="" type="checkbox"/> Other		<b>Customer Satisfaction</b>			
Seasonal Sales: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Active Months: <input type="checkbox"/> JAN <input type="checkbox"/> FEB <input type="checkbox"/> MAR <input type="checkbox"/> APR <input type="checkbox"/> MAY <input type="checkbox"/> JUN <input type="checkbox"/> JUL <input type="checkbox"/> AUG <input type="checkbox"/> SEP <input type="checkbox"/> OCT <input type="checkbox"/> NOV <input type="checkbox"/> DEC					

**SECTION 4 IMPORTANT DISCLOSURES Merchant acknowledges receipt of NPC documentation, which includes Merchant Processing Agreement Ver.GEN.0115**

<p><b>IMPORTANT MEMBER BANK RESPONSIBILITIES:</b> (1) A Visa Member is the only entity approved to extend acceptance of Visa products directly to a Merchant. (2) A Visa Member must be a principal (signer) to the Merchant Agreement. (3) The Visa Member is responsible for educating Merchants on pertinent Visa Operating Regulations with which Merchants must comply. (4) The Visa Member is responsible for and must provide settlement funds to the Merchant. (5) The Visa Member is responsible for all funds held in reserve that are derived from settlement.</p> <p><b>IMPORTANT MERCHANT RESPONSIBILITIES:</b> (1) Ensure compliance with cardholder data security and storage requirements. (2) Maintain fraud and chargeback below thresholds. (3) Review and understand the terms of the Merchant Agreement. (4) Comply with Operating Regulations. The responsibilities listed above do not supersede the terms of the Merchant Agreement and are provided to ensure the Merchant understands some important obligations of each party and that the Visa Member (Acquirer) is the ultimate authority should the Merchant have any problems.</p>		<p><b>MEMBER BANK:</b>          Fifth Third Bank          c/o Vantiv, Inc.          8500 Governors Hill Drive          Symmes Township, OH          45249          (866) 250-9764</p>
Signature (Signature may be evidenced by facsimile)	Name (please print)	Date
<input checked="" type="checkbox"/>		

**SECTION 5 PATRIOT ACT AND BACKGROUND AUTHORIZATION**

To help the government fight the funding of terrorism and money laundering activities, the USA Patriot Act requires all financial institutions to obtain, verify and record information that identifies each person (including business entities) who opens an account. What this means for you: When you open an account, we will ask for your name, physical address, date of birth, taxpayer identification number and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents. The undersigned entity(ies) and individuals hereby unconditionally authorize NPC and Member Bank or its agents to (i) investigate the information and references contained herein, and to obtain additional information about the Merchant and such individual(s) by pulling credit bureau and criminal background checks on the Merchant and its principals, including obtaining reports from consumer reporting agencies on individuals signing below as an owner or general partner of Merchant, or providing their Social Security Number on the Application (if such individual asks NPC or Member Bank whether or not a consumer report was requested, NPC and/or Member Bank will tell such individual and, if NPC and/or Member Bank received a report, NPC and/or Member Bank will give the individual the name and address of the agency that furnished it) and (ii) update such information periodically throughout the terms of service of the Merchant Agreement. By providing your SSN and signing this Application, you, in your individual capacity, unconditionally authorize NPC and Member Bank to obtain your consumer credit report.

