

**MEETING NOTICE  
VILLAGE OF TINLEY PARK  
MEETING OF THE COMMITTEE OF THE WHOLE**

**NOTICE IS HEREBY GIVEN** that a Committee of the Whole Meeting of the Village of Tinley Park, Cook and Will Counties, Illinois will be held on Tuesday, February 5, 2019, beginning at 6:30 p.m. in Council Chambers, located in the Tinley Park Village Hall, 16250 South Oak Park Avenue, Tinley Park, Illinois 60477.

The agenda is as follows:

1. CALL MEETING TO ORDER.
2. CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETINGS HELD ON NOVEMBER 20, 2018.
3. RECEIVE PRESENTATION OF AUDIT.
4. DISCUSS MGP SERVICE PROVIDER AGREEMENT – GIS CONSORTIUM.
5. DISCUSS VEHICLE STICKER PROGRAM.
6. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION  
VILLAGE CLERK

**MINUTES**  
**Committee of the Whole**  
**November 20, 2018 – 6:30 p.m.**  
**Village Hall of Tinley Park – Council Chambers**  
**16250 S. Oak Park Avenue**  
**Tinley Park, IL 60477**

**Members Present:**

M. Pannitto, Acting President Pro-Tem  
C. Berg, Village Trustee  
W. Brady, Village Trustee  
M. Glotz, Village Trustee  
J. Curran, Village Trustee

**Members Absent:**

B. Younker, President Pro-Tem

**Other Board Members Present:**

J. Vandenberg, President  
K. Thirion, Village Clerk

**Staff Present:**

D. Niemeyer, Village Manager  
P. Carr, Assistant Village Manager  
B. Bettenhausen, Village Treasurer  
M. Zonsius, Assistant Village Treasurer  
M. Walsh, Police Chief  
C. Faricelli, Deputy Police Chief  
D. Persha, Police Sergeant  
F. Reeder, Fire Chief  
K. Workowski, Public Works Director  
J. Urbanski, Assistant Public Works Director  
P. Wallrich, Interim Community Development Director  
M. Thomas, Information Technology Manager  
S. Clemmer, Lead Computer Technician  
D. Framke, Marketing Director  
R. Gibson, Senior Accountant  
E. Scholz, Finance  
C. Frankenfield, Finance  
D. Maiolo, Human Resources Director  
H. Lipman, Management Analyst  
T. Condon, Village Attorney  
L. Valley, Executive Assistant to the Manager and Trustees  
R. Zimmer, Executive Assistant to the Mayor  
L. Godette, Deputy Village Clerk  
L. Carollo, Commission/Committee Secretary

**Item #1** - The Committee of the Whole meeting was called to order at 6:33 p.m.

**Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON NOVEMBER 6, 2018** – Motion was made by Trustee Berg, seconded by Trustee Brady, to approve the minutes of the Committee of the Whole meeting held on November 6, 2018. Vote by voice call. Acting President Pro-Tem Pannitto declared the motion carried.

**Item #3 – DISCUSS CLASS A LIQUOR LICENSE FOR HOT ‘N JUICY CRAB LOCATED AT 7216 191<sup>ST</sup> STREET – JiYi (Michael) Qiu**, business owner inquired about obtaining a liquor license for a new restaurant he would like to open in Tinley Park. Mr. Qiu stated he already purchased the location as he was informed by the realtor the location had previously held a Tinley Park Liquor License and that he should have “no issue in obtaining a Tinley Park Liquor License.” The Mayor’s Office explained to Mr. Qiu it is highly unusual for a business owner to purchase a location without contacting the local Liquor Commissioner before closing to inquire about obtaining a local liquor license. Mr. Qiu was then told the Village of Tinley Park was currently at capacity for class A liquor licenses, and as such, this would require Village Board approval and Village Board approval would not be guaranteed.

When Mr. Qiu first contacted the Mayor’s Office about obtaining a Tinley Park Liquor License, he indicated he was not aware that he would have to apply for a Tinley Park Liquor License and he would not be guaranteed being awarded a local liquor license. Mr. Qiu stated a Tinley Park Liquor License is integral to his business plan as he is looking to operate a full-service seafood restaurant and the service of alcohol with food is expected from his anticipated customers. Trustee Pannitto and President Vandenbergh asked Mr. Qiu several business-related questions. Mr. Qiu is not interested in offering video gaming in his restaurant at this time. Mr. Qiu was given an opportunity to address the Committee of the Whole and answer any concerns.

Motion was made by Trustee Brady, seconded by Trustee Curran, to recommend a class A liquor license for Hot ‘N Juicy Crab be placed on the agenda for the Village Board meeting to be held on December 4, 2018. Vote by voice. Acting President Pro-Tem Pannitto declared the motion carried.

**Item #4 – DISCUSS JOB ORDER CONTRACT (JOC) FOR NEW POLE/EMERGENCY ALERT SYSTEM AT 175<sup>TH</sup> STREET AND 88<sup>TH</sup> AVENUE – F.H. PASCHEN** – A construction contract was provided to the Committee of the Whole for review and consideration of an emergency alerting siren replacement. The current siren is approximately 40 years old, beyond serviceable life and needs replacement. This project was reviewed and engineered to meet all recent code requirements and the construction contract was coordinated with F.H. Paschen (JOC contractor).

Work consists of removal and replacement of one (1) of the Village’s tornado warning sirens, which is located at 175<sup>th</sup> Street and 88<sup>th</sup> Avenue. The construction contract includes removal of one (1) existing tornado siren along with concrete foundation, galvanized pole and controls. Replacement includes one (1) new federal signal siren and controls. Installation also includes a specified concrete base, electrical wiring to provided service panel and any necessary peripherals for full operation.

Public Works requested authorization to replace the existing outdated emergency alerting siren at 175<sup>th</sup> Street and 88<sup>th</sup> Avenue, utilizing Job Order Contracting (JOC) procurement and includes new electrical service as required by ComEd. Funding is budgeted and available in the approved FY-19 Capital Projects Budget. Project proposal is \$55,749.49, which is below the budgeted amount of \$106,453.00.

Acting President Pro-Tem Pannitto asked the Committee of the Whole if there were any questions. Trustee Brady asked why it has taken so long to replace the emergency alerting siren and Trustee Glotz had questions regarding the service contract presented to the Committee of the Whole for this project.

Motion was made by Trustee Berg, seconded by Trustee Brady, to recommend Job Order Contract (JOC) approval for new pole/emergency alert system at 175<sup>th</sup> Street and 88<sup>th</sup> Avenue be placed on the agenda for the Village Board meeting to be held on December 4, 2018. Vote by voice. Acting President Pro-Tem Pannitto declared the motion carried.

**Item #5 – DISCUSS JOB ORDER CONTRACT (JOC) FOR POLICE STATION PERIMETER SECURITY FENCE PROJECT – F.H. PASCHEN** – A construction contract was provided to the Committee of the Whole for review and consideration of installation of a new six (6) foot perimeter security fence around the police station due to safety concerns. A number of incidents have been reported nationwide of police employees ambushed in the rear area of various police stations. Installation of the proposed perimeter fence will harden the property line and will be safer for all police employees.

Public Works requested authorization to install a six (6) foot perimeter security fence around the police station, which would also include a security gate with proximity access. Costs will also include electronic gate openers and proximity readers, utilizing Job Order Contracting (JOC) procurement. Funding is budgeted and available. Project proposal is \$112,038.33, which is below the budgeted amount of \$129,000.00. Multiple questions were asked by the Committee of the Whole regarding types of materials needed, employee parking and security, which were all answered to the Committee's satisfaction.

Motion was made by Trustee Glotz, seconded by Trustee Curran, to recommend Job Order Contract (JOC) approval for installation of a six (6) foot police station perimeter security fence be placed on the agenda for the Village Board meeting to be held on December 4, 2018. Vote by voice. Acting President Pro-Tem Pannitto declared the motion carried.

**Item #6 – DISCUSS REPLACEMENT OF BUILDING AT POST 4 – ENGINEERING & BID SPECIFICATIONS** – The fiberglass building currently located at Post 4 is deteriorating and needs replacement. The proposed plan would be to replace the building and upgrade the existing control panels. In an effort to provide a uniform lift station appearance, Public Works initiated a program where all lift stations will appear similar to Post 7. Christopher Burke Engineering has been contracted to engineer the facility replacement and control panel upgrade at Post 4, located at 8399 Brookside Glen Drive. Scope of services includes data collection and review of existing conditions, preparation of preliminary design memorandum, preparation of plans and specifications and IEPA permit application, and assistance with bidding, which will total \$41,000 for the Post 4 lift station project. Funding in the amount of \$41,000 is available in the approved FY18-19 Budget.

