

Village of Itasca

550 W. Irving Park Rd., Itasca, Illinois 60143-2018

Committee of the Whole Meeting Agenda April 5, 2016

**(Immediately following Village Board Meeting)
(Upstairs Board Room)**

President: Jeffery J. Pruyn
Trustees: Jeff Aiani
Marty Hower
Michael J. Latoria
Ellen Leahy
Frank J. Madaras
Lucy Santorsola
Clerk: Melody J. Craven
Administrator: Evan Teich

Phone: 630.773.0835
FAX: 630.773.2505

1. Date and Time
2. Call to Order; Roll Call
3. Pledge of Allegiance
4. Audience Participation
5. Presentation of the Committee of the Whole Meeting Minutes of March 15th, 2016
Documents: [20160315 COW MTG MINUTES.PDF](#)
6. President's Comments
 - a. Discussion and possible concerning Ordinance #1799-16, "An Ordinance Increasing the Number of Class D Liquor Licenses From Five to Six (Bucky's 1400 N. Arlington Heights Road)
Documents: [ORD NO 1799-16.PDF](#)
7. Community Development Committee
Trustee Latoria, Chairperson
8. Finance Committee
Trustee Hower, Chairperson
 - a. Discussion concerning agreement from McBeath, Fates, & Ivers P.C. for accounting services
Documents: [MEMO - MFI ACCOUNTING CONTRACT 4-30-17.PDF](#), [ACCOUNTING SERVICES RFP 3-21-16.PDF](#), [VILLAGE PROPOSAL FY 2017 \(003\).PDF](#)
 - b. Discussion concerning financial reports
Documents: [MEMO- QUARTERLY FINANCIAL REPORT.PDF](#)
9. Administration Committee
Trustee Santorsola, Chairperson

- a. Discussion and possible action concerning the Village's personnel manual

Documents: [PERSONNEL MANUAL MEMO_3.31.16.PDF](#), [POLICY CHANGE LIST_3.29.16.PDF](#)

- b. Discussion and possible action concerning the renewal of the Village's general package liability insurance

Documents: [MEMO AND PROPOSAL1.PDF](#)

10. Environmental Committee
Trustee Leahy, Chairperson

11. Public Safety Committee
Trustee Madaras, Chairperson

12. Public Works/Infrastructure Committee
Trustee Aiani, Chairperson

- a. Discussion and possible action concerning continuing the current Hoving Clean Sweep, LLC contract for street sweeping services
- b. Discussion and possible action concerning continuing the current Ciosek Tree Service for tree trimming services
- c. Discussion and possible action concerning continuing the current Classic Landscaping LTD contract for lawn moving services
- d. Discussion of Metra railroad track closing at Prospect Avenue on July 19th through July 23rd