Merchant's Business Name (Legal): \_\_\_\_\_

SECTION 6 COMPLIANCE INFORMATION						
Do you (MERCHANT) have a <input checked="" type="checkbox"/> 3rd party software application/gateway or <input type="checkbox"/> POS Terminal		Are you compliant with the Payment Card Industry Data Security Standards? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If yes, identify Security Assessor and certificate number: _____		Last Certification Date: _____				
Have you been notified by Visa, MasterCard or Discover that you have been the victim of a compromise of cardholder data? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		If yes, have you completed remediation? <input type="checkbox"/> YES <input type="checkbox"/> NO				
Third Party Software/Gateway Vendor Name and Address: Skipjack - Secure		Do you store cardholder data? Paper - <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Electronic - <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
Third Party Software/Gateway Vendor Contact Information:		Merchant data to which this vendor has access:				
Version # All		Does software store cardholder information? <input type="checkbox"/> YES <input type="checkbox"/> NO				
Is Third Party Software/Gateway PCI DSS and/or PA DSS compliant? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		All merchants must comply with the Payment Card Industry Data Security Standard ("PCI DSS"). Merchant is required to maintain the security of card data and to comply with the requirements of the PCI DSS. Merchant must validate its compliance with the PCI DSS and provide NPC with evidence that Merchant (a) has successfully completed a Self Assessment Questionnaire and scan(s), if applicable, and (b) is compliant with the PCI DSS. NPC has created the PCI Program (the "PCI Program") to assist merchants in securing card data and complying with PCI DSS. You are enrolled in the PCI Program and the applicable fees will be assessed in accordance with the terms of the PCI Program. Information on the PCI Program is set forth in Section 35 of the Terms and Conditions and the applicable fees are set forth in Section 11. All gateway or other vendor supplied software must be compliant with the Payment Application Data Security Standard rules ("PA DSS").				
SECTION 7 MERCHANT BANK ACCOUNT INFORMATION						
In accordance with the terms set out in the Merchant Processing Agreement, funds will be transferred to/from the account as delineated. If nothing is checked, MERCHANT will receive Premium ACH. ACH can be performed by the following entities: Member Bank, NPC or any authorized agent of NPC or any Third Party Service Provider with whom you have contracted. *Subject to special approval <b>PLEASE SUPPLY VOIDED PREPRINTED CHECK OR BANK LETTER FOR EACH ACCOUNT REQUESTED</b>						
Deposit Time Frame: <input checked="" type="checkbox"/> Premium ACH <input type="checkbox"/> Alternate Funding*		Deposit Type: <input type="checkbox"/> Combined <input checked="" type="checkbox"/> By Batch				
Any ACCOUNT NUMBER indicated must be a valid account number for handling ACH deposits and withdrawals. If more than one account is indicated, account #1 will be used for Sales.						
Routing #1 <input style="width: 100px;" type="text"/>		DDA Account Type: <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings				
Account #1 <input style="width: 150px;" type="text"/>						
Routing #2 <input style="width: 100px;" type="text"/>		DDA Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings				
Account #2 <input style="width: 150px;" type="text"/> If a second account, this account is used for: <input type="checkbox"/> Discount <input type="checkbox"/> Fees <input type="checkbox"/> Credits <input type="checkbox"/> Chargebacks						
SECTION 8 CHECK/ ACH SERVICES						
<del>If Check Services are selected and by signing Merchant Processing Agreement, Merchant agrees to accept Check Services pursuant to, and to be bound by, the terms and conditions for Check products acceptance as stated in the Merchant Processing Agreement or as provided by Check services provider, SPS-EFT, or other service provider. Member Bank is not providing the Check/ACH Services. Merchant must be approved by NPC and its service provider, SPS-EFT, or by other service provider. ++ For Non-Guarantee checks \$10,000 and greater: A premium of 0.10% (ten basis points) will be charged in addition to the discount rate. ***These fees apply per account.</del>						
Check Service	Discount Rate	Transaction Fee	Check Service	Discount Rate	Transaction Fee	Other Check21 Fees
<input type="checkbox"/> Check Conversion w/Guarantee			<input type="checkbox"/> Check21 POS - Guarantee <input type="checkbox"/> Check21 POS - Non-Guarantee**			Check21 Return Fee***: \$5.00
<input type="checkbox"/> Check Conversion w/o Guarantee			<input type="checkbox"/> Check21 Remote - Guarantee <input type="checkbox"/> Check21 Remote - Non-Guarantee**			Monthly Check21 Access Fee***: \$5.00
<input type="checkbox"/> Paper Check w/ Guarantee			<input type="checkbox"/> Check21 POS Payroll option - Guarantee: Discount Rate + 3% premium <input type="checkbox"/> Check21 POS Payroll option - Non-Guarantee: Discount Rate + 1% premium			<input type="checkbox"/> Monthly Billing
# of Checks Monthly:	Average Amount:	Largest Check Amount:	Monthly Service Fee***:	Batch Fee:	Monthly Minimum***:	Annual Fee***: \$59.95 Termination Fee***: \$125.00
					\$25.00	
SECTION 9 UNLIMITED PERSONAL GUARANTY AND CREDIT INFORMATION AUTHORIZATION						
<b>PERSONAL GUARANTEE:</b> In exchange for NPC's and Member Bank's acceptance of this Merchant Agreement, each person signing immediately below this paragraph (each such person, a "Guarantor") is signing this Merchant Agreement as a Guarantor of the Merchant identified on page 1 of the Merchant Agreement. By signing below, each Guarantor (i) accepts and agrees to be bound by the Continuing Unlimited Guaranty provisions starting in Section 10 of the Terms and Conditions, and (ii) acknowledges and confirms that, prior to signing, he or she received and read those Continuing Guaranty provisions. Each Guarantor individually authorizes NPC, Member Bank, and/or either of their representatives to conduct an initial and ongoing comprehensive credit investigation of him or her by utilizing a third party credit reporting agency and/or to obtain a criminal background check. Guarantor acknowledges receipt of the Merchant Agreement, which is incorporated herein by reference as if fully set forth herein and has reviewed the Continuing Unlimited Guaranty provisions therein.						
Authorized Signature of Guarantor: (Do Not Include Title)		Name of Guarantor: (Do Not Include Title)		Social Security #:		Date of Signature:

Merchant's Business Name (Legal): \_\_\_\_\_

**SECTION 10 SCHEDULE OF FEES**

APPLICATION  Tiered\*  Flat Rate\* DISCOUNT:  Daily  Monthly CARD OPTIONS:  All Cards  Other Cards  
 TYPE:  Interchange\*  Cash Advance  Debit Card Only

BUSINESS TYPE  Retail  Restaurant  Mail/Telephone Order\*\*  Internet\*\*  
 SUB BUSINESS TYPE  Retail Key Entered\*\*  DialPay Capture\*\*  MOTO/CardSwipe\*\*  Large Ticket

VISA/MASTERCARD/DISCOVER (V/MC/D) Rate Category	Discount Rate	Transaction Fee	AMERICAN EXPRESS Rate Category*	Discount Rate	Transaction Fee
Base	0.10 %	\$ 0.10	Base	0.10 %	\$ 0.10
Mid-Qualified <sup>1</sup> (Not Applicable for Retail Key Entered, MOTO, Internet, DialPay Merchants)	+ 0.10 %	+\$	Mid-Qualified <sup>1</sup>	+ 0.10 %	+\$
Non-Qualified <sup>2</sup>	+ 0.10 %	+\$	Non-Qualified <sup>2</sup>	+ 0.10 %	+\$
Base Debit NON PIN-Based <sup>3</sup> (Same as V/MC/D Discount Rate if left blank) Regulated Only <sup>6</sup> <input type="checkbox"/>		% + \$	<input type="checkbox"/> Wireless Service <sup>3</sup> Quantity    Setup Fee    Monthly Hosting Fee    Transaction Fee \$    \$    \$    \$    +\$		
<input type="checkbox"/> Debit PIN-Based <sup>4</sup>	Monthly Fee	% \$			
Qualified Rewards <sup>5</sup>		% Same as Visa/MC/Discover Transaction Fee	<input checked="" type="checkbox"/> Internet Services/Micros <sup>3</sup> Quantity    Setup Fee    Monthly Hosting Fee    Transaction Fee 1    \$ 30.00    \$ 7.95    +\$ 0.05		

Transaction fees are charged for all transaction authorization attempts. <sup>1</sup>Added to Base discount rate and transaction fee. <sup>2</sup>Added to applicable Mid-Qualified discount rate and transaction fee. <sup>3</sup>Transaction fee is in addition to the applicable Base, Mid-Qualified, or Non-Qualified transaction fee, regardless of transaction qualification. <sup>4</sup>Debit Network Interchange, sponsorship, switch and gateway fees, and any miscellaneous fees will be assessed or allocated to Merchant at the then current rate determined in accordance with NPC's standard operating procedures. <sup>5</sup>Same as Mid-Qualified discount rate if left blank for the applicable Reward categories collected by NPC (Not Applicable for Retail Key Entered, MOTO, Internet, DialPay Merchants).