A Professional Services Agreement was provided to the Committee of the Whole for review and consideration of replacing the Post 4 building and upgrading the existing control panels. Public Works requested Christopher Burke Engineering approval to engineer, oversee and provide bid specifications for Post 4 lift station.

Motion was made by Trustee Curran, seconded by Trustee Brady, to recommend approval for Replacement of Building at Post 4 – Engineering & Bid Specifications be placed on the agenda for the Village Board meeting to be held on December 4, 2018. Vote by voice. Acting President Pro-Tem Pannitto declared the motion carried.

**Item #7 – RECEIVE MID-YEAR BUDGET, STRATEGIC PLAN UPDATE AND GOAL SETTING FOR 2019-2020** – M. Zonsius, Assistant Village Treasurer discussed a budget summary of two (2) primary funds, the Operating Fund and Water and Sewer Fund. Mr. Zonsius stated overall the budget to April 30, 2019 is favorable. Improvements include Illinois Income Tax with a \$500,000 decrease and improvements in expenses regarding salaries and benefits, as well as contract services. The Water and Sewer Fund is coming in on budget. Additionally, Mr. Zonsius provided a brief summary of the estimated FY-20 Capital Improvements Fund along with a list of the top ten (10) projects including costs, which are detailed below. A numbering system for the Capital Improvements Fund projects was also suggested, which primarily signifies what budget year the project originated.

## Top Ten Projects

	EFYE20 Capital
Water Main Replacement	\$1,000,000
Downtown Plaza Expansion	\$8,000,000
Fire Station #47	\$5,800,000
Pavement Management Program	\$3,059,100
TIF MHC: Convention Center	\$2,035,000
Utility Extension – LaGrange Road	\$1,870,000
Freedom Pond	\$1,705,000
167 <sup>th</sup> Street Post 7 Force Main Sewer Replacement	\$1,253,262
167 <sup>th</sup> Street to 175 <sup>th</sup> Sanitary Sewer Lining	\$1,200,000
Pain Elevated Tank, Exterior and Interior	<u>\$1,030,000</u>
	\$26,952,362

B. Bettenhausen, Village Treasurer discussed Tax Increment Finance (TIF) Review. Below is a list of the TIFs discussed.

- Oak Park Avenue TIF (Est. 1994, closing this year) – Successful TIF- Base 6% and increment 94%
- Main Street North TIF (Est. 2001) – Base 54% and increment 46% from 2001-2017
- Main Street South TIF (Closed April 3, 2018)
- Mental Health Center TIF (Est. 2014) – Base 86% and increment 14% from 2014-2017
- Legacy TIF (Est. 2015) – Base 81% and increment 19% from 2015-2017
- New Bremen TIF (Est. 2018) – Multiple development and infrastructure projects

D. Niemeyer, Village Manager asked the Committee of the Whole if there were any questions pertaining to the TIFs. No one came forward.

Mr. Bettenhausen discussed Pension Fund Review. The Police Pension Fund is nearly 76% funded. Employer contribution requirement for the Police Pension Fund remains just below \$3 million annually.

Mr. Niemeyer discussed the strategic plan and goals, which was initially developed by the Village Board approximately 3 years ago. Below are projects within the strategic plan along with progress regarding each project.

### Strategic Plan Highlights

- Mental Health Center – Need purchase price from state of Illinois. Three proposals received and financial review of proposals is underway.
- Downtown Plaza – Plaza design on schedule. Scheduled to break ground March 2019.
- Village Branding – Completed or significant progress on action items 1-22.
- Convention Center vitality – Agreements with HARP Group adopted July 2018.
- Downtown beautification and maintenance – Fountain and traffic lights installed, landscape upgraded Metra south lots repaved.
- Evaluate existing façade improvement/incentive program – Oak Park Avenue Playbook adopted and in operation; 15 interested, 9 grants applied for (3 businesses applied for multiple grants).
- Village-wide enhanced sidewalk capital improvement program - Sidewalk gap program completed for this year. Additional sites identified and are part of the village engineer's 5-year plan.
- Commit to strategic plan process, create action plan for staff around major goals – Nine goals completed, 47 ongoing.

- Increase safety and traffic and pedestrian capacity by widening 80<sup>th</sup> Avenue at I-80 – Met with county’s consultant. Potential 191<sup>st</sup> Street intersection improvement project combination for funding purposes. Bridge scheduled for 2021, widening 2022 pending funding.
- Tinley Park High School walking path – Completed.
- Maintain safe, stable, desirable community with strong property values, hometown feel and quality of life – Camera installation 2 intersections; increasing public safety staffing underway (5 patrol in progress, 2 commanders added).
- Repurpose former State Police station within Public Safety building – Completed. New offices complete and personnel moved into new space.

Mr. Niemeyer stated the strategic plan status is updated every quarter and is available online. Acting President Pro-Tem Pannitto stated a lot of progress has been made and there are ongoing plans for future goals. Acting President Pro-Tem Pannitto asked about the resurfacing project and K. Workowski, Public Works Director provided the Committee with an update. Trustee Curran asked about the installation of cameras as part of the safety plan.

An initial goals list developed by staff was provided to the Committee of the Whole, which included department goals along with an estimated budget for each goal, as well as a column for the Committee to rate a priority to each goal. Mr. Niemeyer asked the Committee to review the initial goals list and rate the level of priority of each goal as 1, 2 or 3; the most important goal would be rated 1, moderately important 2 and 3 for the least important goal. Public Works, Public Safety, Community Development, Marketing, Clerk’s Office, Manager’s Office and Finance department goals were discussed. Considerable time was spent in discussion of hiring police officers. Chief Walsh stated he would like to hire as many officers as the budget would allow. Acting President Pro-Tem Pannitto asked if there were any questions. No one came forward.

Mr. Niemeyer discussed Community Development goals and stated the Village used to have a CDBG (Community Development Block Grant) program, which is a federal program providing money in areas that qualify and the Village can expect to restart this program to research applicable grants. Mr. Niemeyer then discussed the remaining departments’ goals. Discussion included the options of eliminating or outsourcing vehicle stickers. A compiled list of statistics was read by Kristin Thirion, Village Clerk relating to vehicle stickers. Additionally, a review of comparable communities was performed last summer, focusing on if the community required residents to purchase vehicle stickers, and if so, at what prices. If a community did not require residents to purchase vehicle stickers, then focus was given relating to another source of revenue. Ms. Thirion stated the Clerk’s Office is interested in exploring a more equitable alternative to the vehicle stickers. Acting President Pro-Tem Pannitto and Trustee Berg stated they would also be interested in exploring other alternatives to the vehicle stickers as another revenue source for the Village.

Mr. Niemeyer stated further discussions are needed on hiring police officers, vehicle stickers and a presentation on updating various fees since these issues are integral to the budget. The plan is to have a draft budget brought to the Village Board on February 18.

Budget schedule for 2020 Fiscal Year:

- February 18, 2019 – Draft budget sent to Village Board
- Late February/Early March – Discuss budget meeting date with Village Board
- April 2, 2019 – Public hearing on proposed fiscal year 2020 budget and first reading of Ordinance
- April 16, 2019 – Adoption of budget for 2020 Ordinance

Trustee Glotz asked if employees provide a written summary of events to management when attending a conference. Mr. Niemeyer stated this is not done on a consistent basis, but implementation of such requirement for a multiday conference would be best practice. Trustee Glotz recommended a written report requirement for Village employees attending multiday conferences for Village business purposes.

Mid-year budget requests for FY-19 were reviewed, which include a pickup truck, full-time accountant position, full-time telecommunicator and a full-time custodial position. Mr. Niemeyer stated money is already approved and expenditures are tentatively approved. Review of these requests is to ensure the Committee of the Whole is in agreement with these previously made decisions.

**Item #8 – RECEIVE COMMENTS FROM THE PUBLIC** – Mike Stuckly asked for clarification on the Tinley Park Mental Health Center appraisal, the squad car take-home policy and the Village code relating to the alarm when buying or transferring a business.

Motion was made by Trustee Glotz, seconded by Trustee Berg, to adjourn to executive session. Roll call: Trustee Pannitto - Yes, Trustee Berg - Yes, Trustee Brady - Yes, Trustee Glotz - Yes, Trustee Curran - Yes.

**Item #9 – ADJOURN TO EXECUTIVE SESSION TO DISCUSS:**

- A. COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES, OR DELIBERATIONS CONCERNING SALARY SCHEDULES FOR ONE OR MORE CLASSES OF EMPLOYEES.