13. Department Head Reports

14. Executive Session

15. Adjournment



Evan Teich, Village Administrator



Melody J. Craven, Village Clerk

VILLAGE OF ITASCA COMMITTEE OF THE WHOLE MEETING MINUTES

March 15, 2016 – Immediately Following Village Board Meeting

- Call to Order:** Mayor Jeff Pruyn called the meeting to order at 8:17PM.
- Roll Call:** Present: Trustees – Marty Hower, Jeff Aiani, Mike Latoria, Frank Madaras, Ellen Leahy, Lucy Santorsola; Deputy Village Clerk – Jacob Lawrence.
- Also present: Village Administrator – Evan Teich; Village Attorney – Chuck Hervas; Chief of Police – Robert O’Connor; Community Development Director – Nancy Hill; Director of Public Works – Ross Hitchcock; Finance Director – Julie Ciesla; Village Engineering Consultant – Aaron Fundich; Community Development Intern – Christopher Strom.
- Absent: Village Clerk – Melody Craven.
- Pledge of Allegiance:** Recited at the preceding Village Board meeting.
- Audience Participation:** None.
- Minutes:** Mayor Pruyn asked if there were any questions regarding or corrections to the Committee of the Whole Meeting minutes of (March 1, 2016) as presented. Hearing none, Trustee Leahy made a motion to approve said minutes; Trustee Hower seconded the motion. Motion carried by a unanimous voice vote.
- President’s Comments:** Mayor Pruyn had no report.
- Community Development Committee:** Trustee Latoria presented discussion and possible action regarding the significance of a U.S. Supreme Court case Reed v. Town of Gilbert, AZ relating to sign regulations. Ms. Nancy Hill reported on this court case. She stated there are certain steps the Village should take in light of the Reed decision:
1. Community Development staff, with the assistance of the Village Attorney, is reviewing the Village’s sign regulations, Zoning Ordinance, and Code of Ordinances to identify any regulations that are content-based. This would include any regulations that are based on the content or subject of the message, the person and/or group delivering the message, or an event(s) taking place. All temporary signs and signs that are exempt from permitting requirements should also be identified. The number of exceptions from permitting and separate categories for signs should be reduced, eliminating as many of both as possible.

2. Once identified, new or amended regulations will be drafted by staff and the Village Attorney to be as content-neutral as possible, while accepting that, if the regulations are not entirely content-neutral, there will be some legal risk that could otherwise be avoided. The Village Attorney strongly suggests these revisions be made by the end of this summer.

No action on the part of the Village Board is required at this time. In the near future, staff will formally propose text amendments to the Zoning Ordinance to address necessary changes to our sign regulations. Text amendments require review by the Plan Commission during a public hearing and approval by the Village Board. Public notice of the public hearing is required.

The Village Board asked staff to address dynamic display signs, and we will also include language in the proposed text amendments to allow them in certain zoning districts with restrictions on size and percentage of total sign area (so that they are similar to the McDonalds and Crawford Supply signs in square footage and look)

Administration Committee:
Trustee Santorsola, Chairperson

Trustee Santorsola had no report.

Environmental Committee:
Trustee Leahy, Chairperson

Trustee Leahy had no report.

Finance Committee:
Trustee Hower, Chairperson

Trustee Hower had no report.

Public Safety Committee:
Trustee Madaras, Chairperson

Trustee Madaras had no report.

Public Works/Infrastructure Committee:
Trustee Aiani, Chairperson
(Safe Routes to School Construction Engineering Contract)

Trustee Aiani presented discussion concerning the construction engineering contract for the Safe Routes to School project. Mr. Aaron Fundich stated that this project started a long time ago and the Village is ready to take it into the engineering phase. The contract is coming to the Village soon.

(Robinson Engineering Task Order 16-R300)

Trustee Aiani presented discussion concerning Robinson Engineering Task Order 16-R300 for a sanitary sewer flow monitoring project. He thanked staff for their continued due diligence. The Village of Itasca has approximately 80-90 miles of water mains and sewer lines; this infrastructure has to be televised and inspected in order to be vigilant. The task order is not to exceed \$24,000. Trustee Aiani made a motion to recommend approval of Task Order 16-R300; Trustee Hower seconded. Motion carried by a unanimous voice vote.

(TruGreen Agreement for Emerald Ash Borer)

Trustee Aiani presented discussion concerning ongoing emerald ash borer infestation for selected ash trees throughout the Village. He stated that there is a declining tree population in

the Village. Combating the infestation is an ongoing process that must be maintained. TruGreen holds firm on their price for the last five to six years. Trustee Aiani made a motion to recommend approval of TruGreen as the vendor of choice for the emerald ash borer infestation; Trustee Hower seconded. Motion carried by a unanimous voice vote.

The presentation by Stanley Consulting regarding the Wastewater Treatment Plant Update was tabled until the next meeting.

Department Heads:

Chief O'Connor has no report.

Ms. Nancy Hill reported on the new Community Development Intern, Christopher Strom. He will be working on the economic development and comprehensive plan.