\***TIERED MERCHANTS ONLY** - Commercial Card transactions that do not meet the requirements to qualify for preferred rates will be assessed an additional fee of 0.50% (0.0050) on such sales volume. <sup>6</sup>Regulated applies to all Base NON PIN debit transactions from issuers that are not exempt pursuant to 12 CFR Part 235. NON PIN debit transactions from exempt issuers will fall under the Base V/MC/D discount rate. If a rate is identified but the Regulated Only box is not checked, then this current rate applies to all Base NON PIN debit transactions. \*\*If the Retail Key Entered/MOTO/Internet/DialPay Business Type is selected, Rewards cards will be charged discount rates plus 0.11% (0.0011) on all transactions. NPC's processing fees and Card Brand interchange fees are included in the discount rate. All other Card Brand fees will be assessed or allocated to Merchant at the then current rate determined in accordance with NPC's standard operating procedures.

+ **INTERCHANGE MERCHANTS ONLY - CARD ORGANIZATION FEES:**  
 Visa, MasterCard and Discover Interchange fees, assessments and other fees will be assessed or allocated to Merchant at the then current rate determined in accordance with NPC's standard operating procedures.

\* **FLAT RATE MERCHANTS ONLY - CARD ORGANIZATION FEES:**  
 All fees are included in discount rate and transaction fee above except fees related to International transactions. Does not apply to American Express.

\* **AMERICAN EXPRESS** - Existing American Express Number  YES  NO If Yes, Existing American Express Account Number:  
 Annual Estimated or Actual American Express Volume <\$1,000,000.00  YES  NO If No, Merchant is not eligible for the American Express Program.  
 By checking this box, Merchant elects to opt out of the American Express Program  
 By checking this box, Merchant elects to opt out of receiving American Express Marketing Materials.

**SECTION 11 OCCURRENCE FEES**

Platinum Customer Support	\$7.95 /month	Retrieval/Chargeback	\$15.00 /each	Paper Statement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$0.00 /month
Batch Fee <sup>††</sup>	\$0.10 /each	Minimum Bill	\$0.00 /month	Advantage Buyer Program <sup>3</sup>	<input type="checkbox"/>	\$25.00 /month
Voice Auth/DialPay	\$1.00 /each	Early Deconversion Fee <sup>1</sup>	\$0.00 /each	PCI Fee	<input type="checkbox"/> \$90.00 /year OR <input type="checkbox"/> \$165.00 /year	
ACH/DBA Change Fee	\$25.00 /each	Card Brand Usage Fee (NABU) <sup>2</sup>	\$0.00 /each		<input checked="" type="checkbox"/> \$7.50 /month OR <input type="checkbox"/> \$13.75 /month	
Semi-Annual Fee	\$75.00	Charged in Months of	June & Dec	1099-K Reporting is provided at No Charge	Regulatory Accounting Assistance Program (RAAP) Fee <sup>4</sup>	\$50.00
					Charged Annually	Month of March

Return ACH(s) are subject to a \$25.00 fee for each occurrence. <sup>1</sup>The initial term of the Merchant Agreement is 3 years and automatically renews for additional 2-year periods. If this Agreement is terminated prior to the expiration of the initial term or any renewal term, you will be subject to an Early Deconversion Fee ("EDF") in accordance with the terms of Section 6C of the Terms and Conditions. In addition to the EDF, you may also be subject to liquidated damages in accordance with the terms of Section 6C of the Terms and Conditions. If limited by state law, these fees may be modified in accordance with Section 6C of the Terms and Conditions. <sup>2</sup>The Card Brand Usage Fee (NABU) includes the MasterCard Network Assessment and Brand Usage Fee, the Visa Acquirer Processing Fee, and the Visa Base II Transaction Fee and applies to Tiered Merchants Only. <sup>††</sup>Same as V/MC/D base transaction fee if left blank; if base V/MC/D transaction fee is left blank, the fee is \$0.30. <sup>3</sup>See Schedule I of the Terms and Conditions for additional information. <sup>4</sup>See Section 36 of the Terms and Conditions for additional information.