**ADJOURNMENT**

Motion was made by Trustee Glotz, seconded by Trustee Brady, to adjourn this meeting of the Committee of the Whole. Vote by voice call. Acting President Pro-Tem Pannitto declared the motion carried and adjourned the meeting at 9 p.m.

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**RECEIVE  
PRESENTATION  
OF AUDIT**





# Interoffice Memo

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**Date:** February 1, 2019  
**To:** Administration and Legal Committee  
**From:** Pat Carr, Assistant Village Manager  
**Subject:** GIS Annual Renewal Agreement

**Background:**

In December, 2011, the Village of Tinley Park entered into an agreement to join a Geographic Information System (GIS) consortium with seventeen other communities (since expanded to 34 communities). As part of the consortium, on an annual basis, the GIS service provider, Municipal GIS Partners (MGP), needs to be approved by the Village Board.

Attached is the 2015 Contract for reference and annual renewal agreement for MGP. This would authorize the Village to enter into the annual agreement with MGP. The current agreement expires on April 30, 2019, to coincide with the Village's fiscal year. The Village has the right to terminate the agreement upon thirty (30) days written notice to the service provider.

**GIS Budget:**

Funding for the FY 20/21 budget is \$262,000. The cost of the renewal agreement is a not to exceed amount of \$203,420.55.

**Committee Discussion:**

1. Discuss and approve MGP agreement
2. Direct staff as necessary

Original Agreement  
GIS

## GIS CONSORTIUM SERVICE PROVIDER CONTRACT

This contract (this "*Contract*") made and entered into this 1st day of May, 2015 (the "*Effective Date*"), by and between the Village of Tinley Park, an Illinois municipal corporation (hereinafter referred to as the "*Municipality*"), and Municipal GIS Partners, Incorporated, 701 Lee Street, Suite 1020, Des Plaines, Illinois 60016 (hereinafter referred to as the "*Consultant*").

**WHEREAS**, the Municipality is a member of the Geographic Information System Consortium ("*GISC*");

**WHEREAS**, the Consultant is a designated service provider for the members of GISC and is responsible for providing the necessary professional staffing resource support services as more fully described herein (the "*Services*") in connection with the Municipality's geographical information system ("*GIS*");

**WHEREAS**, the Municipality desires to engage the Consultant to provide the Services on the terms set forth herein; and

**WHEREAS**, the Consultant hereby represents itself to be in compliance with Illinois statutes relating to professional registration applicable to individuals performing the Services hereunder and has the necessary expertise and experience to furnish the Services upon the terms and conditions set forth herein.

**NOW, THEREFORE**, in consideration of the foregoing and of the promises hereinafter set forth, it is hereby agreed by and between the Municipality and the Consultant that:

### SECTION 1 SCOPE OF SERVICES

1.1 Statement of Work. This Contract contains the basic terms and conditions that will govern the overall relationship between the Consultant and the Municipality. The Consultant will provide the Services described in the statement of work attached hereto as *Attachment 1* ("*Statement of Work*"), which shall become a part of and subject to this Contract.

1.2 Supplemental Statements of Work. Any additional services to be performed by the Consultant may be added to this Contract after the Effective Date by the mutual agreement of the parties, which agreement will be evidenced by mutual execution of a Supplemental Statement of Work which shall also be subject to the terms and conditions set forth in this Contract, a form of which is attached hereto as *Exhibit A*.

1.3 Additional Compensation. If the Consultant wishes to make a claim for additional compensation as a result of action taken by the Municipality, the Consultant shall give written notice of its claim within fifteen (15) days after occurrence of such action. Regardless of the decision of the Municipality Manager relative to a claim submitted by the Consultant, all work required under this Contract as determined by the Municipality Manager shall proceed without interruption.

1.4 Contract Governs. If there is a conflict between the terms of this Contract and the Statement of Work or any Supplemental Statement of Work, unless otherwise specified in such Statement of Work, the terms of this Contract shall supersede the conflicting provisions contained in such Statement of Work.

## **SECTION 2 PERFORMANCE OF WORK**

2.1 All work hereunder shall be performed under the direction of the Village Manager or his designee (hereinafter referred to as the "*Municipality Manager*") in accordance with the terms set forth in this Contract and each relevant Statement of Work.

## **SECTION 3 RELATIONSHIP OF PARTIES**

3.1 Independent Contractor. The Consultant shall at all times be an independent contractor, engaged by the Municipality to perform the Services. Nothing contained herein shall be construed to constitute a partnership, joint venture or agency relationship between the parties.

3.2 Consultant and Employees. Neither the Consultant nor any of its employees shall be considered to be employees of the Municipality for any reason, including but not limited to for purposes of workers' compensation law, Social Security, or any other applicable statute or regulation.

3.3 No Authority to Bind. Unless otherwise agreed to in writing, neither party hereto has the authority to bind the other to any third party or to otherwise act in any way as the representative of the other.

## **SECTION 4 PAYMENT TO THE CONSULTANT**

4.1 Payment Terms. The Municipality agrees to pay the Consultant in accordance with the terms and amounts set forth in the applicable Statement of Work, provided that:

- (a) The Consultant shall submit invoices in a format approved by the Municipality.
- (b) The Consultant shall maintain records showing actual time devoted to each aspect of the Services performed and cost incurred. The Consultant shall permit the authorized representative of the Municipality to inspect and audit all data and records of the Consultant for work done under this Contract. The Consultant shall make these records available at reasonable times during this Contract period, and for a year after termination of this Contract.
- (c) The service rates and projected utilization set forth in the applicable Statement of Work shall adjust each calendar year in accordance with the annual rates approved by the Board of Directors of GISC which shall be reflected in a Supplemental Statement of Work.

(d) Payments to the Consultant shall be made pursuant to the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

4.2 Service Rates. The service rates set forth in the Statement of Work include all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use of, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

## SECTION 5 TERM

5.1 Initial Term. Subject to earlier termination pursuant to the terms of this Contract, the initial term of this Contract shall commence on the Effective Date and remain in effect for one (1) year (the "*Initial Term*").

5.2 Renewal Terms. The Initial Term may be extended for successive one (1) year periods or for any other period as mutually agreed to in writing and set forth in a Supplemental Statement of Work executed by both parties (each, a "*Renewal Term*").

## SECTION 6 TERMINATION OF CONTRACT

6.1 Voluntary Termination. Notwithstanding any other provision hereof, the Municipality may terminate this Contract during the Initial Term or any Renewal Term, with or without cause, at any time upon thirty (30) days prior written notice to the Consultant. The Consultant may terminate this Contract or additional Statement of Work, with or without cause, at any time upon sixty (60) days prior written notice to the Municipality.

6.2 Termination for Breach. Either party may terminate this Contract upon written notice to the other party following a material breach of a material provision of this Contract by the other party if the breaching party does not cure such breach within ten (10) days of receipt of written notice of such breach from the non-breaching party.

6.3 Payment for Services Rendered. In the event that this Contract is terminated in accordance with this Section 6, the Consultant shall be paid for services actually performed and reimbursable expenses actually incurred.

## SECTION 7 CONSULTANT PERSONNEL AND SUBCONTRACTORS

7.1 Adequate Staffing. The Consultant must assign and maintain during the term of this Contract and any renewal thereof, an adequate staff of competent employees, agents, or subcontractors ("*Consultant Personnel*") that is fully equipped, licensed as appropriate and

qualified to perform the Services as required by the Statement of Work or Supplemental Statement of Work.

7.2 Availability of Personnel. The Consultant shall notify the Municipality as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Consultant Personnel assigned to provide the Municipality with the Services. The Consultant shall have no claim for damages and shall not bill the Municipality for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the time of performance as a result of any such termination, reassigning, or resignation.

7.3 Use of Subcontractors. The Consultant's use of any subcontractor or subcontract to perform the Services shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Contract. All Services performed under any subcontract shall be subject to all of the provisions of this Contract in the same manner as if performed by employees of the Consultant. For purposes of this Contract, the term "Consultant" shall be deemed to refer to the Consultant and also to refer to all subcontractors of the Consultant.

7.4 Removal of Personnel and Subcontractors. Municipality may, upon written notice to Consultant, request that any Consultant Personnel be removed or replaced. Consultant shall promptly endeavor to replace such Consultant Personnel and Municipality shall have no claim for damages for a delay or extension of the applicable Statement of Work as a result of any such removal or replacement.

7.5 Non-Solicitation of Consultant Employees. The Municipality agrees that during the term of this Contract and for a period of one (1) year thereafter, it shall not, directly or indirectly, through any other person, firm, corporation or other entity, solicit, induce, encourage or attempt to induce or encourage any employee of the Consultant to terminate his or her employment with the Consultant or to breach any other obligation to the Consultant. The Municipality acknowledges that the aforementioned restrictive covenant contained in this Section is reasonable and properly required for the adequate protection of the Consultant's business.