Ms. Hill reported that Community Development staff has been talking to a developer about a townhouse project north of Medinah Woods, something that came up in developer proposed a narrow loop street, and the feedback we've given them was the Board would like the standard street widths due to experiences on Bay Drive with narrower right of ways. Mayor Pruyn stated that we should stick to our regulations.

Mr. Aaron Fundich, Village Engineer Consultant, reported that between now and the second week of April we plan on obtaining bids for the WWTP centrifuge.

Mr. Ross Hitchcock, Public Works Director, reported that Public Works Department staff members, John Jackson and Brandon Hansen obtained their seat water license.

Ms. Julie Ciesla, Finance Director, reported that in April there will be quarterly and monthly budget reports. She reported that she is reviewing a remote deposit system via the Itasca Bank. The accounting services contract is also under review. In addition, the Village is reviewing a new overall time-keeping system.

Mr. Evan Teich, Village Administrator, thanked Nancy for putting together the letter for the meeting (March 22nd). It's a large undertaking. Thanks to Dan Corcoran for securing the room at Holiday Inn. Mr. Teich stated that the general gist was that ComEd has been getting a lot of pressure from many sources requesting they work with us. We confirmed that ComEd has taken a step back, so they're not going to file imminently. In putting together the meeting Tuesday it's going to be a typical meeting but with questions and answers.

Executive Session:

Executive Session was called to order at 8:51PM.

Reconvene: Mayor Pruyn reconvened the regular Committee of the Whole meeting at 9:06PM.

Adjournment: Trustee Aiani made a motion to adjourn the Committee of the Whole Meeting at 9:07PM; Trustee Madaras seconded the motion. Motion carried by a unanimous voice vote.

Minutes by: Jacob Lawrence, Deputy Village Clerk

ORDINANCE NO. 1799-16

AN ORDINANCE INCREASING THE NUMBER OF CLASS D LIQUOR LICENSES FROM FIVE TO SIX (Bucky's 1400 N. Arlington Heights Road)

WHEREAS, the Village of Itasca, pursuant to state statute, retains authority and control over the issuance of liquor licenses within the Village of Itasca; and

WHEREAS, the Village of Itasca currently allows for five (5) Class D liquor licenses; and

WHEREAS, the corporate authorities of the Village of Itasca believe it is in the best interest of its citizens that there be six (6) Class D liquor licenses.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:

SECTION ONE: The number of Class D liquor licenses within the Village of Itasca is hereby increased from five (5) to six (6).

SECTION TWO: SEVERABILITY. The various provisions of this Ordinance are to be considered as severable, and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION THREE: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FOUR: EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage and approval.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

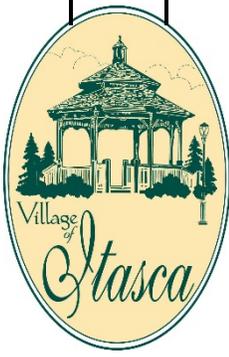
APPROVED and ADOPTED by the Village President and Board of Trustees of the
Village of Itasca this ____ day of April, 2016.

APPROVED:

Village President Jeffrey J. Pruyn

ATTEST:

Village Clerk Melody J. Craven



Village of Itasca

550 W. Irving Park Rd. Itasca, IL 60143
630.773-0835 • Fax 630.773.2505 • www.itasca.com

MEMORANDUM

TO: Mayor Pruyn and Village Board of Trustees

FROM: Julie Ciesla, Finance Director

DATE: April 1, 2016

SUBJECT: Accounting Contract

INTRODUCTION

McBeath, Fates & Ivers (MFI) has served the Village for the past 20 years for accounting and treasury services. The Village was pleased to submit a request for proposal (RFP) to extend the contract another year beginning May 1st, 2016. The current contract for accounting services is valid through April 30, 2016.

The current contract was for a term of one year and included a base monthly rate of \$5,640 or \$67,680 annually. These rates include staff level accountants to perform between 55-60 per month and the partner to perform between 12-20 hours per month. The current rates are \$160 per hour for the partner Bill Fates, \$85 per hour for staff accountant (Tyler Fates), and \$75 per hour for staff accountant Maria DeBartolo.