**SECTION 12 MERCHANT ACKNOWLEDGEMENTS AND SIGNATURE**

Merchant agrees to and accepts the terms and conditions set forth in this Application and the Terms and Conditions which are incorporated herein by reference (GEN 0115) as if fully set forth herein (collectively, the "Merchant Agreement") and acknowledges receipt of all parts of the Merchant Agreement. Merchant acknowledges that no handwritten changes have been made to the printed text of the Merchant Agreement and that the parties may produce and rely on a copy or electronically stored image of the Merchant Agreement for all legal purposes. Merchant represents, warrants and certifies to NPC and Member Bank that it has reviewed all 4 pages of this Application, that all information provided herein is true, correct and complete and that NPC and Member Bank may rely on the information contained in this Application, without further investigation, for all purposes. Merchant acknowledges and agrees that NPC and Member Bank are in no way responsible or liable for the actions, inactions, performance or lack of performance of any third party provider or independent sales representative. Merchant represents that it has chosen for itself any services, equipment or third party selected in connection with the Merchant Agreement, and it has not relied on any promises, representations, warranties, or covenants of the independent sales representative, NPC or others. Merchant acknowledges and agrees that the Merchant Agreement shall not be altered by any prior, contemporaneous or subsequent oral representations made by any party. Merchant further authorizes the release of Merchant information in accordance with the provisions of Section 9 of the Terms and Conditions. If Merchant does not want to participate in the American Express Program, the applicable Opt Out Box has been marked.

IN WITNESS WHEREOF Merchant has caused this Agreement to be executed by its duly authorized representative effective in accordance with the terms of the Terms and Conditions. The Agreement shall be binding upon Merchant upon the earlier of Merchant's execution below or Merchant's first processed electronic transaction.

**MERCHANT**

Signature (Signature may be evidenced by facsimile)	Name (please print)	Date
<input checked="" type="checkbox"/>		

Merchant's Business Name (Legal): \_\_\_\_\_

**SECTION 13 EQUIPMENT SETUP** PROVIDER CODE: NPC = NPC to ship equipment SOF = Sales office to ship equipment MER = Merchant Owned

TERMINAL	QTY	PROVIDER CODE	PRINTER	PROVIDER CODE	PIN PAD	PROVIDER CODE
Secure Gateway	1	NPC			<input type="checkbox"/> NEW <input type="checkbox"/> EXCHANGE	
					<input type="checkbox"/> NEW <input type="checkbox"/> EXCHANGE	
					<input type="checkbox"/> NEW <input type="checkbox"/> EXCHANGE	

Other: \_\_\_\_\_ Provider Code: \_\_\_\_\_ Other: \_\_\_\_\_ Provider Code: \_\_\_\_\_ Other: \_\_\_\_\_ Provider Code: \_\_\_\_\_

**EQUIPMENT SOFTWARE INFORMATION** SOFTWARE NAME \_\_\_\_\_ PUBLISHER \_\_\_\_\_ VERSION \_\_\_\_\_

**EQUIPMENT OPTIONS THE DEFAULT SELECTION WILL BE APPLIED FOR ANY OPTION NOT SELECTED BELOW**

<input type="checkbox"/> <b>RETAIL / MOTO</b> AVS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Last 4-Digits <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO CVV 2 <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Purchase Card/Level 2 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Invoice # Prompt <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO PBX Code <input type="checkbox"/> 8 <input type="checkbox"/> 9 Multi Merchant <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO First Merchant MID _____	<input checked="" type="checkbox"/> <b>RESTAURANT</b> Tips <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Servers <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Tables <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Bar Tab <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Suggested Tip <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  <input type="checkbox"/> <b>FAST PAY (FPS)</b> <input type="checkbox"/> Both receipts signature line <input type="checkbox"/> Both receipts NO signature line <input type="checkbox"/> NO receipts under \$25.00	<input type="checkbox"/> <b>CASH ADVANCE</b> <input type="checkbox"/> <b>LODGING</b> FUEL <input type="checkbox"/> YES <input type="checkbox"/> NO <b>PASSWORD</b> All <input type="checkbox"/> YES <input type="checkbox"/> NO Void <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Return <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Settlement <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Other _____
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Auto-Close++  YES  NO  
 TIME \_\_\_\_\_ 2300  
 Store N Forward  YES  NO  
 Pre-dial  YES  NO  
 Cash Back  YES  NO  
 Debit Cash Bank Max Amount \_\_\_\_\_  
 ++ Auto-Close Time for Alternate Funding needs to be no later than 7:30 p.m. CST