## **SECTION 8 ACCOMMODATION OF CONSULTANT PERSONNEL; MUNICIPAL FACILITIES**

8.1 Facilities and Equipment. The Municipality shall provide the Consultant with adequate office space, furnishings, hardware, software and connectivity to fulfill the objectives of the GIS program. Facilities and equipment include, but are not limited to, the following:

(a) Office space for the Consultant's Personnel and periodic guests. This space should effectively and securely house all required GIS systems, peripherals and support tools. This space must be available during normal business hours;

(b) Furnishings including adequate desk(s), shelving, and seating for the Consultant's Personnel and periodic guests;

- (c) A telephone line and phone to originate and receive outside calls;
- (d) A network connection with adequate speed and access to the Internet; and
- (e) Hardware, software, peripherals, and network connectivity to perform the program objectives efficiently.

8.2 Backup and Recovery Systems. The Municipality shall be responsible for installing, operating and monitoring the backup and recovery systems for all Municipality GIS assets that permit the Consultant to continue services within a reasonable period of time following a disaster or outage.

8.3 Right of Entry: Limited Access. Consultant's Personnel performing Services shall be permitted to enter upon the Municipality's property in connection with the performance of the Services, subject to those rules established by the Municipality. Consent to enter upon a Municipality's facility given by the Municipality shall not create, nor be deemed to imply, the creation of any additional responsibilities on the part of the Municipality. Consultant's Personnel shall have the right to use only those facilities of the Municipality that are necessary to perform the Services and shall have no right to access any other facilities of the Municipality.

## SECTION 9 CONFIDENTIAL INFORMATION; INTELLECTUAL PROPERTY; FOIA

9.1 Municipal Materials. The Consultant acknowledges and agrees that all trademarks, service marks, logos, tradenames and images provided by or on behalf of the Municipality to the Consultant for use in performing the Services and the GIS database (including files created from the database) created by Consultant hereunder (the "*Municipal Materials*") are the sole and exclusive property of the Municipality. The Consultant acknowledges that this Contract is not a license to use the Municipal Materials except as needed to perform the Services hereunder.

9.2 Third-Party Materials. If applicable, to the extent the Consultant has agreed to obtain and/or license Third-Party Materials on behalf of Municipality, the Consultant shall obtain a license for Municipality to use the Third-Party Materials as part of the Services for the purpose specified in the applicable Statement of Work. "*Third-Party Materials*" shall include, but are not limited to, computer software, script or programming code or other materials owned by third parties and/or any software available from third parties, that is licensed by Consultant for the benefit of the Municipality.

9.3 GISC Materials. It is expressly understood that, excluding the Municipal Materials and Third-Party Materials, all members of GISC and the Consultant may use or share in any improvements or modifications incorporated into any computer software (in object code and source code form), script or programming code used or developed by the Consultant in providing Services hereunder (the "*GISC Materials*").

(a) The Consultant hereby grants the Municipality a limited, personal, nontransferable, non-exclusive license to use the GISC Materials solely for the purpose of and in connection with the Municipality's GIS. Upon expiration or termination of this Contract, or at

such time the Municipality is no longer a member of GISC or in breach of its obligations hereunder, the Municipality shall not be entitled to or granted a license in future enhancements, improvements or modifications in the GISC Materials. The Municipality may grant a sublicense to a third party that the Municipality engages to maintain or update the GISC Materials in connection with the Municipality's GIS; provided that such third party agrees in writing to be bound by the license restrictions set forth in this Contract.

(b) The Municipality acknowledges that the Consultant is in the business of providing staffing resource support services and that the Consultant shall have the right to provide services and deliverables to third parties that are the same or similar to the services that are to be rendered under this Contract, and to use or otherwise exploit any GISC Materials in providing such services. The Municipality hereby grants to the Consultant, a royalty-free, non-exclusive, irrevocable license throughout the world to publish modify, transfer, translate, deliver, perform, use and dispose of in any manner any portion of the GISC Materials.

9.4 Confidential Information. In the performance of this Contract, the Consultant may have access to or receive certain information in the possession of the Municipality that is not generally known to members of the public ("**Confidential Information**"). The Consultant acknowledges that Confidential Information includes, but is not limited to, proprietary information, copyrighted material, educational records, employee data, financial information, information relating to health records, resident account information, and other information of a personal nature. Consultant shall not use or disclose any Confidential Information without the prior written consent of the Municipality. Consultant will use appropriate administrative, technical and physical safeguards to prevent the improper use or disclosure of any Confidential Information received from or on behalf of the Municipality. Upon the expiration or termination of this Contract, Consultant shall promptly cease using and shall return or destroy (and certify in writing destruction of) all Confidential Information furnished by the Municipality along with all copies thereof in its possession including copies stored in any computer memory or storage medium. The term "Confidential Information" does not include information that (a) is or becomes generally available to the public other than as a result of a breach of this Contract by the Consultant; (b) was in the Consultant's or Consultant Personnel's possession on a non-confidential basis from any source other than the Municipality, which source, to the knowledge of the Consultant, is entitled to disclose such information without breach of any obligation of confidentiality; or (c) is independently developed by the Consultant without the use of or reference to, in whole or in part, any Confidential Information. For avoidance of doubt, it is agreed that the GISC Materials shall not be considered Confidential Information.

9.5 Dissemination of Confidential Information. Unless directed by the Municipality, Consultant shall not disseminate any Confidential Information. If Consultant is presented with a request for documents by any administrative agency or with a subpoena *duces tecum* regarding any Confidential Information which may be in Consultant's possession as a result of Services provided under this Contract, unless prohibited by law, Consultant shall immediately give notice to the Municipality with the understanding that the Municipality shall have the opportunity to contest such process by any means available to it prior to submission of any documents to a court or other third party. Consultant shall not be obligated to withhold delivery of documents beyond the time ordered by a court of law or administrative agency, unless the request for production or subpoena is quashed or withdrawn, or the time to produce is otherwise extended. Consultant

shall cause its personnel, staff and subcontractors, if any, to undertake the same obligations regarding confidentiality and dissemination of information as agreed to by Consultant under this Contract.

9.6 Freedom of Information Act Requests. No less than five (5) business days after the Municipality's Notice to the Consultant of the Municipality's receipt of a request made pursuant to the Illinois Freedom of Information Act (ILCS 140/1 et seq. – herein "FOIA"), the Consultant shall furnish all requested records in the Consultant's possession which are in any manner related to this Contract or the Consultant's performance of the Services, including but not limited to any documentation related to the Municipality and associated therewith. The Consultant shall not apply any costs or charge any fees to the Municipality or any other person, firm or corporation for its procurement and retrieval of such records in the Consultant's possession which are sought to be copied or reviewed in accordance with such FOIA request or requests. The Consultant shall defend, indemnify and hold harmless the Municipality including its several departments and including its officers and employees and shall pay all of the Consultant's Costs associated with such FOIA request or requests including Costs arising from the Consultant's failure or alleged failure to timely furnish such documentation and/or arising from the Consultant's failure or alleged failure otherwise to comply with the FOIA, whether or not associated with the Consultant's and/or the Municipality's defense of any litigation associated therewith. In addition, if the Consultant requests the Municipality to deny the FOIA request or any portion thereof by utilizing one or more of the lawful exemptions provided for in the FOIA, the Consultant shall pay all Costs in connection therewith. As used herein, "in the Consultant's possession" includes documents in the possession of any of the Consultant's officers, agents, employees and/or independent contractors; and "Costs" includes but is not limited to attorneys' fees, witness fees, filing fees and any and all other expenses — whether incurred by the Municipality or the Consultant.

9.7 News Releases. The Consultant may not issue any news releases without prior approval from the Municipality Manager nor will the Consultant make public proposals developed under this Contract without prior written approval from the Municipality Manager.

#### **SECTION 10 LIMITATION OF LIABILITY**

10.1 THE REPRESENTATIONS SET FORTH IN THIS CONTRACT ARE EXCLUSIVE AND IN LIEU OF ALL OTHER REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, ARISING BY LAW OR OTHERWISE, INCLUDING BUT NOT LIMITED TO ANY FITNESS FOR A PARTICULAR PURPOSE OR ANY IMPLIED WARRANTIES ARISING FROM TRADE USAGE, COURSE OF DEALING OR COURSE OF PERFORMANCE. UNDER NO CIRCUMSTANCES SHALL EITHER THE CONSULTANT OR THE MUNICIPALITY BE LIABLE TO THE OTHER FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL OR INCIDENTAL DAMAGES, INCLUDING LOST SALES OR PROFITS, IN CONNECTION WITH THIS CONTRACT, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.