REQUEST FOR PROPOSAL

On March 21ST, the Village sent a Request for Proposal to MFI for another year contract for accounting services. In the RFP, the Village requested that the firm submit a proposal for the work performed by our staff accountant, and to give a separate proposal for the services performed by the partner in the capacity of serving as the Village Treasurer. In the RFP, the services that are expected to be provided for by each respected party were defined. For your information, I have attached the RFP submitted to MFI for your review.

PROPOSAL

MFI submitted a proposal for the services to be provided for by the staff accountant according to the terms and conditions that were listed in the Village's RFP. Below are the changes they proposed to the upcoming contract;

- Instead of providing a monthly fee request, they requested the firm enter into an hourly rate of \$87 per hour for Tyler Fates. The hourly rate provides both the Village and MFI with a more flexible environment to account for the monthly demands throughout the course of the year.
- MFI is under the assumption that the hours needed to perform the duties currently assigned can be performed between 48-52 hours per month. A normal bill estimated bill would be roughly \$4,350 per month and would decrease or increase depending on the activities necessary and

assigned by the Finance Director for that month. The estimated annual cost is budgeted in Fiscal Year 2016/17 for \$57,000.

- Any duties not listed on the proposal will be approved by the finance director prior to performance.
- The monthly bill will stipulate the amount of work done by date and hours as well as description.

A proposal for the duties to be performed by the Treasurer was not submitted to the Village for need of further clarification.

VILLAGE TREASURER

Historically, the Village has appointed Bill Fates, or in previous years, other partners of McBeath, Fates, & Ivers to serve in the capacity of Village Treasurer. As Village Treasurer, the treasurer is also the designated treasurer for the Police Pension Fund. Under the old system of having an outsourced finance function in the form of an accounting contract, to provide both bookkeeping/accounting services, as well as, provide the Village with higher level financial services, it was logical to have the functions of Village Treasurer included under the same contract umbrella. In previous years, services performed were covered under the monthly contract and were also paid above and beyond the monthly contract at the partner's hourly rate for items not covered under the monthly contract.

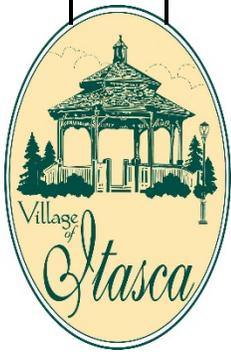
In the past year, with the hiring of a Finance Director to assume many of the roles and responsibilities previously assigned to the accounting firm for higher level financial services, it was determined that the Village needs to redefine the role of Village Treasurer. In the proposal, there was a list of services to be performed as the function of Village Treasurer. If the Village chose to enter into an agreement for these terms as presented, the annual cost of these services would be about \$6,000 annually.

Through discussions between the Village, Mayor Pruyn and Bill Fates, it was concluded that the Village should take a more holistic approach at defining the roles and responsibilities of the Village Treasurer. As it stands in the proposal, some of those functions could be passed onto the Finance Director and the Village could then utilize the Village Treasurer as a more advisory role and accountability function rather than fulfilling a list of duties. It would also take a look at defining the price the Village is willing to pay for services performed for the office of Village Treasurer.

RECOMMENDATION

Staff proposes that the Village enter into one year contract with McBeath, Fates, and Ivers ending April 30, 2017. The hourly rate will be \$87 per hour for the staff accountant (Tyler Fates) to perform the duties as defined in the proposal from MBF. The monthly average will be an estimate of about \$4,350 assuming 50 hours of work per month. The budgeted amount for FY 2016/17 is \$57,000 for these services. Included within this budget, will also reserve a limited amount of funds to hire Bill Fates, at an hourly rate of \$160, to be paid for any services that are pre-approved by the Finance Director to be performed that are not defined in the role of Village Treasurer.