Custom Header / Footer: \_\_\_\_\_ Wireless ID: \_\_\_\_\_  
 Comments: \_\_\_\_\_

**EQUIPMENT SHIPPING INSTRUCTIONS** Required ONLY if ordered through NPC - Default shipping options (indicated by \* ) will be applied for any option not selected below

Ship To:  Merchant Location \*  ISO Location  Other  1-3 Day  Over Night Priority \*  Ground  Saturday

Attn: \_\_\_\_\_ Payment For Equipment Will Be:  
 Lease  Check  Cash  Visa  MC  
 Discover  Amex  30 Day (Bill Group)

Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Special Instructions: \_\_\_\_\_

NPC TO REPROGRAM/TRAIN MERCHANT?  YES  NO  
 NPC TO SHIP WELCOME KIT?  YES  NO

**WELCOME KIT SHIPPING INSTRUCTIONS** Required if welcome kit is shipping to separate address from above

Ship To:  Merchant Location \*  ISO Location  Other Attn: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SECTION 14 SITE INSPECTION INFORMATION**

I represent and warrant that the information set forth in the application is true and accurate to the best of my knowledge. In addition, I hereby certify that (check which applies):

<input checked="" type="checkbox"/> I have physically inspected the business premises of the merchant at this address, personally confirmed the identity of the person listed in the Owner/Officer Information Section, and witnessed their signing of the Agreement. <input type="checkbox"/> An NPC approved third party site inspection vendor will supply inspection within 15 days of my signature below or I have informed NPC that a site inspection is needed. <input type="checkbox"/> I have not physically inspected the business premises of the Merchant; but have verified the validity of the business using outside sources and confirmed the identity of the person listed under the Owner/Officer Information Section.	<b>Business/Inventory/Shipments:</b> Does business appear as represented? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Is business open and operating? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Is inventory sufficient for business type? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Are goods and services delivered at the time of sale? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Goods and services charged to credit card on <input checked="" type="checkbox"/> Order <input type="checkbox"/> Shipment Are good and services delivered <input type="checkbox"/> Digitally <input checked="" type="checkbox"/> Physically <input type="checkbox"/> Both If goods are shipped, is a Fulfillment House used? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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If Fulfillment House is used, please complete the following:  
 Fulfillment House Name and Address: \_\_\_\_\_ Fulfillment House Contact Information: \_\_\_\_\_

Is Fulfillment House PCI DSS Compliant?  YES  NO % of shipments by this vendor \_\_\_\_\_  
 Location Type:  Retail Store Front  Office Building  Residence  Industrial Building  Trade Show

Sales Organization: **WDS South Central** Sales Rep Signature: \_\_\_\_\_ Application Date: \_\_\_\_\_

**ORDINANCE NO. 2013-10**

**AN ORDINANCE AMENDING TITLE 3 ENTITLED "REVENUE AND FINANCE" OF THE  
VILLAGE OF INDIAN HEAD PARK MUNICIPAL CODE TO CREATE A  
FINANCE COMMITTEE**

**PASSED AND APPROVED BY  
THE PRESIDENT AND BOARD OF TRUSTEES  
THIS 14<sup>th</sup> DAY NOVEMBER, 2013**

**Published in pamphlet form by authority  
of the corporate authorities of the  
Village of Indian Head Park, Illinois,  
the 14<sup>TH</sup> day of November, 2013.**

**ORDINANCE NO. 2013-10**

**AN ORDINANCE AMENDING TITLE 3 ENTITLED "REVENUE AND FINANCE" OF THE VILLAGE OF INDIAN HEAD PARK MUNICIPAL CODE TO CREATE A FINANCE COMMITTEE**

**WHEREAS**, the corporate authorities of the Village of Indian Head Park (the "Village") have determined that it is necessary, proper and in the best interests of the citizens of the Village to create an advisory finance committee;