**SECTION 11**  
**CONSULTANT WARRANTY; INDEMNIFICATION; INSURANCE**

11.1 Warranty of Services. The Consultant warrants that the Services shall be performed in accordance with industry standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the time of the Effective Date. Unless expressly excluded by this Contract, the warranty expressed shall be in addition to any other warranties expressed in this Contract, or expressed or implied by law, which are hereby reserved unto the Municipality.

11.2 Indemnification. The Consultant shall indemnify and save harmless the Municipality and its officers, employees, and agents from and against any and all loss, liability and damages of whatever nature, including Workmen's Compensation claims by Consultant's employees, in any way resulting from or arising out of the negligent actions or omissions of the Consultant, the Consultant's employees and agents.

11.3 Insurance. The Consultant must procure and maintain, for the duration of this Contract, insurance as provided in *Attachment 2* to this Contract.

11.4 No Personal Liability No official, director, officer, agent, or employee of any party shall be charged personally or held contractually liable by or to the other party under any term or provision of this Contract or because of its or their execution, approval or attempted execution of this Contract.

**SECTION 12**  
**GENERAL PROVISIONS**

12.1 No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 et seq. of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.*

12.2 Sexual Harassment Policy. The Consultant certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).

12.3 Compliance with Laws and Grants. Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited

classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. Consultant shall also comply with all conditions of any federal, state, or local grant received by Municipality or Consultant with respect to this Contract or the Services.

12.4 Assignments and Successors. This Contract and each and every portion thereof shall be binding upon the successors and the assigns of the parties hereto; provided, however, that no assignment, delegation or subcontracting shall be made without the prior written consent of the Municipality.

12.5 Severability. The parties intend and agree that, if any paragraph, subparagraph, phrase, clause, or other provision of this Contract, or any portion thereof, shall be held to be void or otherwise unenforceable, all other portions of this Contract shall remain in full force and effect.

12.6 Third Party Beneficiary. No claim as a third party beneficiary under this Contract by any person, firm, or corporation other than the Consultant shall be made or be valid against the Municipality.

12.7 Waiver. No waiver of any provision of this Contract shall be deemed to or constitute a waiver of any other provision of this Contract (whether or not similar) nor shall any such waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Contract.

12.8 Governing Laws. This Contract shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois. Venue shall reside in Cook County, Illinois.

12.9 Headings. The headings of the several paragraphs of this Contract are inserted only as a matter of convenience and for reference and in no way are they intended to define, limit, or describe the scope of intent of any provision of this Contract, nor shall they be construed to affect in any manner the terms and provisions hereof or the interpretation or construction thereof.

12.10 Modification or Amendment. This Contract constitutes the entire Contract of the parties on the subject matter hereof and may not be changed, modified, discharged, or extended except by written amendment or Supplemental Statement of Work duly executed by the parties. Each party agrees that no representations or warranties shall be binding upon the other party unless expressed in writing herein or in a duly executed amendment hereof.

12.11 Attachments and Exhibits. Attachments 1 and 2 and Exhibit A are attached hereto, and by this reference incorporated in and made a part of this Contract. In the event of a conflict between any Attachment or Exhibit and the text of this Contract, the text of this Contract shall control. In the event of any conflict or inconsistency between the terms of this Contract and any Supplemental Statement of Work, the terms of the Supplemental Statement of Work will govern and control with respect to the term, projected utilization rates, service rates and scope of services. .

12.12 Rights Cumulative. Unless expressly provided to the contrary in this Contract, each and every one of the rights, remedies, and benefits provided by this Contract shall be cumulative and shall not be exclusive of any other such rights, remedies, and benefits allowed by law.

12.13 Notices. All notices, reports and documents required under this Contract shall be in writing (including prepaid overnight courier, electronic transmission or similar writing) and shall be given to such party at its address or e-mail address set forth below, or at such other address or e-mail address as such party may hereafter specify from time to time. Each such notice shall be effective (i) if given by first class mail or prepaid overnight courier, when received, or (ii) if sent to an e-mail address, upon the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return e-mail or other written acknowledgment).

If to Municipality: Village of Tinley Park  
Steven J. Tilton  
16250 S. Oak Park Avenue  
Tinley Park, IL 60477  
E-mail: stilton@tinleypark.org

If to Consultant: Municipal GIS Partners, Incorporated  
Thomas A. Thomey  
701 Lee Street, Suite 1020  
Des Plaines, IL 60016  
E-mail: tthomey@mgpinc.com

12.14 Counterpart Execution. This Contract, Statement of Work or any Supplemental Statement of Work may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

**[REMAINDER INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]**

**IN WITNESS WHEREOF**, the undersigned have placed their hands and seals hereto as of the date first above written.

**ATTEST:**

**VILLAGE OF TINLEY PARK**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

**ATTEST:**

**CONSULTANT:**

**MUNICIPAL GIS PARTNERS,  
INCORPORATED**

By: Donna J. Thomey  
Name: Donna Thomey  
Its: Office Administrator

By: Thomas C. Thomey  
Name: Thomas Thomey  
Its: President

**Attachment 1**

**Statement of Work  
to  
GIS Consortium Service Provider Contract**

1) General Purpose. The Consultant will perform all or part of the Municipality's geographic information system (GIS) management, development, operation, and maintenance. In addition to supporting the existing GIS program, the Consultant will identify opportunities for continued development and enhancement.

The Municipality will be sharing management, development, maintenance expertise and staffing with other municipalities as a member of the Geographic Information System Consortium (GISC). The benefits to the Municipality include, but are not limited to, collective bargaining for rates and services, shared development costs, and joint purchasing and training.

The Consultant is the sole Service Provider for GISC and is responsible for providing the necessary GIS professional resources to support this entity. The Consultant will facilitate and manage resource, cost, and technical innovation sharing among GISC members.

2) Service Types. The Consultant will provide two (2) service types. The intent of this distinction is to track specific types of investment without overburdening general operation of the GIS program. Many of these services will go unnoticed but are required to sustain the GIS program. The Consultant will employ reasonable professional discretion when specific direction is not provided. The two (2) services types are as follows:

A. Services related to the direct management, development, operation, and maintenance of the GIS required to reasonably support the system.

B. Services relating to the investigation, research, and development of new functionality and capability for the GIS Consortium and its members.

3) Services. The Consultant will provide the necessary resources to support the GIS program. The allocation of these resources will be reasonably commensurate with the level of expertise required to fulfill the specific task which includes, but is not limited to, the following:

A. The GIS Specialist provides the daily operation, maintenance, and support of the GIS program for the community. The GIS Specialist is responsible for database development and maintenance, map and product development, user training, help-desk, system support, and program documentation.

B. GIS/RAS (Remote Access Service) Specialist provides the same services as the GIS Specialist utilizing equipment hosted by the Consultant.

C. The GIS Coordinator is responsible for the coordination and operation of the GIS program for the community including planning, forecasting, resource allocation and performance management.

D. The GIS Analyst is responsible for providing technical support to the GIS Specialist including trouble-shooting, special projects, and access to GISC shared applications and extensions. The GIS Analyst also supports the development of GISC projects and programs.

E. The GIS Platform Administrator is responsible for developing, managing, and directing the GISC solutions including the data model, databases and centralized software applications offered by the GISC.

F. The GIS Application Developer is responsible for developing, testing, and supporting software applications developed by the GISC for its members.

G. The GIS Manager is responsible for the overall development and implementation of the GISC program based on the direction and instructions of the GISC Board of Directors.