In the proposed budget, there is \$6,000 budgeted for the Village Treasurer position. It is staff's recommendation to not enter into an agreement with MFI for the services provided for as Village Treasurer with this contract. It is recommended that the Village examines to what capacity the Village Treasurer serves the Village. My proposed timeline is during April and May, a team comprised of staff, the Mayor, Bill Fates and Finance Chair Trustee Hower will examine the roles, responsibilities, and compensation for the Village Treasurer. A recommendation will be presented to the Village Board regarding the Village Treasurer position no later than June 2016.



Village of Itasca

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630.773-0835 • Fax 630.773.2505 • www.itasca.com

MEMORANDUM

TO: McBeath, Fates, & Ivers
FROM: Julie Ciesla, Finance Director
DATE: March 16, 2016
SUBJECT: Request for proposal – Accounting Services

The Village is requesting McBeath, Fates & Ivers, P.C. to submit a proposal for accounting services for one year term beginning May 1, 2016. The Village is requesting a submission of fees for services as outlined hereafter. It is requested that the proposal be returned to the Village no later than **March 28th, 2016**.

- A. **STAFF ACCOUNTANT:** The Village is requesting a proposal for services for a staff accountant that reports to the Finance Director for a minimum of 56-60 hours per month. The Village requires that the firm provides the same staff person to ensure consistency and continuity of services. Additionally, a predetermined set schedule for the full 56-60 hours is requested to be provided with the RFP response. The schedule can be altered throughout the year per agreement by both parties as long as it is in agreement with the minimum hours per month as outlined in this contract.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reports directly to the Finance Director on all Village finances and accounting issues.
- Reconciles all bank statements to Village records and submits monthly bank reconciliations to the Finance Director for final approval.
- Maintains general and subsidiary accounts and prepares monthly and/or annual reconciliations for each general ledger account.
- Reviews all accounts and routine financial transactions, prepares routine journal vouchers. These would include, but are not limited to, allocation of payroll information to the various departments, real estate tax allocations, accounts receivable, income allocation, and any other necessary income and expense adjustments.
- Preparation of the monthly revenue and expenditure reports to the Finance Director for distribution to the Village Board and Department Heads.
- Communication with the Village Department heads regarding revenue and expenditure reports as requested.

- Preparation of the annual 1099's, 1096, review of W2's, preparation of the W3, quarterly 941 filings, annual 945 filing, assist with preparation and distribution of ACA reporting requirements, and any other tax preparation as required.
- Manage the collection and disbursement of rebates of the Hotel Tax. Review quarterly Hotel Tax Reports.
- Tri-annually prepare the Sales Tax Analysis and submit to the Village Administrator and Finance Director for review. This information is confidential and the individual is obligated to protect the confidentiality of this information.
- Manage calculation and disbursements of Library and Police Pension replacement tax portions.
- Manage calculation and disbursements of donations from builders to park and school districts.
- Prepare and submit to the Finance Director the semi-annual disbursement of principal and interest payments on general obligation and revenue bonds.
- Prepare the monthly Investment Schedule. Maintain a schedule of all Village investments, deposits and cash on hand.
- Assist in maintaining the Village accounting software package.
- Assist in managing the permit tracking software and reconciliation to the general ledger.
- Transfer information from the budgeting module into the financial software.
- Assists with required analysis to close the fiscal year. Prepares adjusting and closing journal entries.
- Assists with the preparation of all necessary statements, schedules, notes and other components of the annual audit. Works in conjunction with the independent auditors and Finance Director to prepare the annual audit.
- Preparation of periodic financial studies, surveys, census requests and other financial reports as requested by the Village.
- Maintains village records in accordance with the states retention and destruction schedule. Organizes and maintains village records that are neat, easy to understand and current. Performs necessary backup of programs and files to facilitate disaster recovery.
- Searches for and assembles special financial data and information and make studies of financial problems, recommending revisions in procedures, forms, account classifications and statements.
- Serves as the main backup to the payroll function in the event the Payroll Accountant is unable to perform payroll duties. Attends semi-annual training in order to stay current with payroll duties.
- Ability to provide the Village with regular and predictable work attendance.
- Performs related work as assigned by the Finance Director.