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Indian Head Park, Cook County, Illinois, that:

**Section 1. Recitals.**

The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

**Section 2. Amendment of Code - Chapter 3.28.**

Title 3 entitled "Revenue and Finance" is hereby amended by adding thereto Chapter 3.28 entitled "Finance Committee" which shall read as follows:

**Chapter 3.28**

**FINANCE COMMITTEE**

- Sections:**
- 3.28.010**      **Creation of Finance Committee.**
  - 3.28.020**      **Appointment; Terms of Office.**
  - 3.28.030**      **Purpose and Duties of the Finance Committee.**

**3.28.010**      **Creation of Finance Committee.**

There is hereby established the advisory finance committee which shall be known as the "finance committee." The finance committee shall be made up of six (6) members. The Village Administrator shall be a member of the finance committee. The employee of the village administration designated by the Village Administrator to assist the Village Administrator with the financial affairs of the village shall be a member of the finance committee. Two (2) members of the finance committee shall be village trustees. Two (2) at-large members of the finance committee shall be appointed from the qualified electors who have resided in the village for one year next preceding their appointment, are not in arrears in taxes or other indebtedness due to the village, have not have been convicted of

any infamous crime, bribery, perjury, or other felony, are not at the time of their appointment the holder of a public office of the village and are not employed by the village.

**3.28.020 Appointment; Terms of Office.**

The two (2) village trustee members of the finance committee shall be appointed by the village president. The two (2) at-large members of the finance committee shall be appointed by the village president with the advice and consent of the board of trustees. At the time of appointment, one (1) village trustee member shall be designated by the village president as the chairman. One member shall be designated by the village president as the secretary. Members may be removed from the finance committee by the order of the village president.

The Village Administrator shall serve on the finance committee so long as the Village Administrator remains in the office of Village Administrator. The employee of the village administration designated by the Village Administrator to assist the Village Administrator with the financial affairs of the village shall serve on the finance committee so long as the employee is designated by the Village Administrator to assist the Village Administrator with the financial affairs of the village. The two (2) village trustee members of the finance committee shall serve on the finance committee for a period of two (2) years, but their terms in office shall not exceed the term of the village president. The two (2) at-large members of the finance committee shall serve on the finance committee for a period of one (1) year, but their terms in office shall not exceed the term of the village president. The village trustee members and the at-large members of the finance committee may be re-appointed for consecutive terms.

**3.28.030 Purpose and Duties of the Finance Committee.**

The purpose of the finance committee shall be to assist the Village Administrator and the village administration in the preparation of the proposed village budget and to provide advisory recommendations to the board of trustees regarding the proposed revenue and expenditures of the village. The finance committee shall report its recommendations to the board of trustees from time to time or as requested by the board of trustees. The duties of the finance committee include the following:

- A. To cooperate with the board of trustees and the appropriate officials and departments of the village in connection with the financial matters and activities of the village.
- B. To recommend to the board of trustees an annual budget of the proposed revenue and expenditures of the village
- C. To recommend to the board of trustees such legislation as it may deem appropriate related to village finances.
- D. Upon the request of the board of trustees, to conduct public hearings, perform research and otherwise obtain pertinent data and make appropriate recommendations related to village finances.

E. To conduct its meetings in compliance with the Open Meetings Act and other applicable laws.

F. To carry out such other functions as may be delegated to it by the board of trustees.

**Section 4. Repealer.**

All parts of all ordinances in conflict herewith are hereby repealed to the extent that any such conflict exists.

**Section 5. Effective Date.**

This Ordinance shall be in full force and effect following its passage and approval as provided by law.

Passed this 14<sup>th</sup> day of November, 2013.

AYES: Bailey, Hinshaw, O'Laughlin, Schnauffer, Walsh, Wittenberg

NAYS: None

ABSENT: None

Approved this 14<sup>th</sup> day of November, 2013.

*Richard S. Andrews*

Richard S. Andrews, President of the Village of  
Indian Head Park, Cook County, Illinois

ATTEST:

*Joseph V. Consolo*  
Joseph V. Consolo, Clerk of the Village of  
Indian Head Park, Cook County, Illinois