4) Projected Utilization and Service Rates. The service rates set forth below are based on, among other things, the negotiated annual projected utilization of all GISC members. The Consultant shall negotiate annually with the Board of Directors (the "*Board*") of GISC to adjust the annual projected utilization and service rates for the members of GISC. It is anticipated that the Consultant will submit its proposed annual projected utilization and service rates (the "*Proposal*") to the Board for approval every year on or about July 31st. Upon the Board's approval of the Proposal, the annual projected utilization and service rates shall become binding on the Municipality and incorporated into this Contract by reference, which shall automatically become effective on January 1st and remain in effect for the remainder of such calendar year. The approved annual projected utilization and the service rates will be promptly distributed by the Board or the Consultant to the Municipality. Notwithstanding the foregoing, in the event the Board, for any reason whatsoever (including the Board being disbanded) does not approve the Proposal, the Consultant may submit its proposed annual projected utilization and service rates directly to the Municipality by no later than October 1st, and upon written approval by the Municipality shall become effective on January 1st. Consultant agrees that, each year, the new aggregate annual contract value for the Municipality will not exceed the greater of (i) cost-of-living adjustments based on the CPI<sup>1</sup> measured as of the most recent CPI number available prior to submitting the Proposal, or (ii) 3%. The GISC service and projected utilization rates set forth below are effective as of the Effective Date until December 31st:

A. Projected Utilization

1. 1644 hours of GIS Specialist

<sup>1</sup>For purposes of this Contract, "CPI" shall mean the all items Consumer Price Index for all Urban Consumers in the Chicago-Gary-Kenosha area. In the event that publication or issuance of the Index is discontinued or suspended, the CPI shall be an index published or issued by the United States Department of Labor or any bureau or agency thereof that computes information from substantially the same statistical categories and substantially the same geographic areas as those computed in the CPI and that weights such categories in a substantially similar way to the weighting of the CPI at the Effective Date. The CPI rates, solely for reference purposes, may be accessed at <http://www.bls.gov/ro5/epichi.htm>, it being understood that the Consultant makes no representation or warranty that the rates published on such website are accurate.

2.   X   hours of GIS/RAS Specialist
3.  164  hours of GIS Coordinator
4.  164  hours of GIS Analyst
5.  114  hours of GIS Platform Administrator
6.  114  hours of GIS Application Developer
7.  114  hours of GIS Manager

B. Service Rates

1.  \$ 72.40  per hour for GIS Specialist
2.  \$ 75.90  per hour for GIS/RAS Specialist
3.  \$ 91.80  per hour for GIS Coordinator
4.  \$ 91.80  per hour for GIS Analyst
5.  \$114.70  per hour for GIS Platform Administrator
6.  \$114.70  per hour for GIS Application Developer
7.  \$114.70  per hour for GIS Manager

Total Not-to-Exceed Amount for Services (Numbers): \$188,494.

Total Not-to-Exceed Amount for Services (Figures): One hundred eighty-eight thousand four hundred ninety-four dollars and zero cents.

## Attachment 2

### **To GIS Consortium Service Provider Contract**

#### **Insurance**

##### Consultant's Insurance

Consultant shall procure and maintain, for the duration of this Contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, employees or subcontractors.

- A. Minimum Scope of Insurance: Coverage shall be at least as broad as:
  1. Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Municipality named as additional insured, on a form at least as broad as the ISO Additional Insured Endorsement CG 2010 and CG 2026
  2. Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto."
  3. Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.
- B. Minimum Limits of Insurance: Consultant shall maintain limits no less than:
  1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
  2. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
  3. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.
- C. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the Municipality. At the option of the Municipality, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as it respects the Municipality, its officials, agents, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.



D. Other Insurance Provisions: The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages: The Municipality, its officials, agents, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, leased or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Municipality, its officials, agents, employees and volunteers.

2. The Consultant's insurance coverage shall be primary as respects the Municipality, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the Municipality, its officials, agents, employees and volunteers shall be excess of Consultant's insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Municipality, its officials, agents, employees and volunteers.

4. The Consultant's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the Consultant shall be required to name the Municipality, its officials, employees, agents and volunteers as additional insureds

6. All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.

7. The Consultant and all subcontractors hereby agree to waive any limitation as to the amount of contribution recoverable against them by the Municipality. This specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable in contribution such as *Kotecki v. Cyclops Welding*.

E. All Coverages: Each insurance policy required by this paragraph shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Municipality.

F. Acceptability of Insurers: Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

G. Verification of Coverage: Consultant shall furnish the Municipality with certificates of insurance naming the Municipality, its officials, agents, employees, and volunteers as additional insured's and with original endorsements, affecting coverage required herein. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Municipality before any work commences. The Municipality reserves the right to request full certified copies of the insurance policies and endorsements.

## **Supplemental Statement of Work**

Pursuant to and in accordance with Section 1.2 of that certain GIS Consortium Service Provider Contract dated May 1, 2015 (the “Contract”) between the Village of Tinley Park, an Illinois municipal corporation (the “Municipality”) and Municipal GIS Partners, Incorporated (the “Consultant”), the parties hereby agree to the following SUPPLEMENTAL STATEMENT OF WORK, effective January 1, 2019 (“SOW”):

### **1. Description of Additional Services:**

Section 3 of the Attachment 1 to the Contract (“Attachment 1”) shall be deleted and replaced with the following language:

“The Consultant will provide the necessary resources to support the GIS program. The allocation of these resources will be reasonably commensurate with the level of expertise required to fulfill the specific task which includes, but is not limited to, the following:

- A. The Onsite Analyst provides the daily operation, maintenance, and support of the program for the Municipality. The Onsite Analyst is responsible for database management and data quality, map and product development, user training and help-desk, project identification and program documentation.
- B. The Shared Analyst provides technical support to the Onsite Analyst and the Municipality including trouble-shooting and project implementation. The Shared Analyst is responsible for developing, testing, and managing the GISC shared solutions including the standard data model and processes, centralized databases, and software applications.
- C. The Client Account Manager is responsible for the coordination and operation of the program for the Municipality including leadership alignment and reporting, planning and budgeting, resource allocation, and performance management.
- D. The Manager is responsible for the overall GISC program including the development and implementation of new shared opportunities based on the direction and instructions of the GISC Board of Directors.”

### **2. Project Schedule/Term:**

Pursuant to Section 5.2 of the Contract, this SOW shall extend the Initial Term for an additional one (1) year period. For the avoidance of doubt, this Renewal Term shall commence on May 1, 2019 and remain in effect for one (1) year.

### **3. Projected Utilization:**

As set forth in Section 4.1(c) of the Contract, the project utilization shall adjust each calendar year in accordance with the annual rates approved by the Board of Directors of GISC. The projected utilization for the calendar year beginning January 1, 2019 and ending December 31, 2019 is set forth in this SOW as follows:

- A. 1644 hours of Onsite Analyst
- B. 334 hours of Shared Analyst
- C. 164 hours of Client Account Manager
- D. 85 hours of Manager

**4. Service Rates:**

As set forth in Section 4.1(c) of the Contract, the service rates shall adjust each calendar year in accordance with the annual rates approved by the Board of Directors of GISC. The service rates for the calendar year beginning January 1, 2019 and ending December 31, 2019 is set forth in this SOW as follows:

- A. \$ 84.00 per hour for Onsite Analyst
- B. \$ 103.75 per hour for Shared Analyst
- C. \$ 111.95 per hour for Client Account Manager
- D. \$ 144.85 per hour for Manager

Total Not-to-Exceed Amount for Services (Numbers): \$203,420.55.

Total Not-to-Exceed Amount for Services (Figures): two hundred three thousand, four hundred twenty and 55/100 dollars.

In the event of any conflict or inconsistency between the terms of this SOW and the Contract or any previously approved SOW, the terms of this SOW shall govern and control with respect to the term, projected utilization rates, service rates and scope of services. All other conflicts or inconsistencies between the terms of the Contract and this SOW shall be governed and controlled by the Contract. Any capitalized terms used herein but not defined herein shall have the meanings prescribed to such capitalized term in the Contract.

***SIGNATURE PAGE FOLLOWS***

*Signature Page to Supplemental Statement of Work*

IN WITNESS WHEREOF, the undersigned have placed their hands and seals hereto as of \_\_\_\_\_.

ATTEST:

**VILLAGE OF TINLEY PARK**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

ATTEST:

**CONSULTANT:**

**MUNICIPAL GIS PARTNERS,  
INCORPORATED**

By: Donna J. Thomey  
Name: Donna Thomey  
Its: Management Support Specialist

By: Thomas A. Thomey  
Name: Thomas Thomey  
Its: President



# Interoffice Memo

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**Date:** January 31, 2019  
**To:** Administration & Legal Committee  
**From:** Hannah Lipman, Management Analyst  
Pat Carr, Assistant Village Manager/EMA Director  
**Subject:** Evaluation of Vehicle Sticker Program

## Background

Current Village practice requires residents and businesses to display a vehicle sticker on each of their registered or housed vehicles at all times. Vehicle stickers are valid for a one-year period and must be renewed on an annual basis. Current sticker fees are as follows: bus or taxi: \$40; motorcycle: \$10; senior citizen: \$1.50; passenger auto, van and recreational vehicle: \$25; transfer fee: \$2; trucks more than one ton: \$55; trucks one ton or less: \$35. Late fees are applied when deadlines pass. While this is an important revenue source that is earmarked to fund the Village's Pavement Management Program, there are a few items to address.