B. VILLAGE TREASURER DUTIES: Request for services of a flat annual fee for the services performed by Bill Fates as the appointed Village Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare and file the Annual Treasurer's Report in the local newspaper and file with DuPage County in accordance with the State of Illinois statutes.
- Timely preparation and submittal of the Annual Financial Report to the State of Illinois per

the commencement of the annual audit.

- Prepare the annual tax levy of the Village, Library and Police Pension. Submit to the Village for review. Coordinate with the Village attorneys to prepare and file all required Tax Levy Ordinances. Review county calculations.
- Preparation of the annual appropriations documents based off of the approved budget document.
- Performs cash management, assuring that the Village earns maximum interest while meeting its many financial obligations
- Involvement in bond issue matters including fund transfers, account set up and any other necessary reporting
- Coordinate with the actuary for the annual OPEB actuarial valuation in conjunction with the annual audit.
- Coordination with the actuary to submit and request the necessary information for full compliance with GASB 67 & 68.
- As the Appointed Village Treasurer, the treasurer serves as the Treasurer of the Police Pension Board. The appointed treasurer is to act as an advocate to the best interest of both the Village and the Police Pension Fund.
- Monthly Police Pension distributions are to be provided to the Finance Director for review. Quarterly financial reports provided to the Police Pension Board are to also be provided to the Village. Approved Police Pension minutes are to be provided to the Village Clerk for the official record keeping.

TERMS AND CONDITIONS:

The Village will be requesting agreement on additional language being added to the annual contract. This language will be drafted by the Village attorney's. The language to be provided will allow both parties the option to terminate the contract per written notice with a minimum of 90 days' notice by either party. Language will also be requested to retain a portion of the final 90 days contracted monthly allotment to provide leverage for the Village to account for the full surrender of all Village Assets and records, as well as, provide any necessary training to transfer intellectual knowledge to the person designated by the Village.

Additionally, the Village is requesting that MBI bill the Village monthly basis for the services performed by the staff accountant. The monthly invoice should disclose the actual hours worked by the staff accountant. The services provided for by the Treasurer, is requested to be billed quarterly at the commencement of each quarter per the fiscal year beginning May 1st.

CHANGES FROM PREVIOUS CONTRACT ENDING APRIL 30, 2015:

After review of last year's contract, these two items should be included in the services provided to the Police Pension Board under McBeath, Fates, and Iver's contract for accounting services and is not to be paid from Village funds.

- Maintain all files for pensioners including annual benefit increases
- Preparation of the annual financial report for the Police Pension

SELECTION PROCESS:

After the receipt of the proposal from McBeath, Fates, & Ivers, LLC, the Village Administrator and Finance Director may request a meeting with the firm in order to discuss, clarify or negotiate the terms of the contract ending April 30, 2017. After terms and agreements have been made by both parties, a recommendation will be prepared and submitted to the Village Board for approval.

We thank you in advance for the opportunity to continue the relationship between the Village and McBeath, Fates, & Ivers, P.C.



March 28, 2016

Ms. Julie Ciesla
Finance Director
Village of Itasca
550 E. Irving Park Road
Itasca, IL 60143

Dear Ms. Ciesla,

We are pleased to make this proposal to the Village for the performance of accounting services for the period ending April 30, 2017. As you realize, McBeath, Fates & Ivers P.C. has performed various functions for the Village over the past 20 years from general ledger reporting to treasury functions. This proposal will define our responsibilities as to the Village requirements and needs from our firm.

As is always the case in our engagements, there are layers of personnel responsible for different functions. The main objective is to provide the Village with information in timely and accurate form. Mr. Tyler Fates will be responsible for day-to-day functions and any immediate needs should be directed towards him. Mr. William Fates will provide managerial and oversight responsibility. They are both available on an as-need-basis and are responsible for the general overview of operations.