In 2013, revenues from this program exceeded \$780,000. However, they have been on a decline since. It is projected that in 2020, revenues could only be roughly \$655,000 (see attachment). As our population ages, a larger number of our citizens are eligible for the senior sticker rate. This is a primary factor in the revenue decline annually. Despite falling revenues, the Clerk's office and I.T. Department spend a considerable amount of time administering the program every year. Staff time and material costs for administering the program are estimated to be about \$75,000. Falling revenues, fewer sticker sales, and the staff time required to administer the program have prompted the Board to ask the staff to consider potential options.

## Potential Options

1.) *Maintain status quo and continue to administer the program as is;*

As stated above, this program is believed to cost the Village about \$75,000 to administer. This estimate takes into consideration material costs and staff time (Clerks, I.T., and Finance) over a period of four (4) months.

2.) *Outsource most of the functions;*

The Village received a quote from Third Millennium to determine the costs of outsourcing the program (see attachment). Third Millennium would also access the Secretary of State's vehicle listing to notify those registered to Tinley Park of the annual sticker requirement. Estimated first year costs to outsource were quoted at \$34,880 (see attached). This includes the software, implementation, annual maintenance, mailings, Secretary of State data management, and online payment hosting. Note, the Clerk's office staff would still handle much of the processing (filing online and mail orders, receiving orders at the window, etc.) but time would be saved on I.T.'s end for data processing and list management. No other proposals were sought because Third Millennium is virtually the only company in Illinois who provides this service and is well known for these services.

3.) *Eliminate the program and replace with another revenue source.*

The Village has dedicated the revenue received from vehicle sticker sales to support our annual Pavement Management Program. Elimination of the vehicle sticker program would require another revenue source to raise roughly \$700,000 annually. While there would be staff time saved, it obviously would be nowhere near the revenues forfeited from the program.

A survey of other municipalities shows that in many instances, where no vehicle sticker program is administered, utility taxes have been imposed (see attachment).

Per state statute, home rule municipalities have the ability to implement utility taxes. The most common utility taxes are imposed on electricity, natural gas, and telecommunications. Utility taxes are paid by businesses in addition to homeowners, and in comparison to the current vehicle sticker program, the administrative costs involved are typically reduced.

Telecommunication and natural gas taxes are based on percentages not to exceed state statutory limits. The Village does currently have a 1% telecommunications tax in place. In cases where communities impose the electricity tax, rates are calculated at a standard kilowatt per hour usage according to state statute.

The following shows utility tax rates imposed by other municipalities:

- Westmont—
  - Telecommunications: 6%;
  - Natural gas utility: 5%; natural gas use \$0.045 per therm; and
  - Electricity tax: per state statute
- Mount Prospect—
  - Telecommunications: 6%;
  - Natural gas utility: 3.204%; natural gas use \$0.0147 per therm; and
  - Electricity tax: per state statute
- Skokie—
  - Telecommunications: 6%;

Natural gas utility: 5%; natural gas use \$0.05 per therm; and  
Electricity tax: per state statute

These are provided for illustration purposes only, as further analysis is required to have proper 'apples to apples' comparisons. Attached is a chart that includes annual revenues generated.

Other alternative revenue sources potentially exist. Another route that some municipalities have taken is a water use and consumption tax. Oak Lawn, for example, implemented this in 2018. On a quarterly basis, they charge their residents \$7.20 for use and \$0.80 per 1,000 gallons of consumption. Additionally, the Village could consider a local motor fuel tax, or explore a food and beverage tax, which have both been implemented in various municipalities.

The following are tax rates imposed by other municipalities for illustration purposes:

Downers Grove—  
Food and Beverage: 1%  
Local Motor Fuel: \$0.015 per gallon

Elmhurst—  
Food and Beverage: 1%  
Local Motor Fuel: \$0.015 per gallon

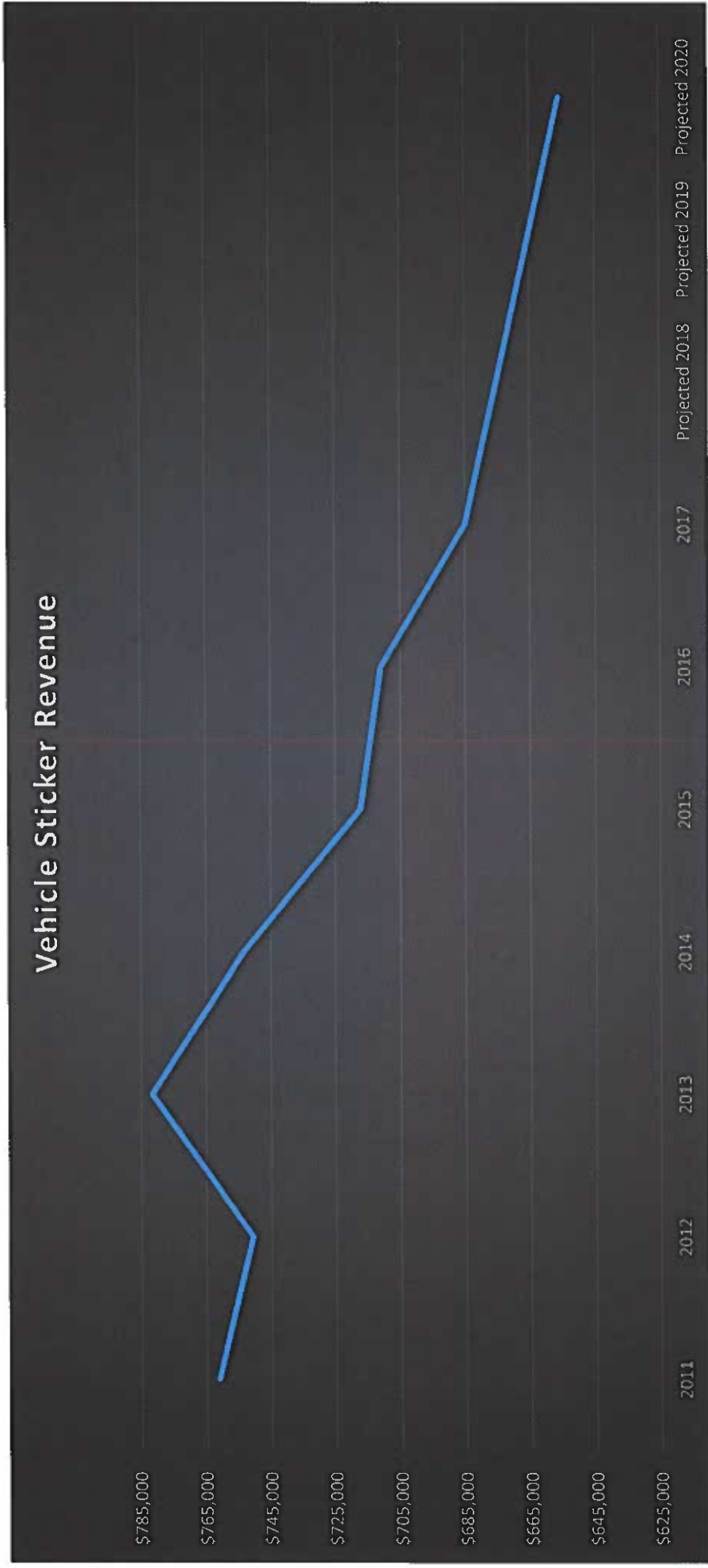
Niles—  
Food and Beverage: 1%  
Local Motor Fuel: \$0.04 per gallon

Lombard—  
Food and Beverage: 2%  
Local Motor Fuel: n/a

If a decision were made to eliminate vehicle stickers, staff would recommend the transition in the year 2020. The Village Board would be able to take the time to more clearly assess the various revenue options that are briefly discussed above.

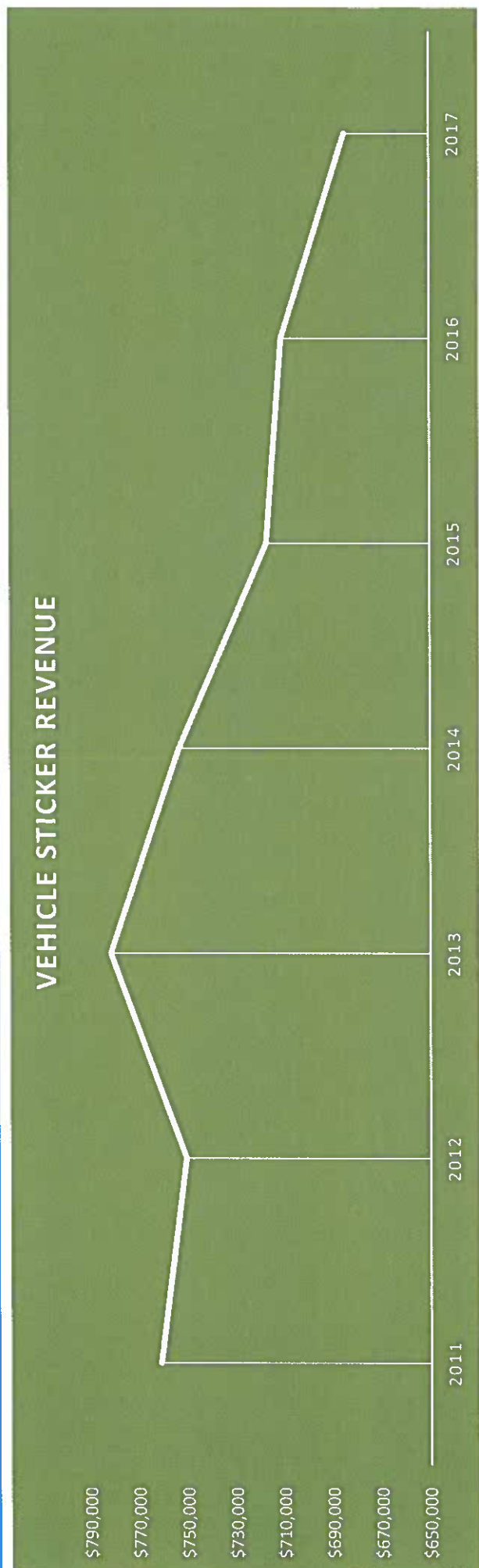
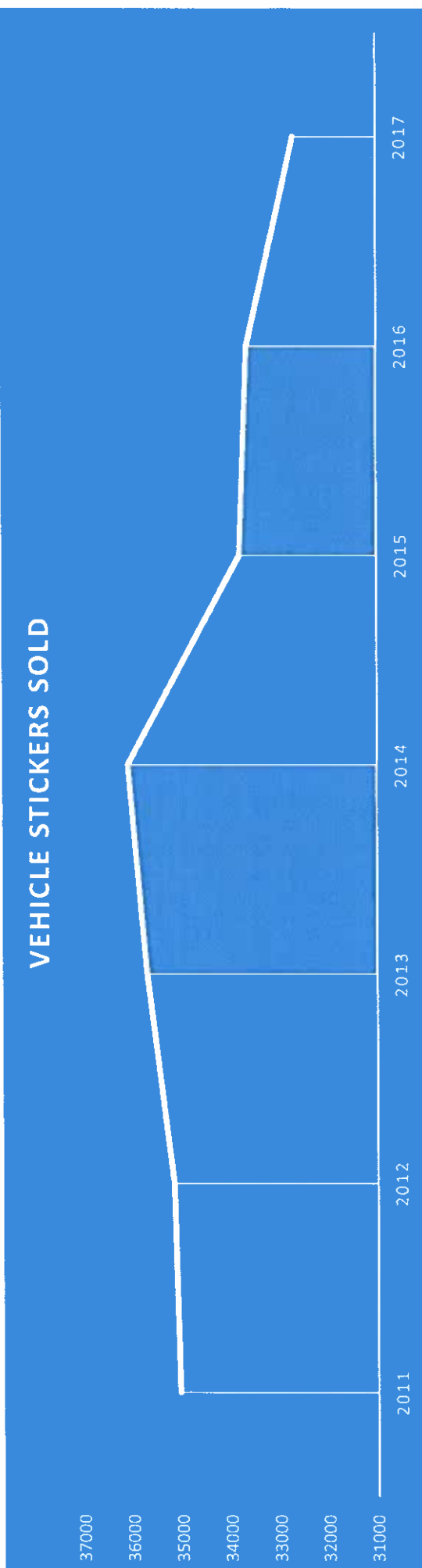


	2011	2012	2013	2014	2015	2016	2017	Change 11-17	Projected 2018	Projected 2019	Projected 2020
<b>Revenue</b>	\$ 761,199	\$ 750,702	\$ 781,504	\$ 753,365	\$ 717,250	\$ 710,913	\$ 684,832	-10.03%	\$ 675,016.93	\$ 665,342.52	\$ 655,806.78



	2011	2012	2013	2014	2015	2016	2017	Percent Change 16-17
<b>Stickers Sold</b>	35053	35170	35709	36092	33800	33641	32689	-2.83%
<b>Revenue</b>	\$ 761,199	\$ 750,702	\$ 781,504	\$ 753,365	\$ 717,250	\$ 710,913	\$ 684,832	-3.67%

\*Revenue includes stickers sold with late fees





## Utility Tax Overview

Community	Yes/No	Additional Information	Vehicle Stickers?
Addison	No		Yes
Beach Park	Yes	recently reinstated after many years of not having one; revenue is earmarked for road improvement projects	No
Downers Grove	Yes	tax on electricity, natural gas, and telecommunications; \$5,070,000 FY18	No
Elgin	Yes	tax on electricity	No
Frankfort	Yes	tax on electricity and natural gas; \$925,000 FY18	Optional
Mount Prospect	Yes	Telecommunication Tax, Natural Gas, and Electric Tax; no water utility taxes	Yes
Northfield	Yes	tax on electric, natural gas, as well as a telecommunications tax	Yes
Oak Lawn	Yes	tax on electricity, telecommunications, and natural gas \$1,442,200 FY18	No
Orland Park	No	service charge on water/sewer services; bimonthly service charged billed per unit	Yes
Palatine	Yes	tax on electricity and telecommunications	Yes
Skokie	Yes	tax on electric, gas, water; \$5,600,000 FY18	Yes
Westmont	Yes	tax on electricity, natural gas, and telecommunications; \$2,390,000 FY18	No
Woodstock	No		No



## Community Breakdowns:

Municipality	Natural Gas Tax	Telecom Tax	Electricity Tax	Vehicle Sticker	Revenue Generated
Downers Grove	X	X	X	No	\$5,070,000
Frankfort	X		X	Optional	\$925,000
Oak Lawn	X	X	X	No	\$1,442,200
Westmont	X	X	X	No	\$2,390,000
Mount Prospect	X	X	X	Yes	\$1,670,000
Orland	n/a	n/a	n/a	Yes	n/a
Skokie	X	X	X	Yes	\$5,600,000

### Oak Lawn

- Natural Gas: \$101,000
- Electricity: \$417,200
- Telecommunications/Other: \$924,000
- Total: \$1,442,200
- Average potential cost based on roughly 23,000 households: \$63 per household

### Frankfort

- Natural Gas: \$225,000
- Electricity: \$700,000
- Total: \$925,00
- Average potential cost based on roughly 6,500 households: \$142 per household



## Sample tax structure placed on electricity

### *Oak Lawn Municipal Code 3-21-2:*

For the first 2,000 kwh a month	• 0.537 cents kwh
For the next 48,000 kwh a month	• 0.352 cents kwh
For the next 50,000 kwh a month	• 0.318 cents kwh
For the next 400,000 kwh a month	• 0.309 cents kwh
For the next 500,000 kwh a month	• 0.299 cents kwh
For the next 2,000,000 kwh a month	• 0.280 cents kwh
For the next 5,000,000 kwh a month	• 0.276 cents kwh
For the next 10,000,000 kwh a month	• 0.271 cents kwh
Excess of 20,000,000 kwh a month	• 0.266 cents kwh

Village of Tinley Park, Illinois  
 Vehicle Sticker Outsourcing  
 Proposal from Third Millennium Associates

	One Time Costs	Annual Costs	Transaction Costs	Fulfillment Costs
<b>One Time Costs</b>				
Software	5,995			
Project Implementation	750			
Data Conversion	1,200			
Online Payments Software	3,395			
<b>Annual Costs</b>				
Software maintenance		1,295		
Annual setup		2,995		
Online Payments maintenance		995		
Online Payments hosting		1,800		
Scofflaw follow up		3,945		
SOS data file management		450		
Credit Card	0.450		4,000	1,800
Mailing (Excludes postage)	0.285		36,000	10,260
<b>Fulfillment Costs</b>				
Fulfillment Services				650
Mail in Lkbx	0.890		15,000	13,350
Online	0.550		10,000	5,500
<b>Totals</b>	<u>11,340</u>	<u>11,480</u>	<u>12,060</u>	<u>19,500</u>
	<u>23,540</u>			
	<u>34,880</u>			
Estimated first year cost - Third Millennium Assoc.				
<b>Other Costs - Not Third Millennium Associates</b>				
Secretary of State data		600		
<b>Postage - Estimated</b>				
First mailing	0.500		22,000	11,000
Fulfillment	0.500		17,000	8,500
Scofflaw	0.500		8,000	4,000