SCOPE OF ENGAGEMENT

Our tasks and responsibilities include:

- Reports directly to the Finance Director on all Village finances and accounting issues.
- Reconciles all bank statements to Village records and submits monthly bank reconciliations to the Finance Director for final approval.
- Maintains general and subsidiary accounts and prepares monthly and/or annual reconciliations for each general ledger account.
- Reviews all accounts and routine financial transactions, prepares routine journal vouchers. These would include, but are not limited to, allocation of payroll information to the various departments, real estate tax allocations, accounts receivable, income allocation, and any other necessary income and expense adjustments.
- Preparation of the monthly revenue and expenditure reports to the Finance Director for distribution to the Village Board and Department Heads.
- Communication with the Village Department heads regarding revenue and expenditure reports as requested.
- Preparation of the annual 1099's, 1096, review of W2's, W3, quarterly 941 filings, annual 945 filing, assist with preparation and distribution of ACA reporting

requirements, and any other tax preparation as required.

- Manage the collection and disbursement of rebates of the Hotel Tax. Review quarterly Hotel Tax Reports.
- Tri-annually prepare the Sales Tax Analysis and submit to the Village Administrator and Finance Director for review. This information is confidential and the individual is obligated to protect the confidentiality of this information.
- Manage calculation and disbursements of Library and Police Pension replacement tax portions.
- Manage calculation and disbursements of donations from builders to park and school districts.
- Prepare and submit to the Finance Director the semi-annual disbursement of principal and interest payments on general obligation and revenue bonds.
- Prepare the monthly Investment Schedule. Maintain a schedule of all Village investments, deposits and cash on hand.
- Transfer information from the budgeting module into the financial software.
- Assists with required analysis to close the fiscal year. Prepares adjusting and closing journal entries.
- Assists with the preparation of all necessary statements, schedules, notes and other components of the annual audit. Works in conjunction with the independent auditors and Finance Director to prepare the audit.
- Preparation of periodic financial studies, surveys, census requests and other financial reports as requested by the Village.
- Maintains village records in accordance with the states retention and destruction schedule. Organizes and maintains village records that are neat, easy to understand and current. Performs necessary backup of programs and files to facilitate disaster recovery.
- Searches for and assembles special financial data and information and make studies of financial problems, recommending revisions in procedures, forms, account classifications and statements.
- Serves as the main backup to the payroll function in the event the Payroll Accountant is unable to perform payroll duties. Attends semi-annual training in order to stay current with payroll duties.
- Ability to provide the Village with regular and predictable work attendance
Performs related work as assigned by the Finance Director

PROFESSIONAL FEES

We propose an hourly fee for the accounting services contract for the year ended:

April 30, 2017 of \$87 per hour

Due to the efficiency and growth we have seen over the last two years from Tyler his hours should range between 48-52 hours per month. While during the course of the year certain months will fluctuate with more hours during summer months and less hours during the beginning of the calendar year.

We will submit a monthly bill detailing work performed by date and number of hours.

We are very enthusiastic about continuing our relationship with the Village and its personnel. We have appreciated the opportunity of serving you in the past and look forward to a continued relationship in the future.

If the above terms are in accordance with your understanding and are acceptable to you, please sign and date and return the duplicate copy of this letter to us in the enclosed envelope. If you have any questions, please feel free to contact us immediately

Very truly yours,



McBeath Fates & Ivers P.C.

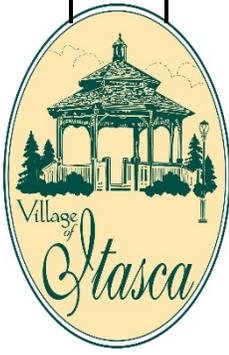
The services described in the foregoing letter are in accordance with our requirements, and we understand the terms and conditions recited above.

Village of Itasca

By: _____

Title: _____

Date: _____



Village of Itasca

550 W. Irving Park Rd. Itasca, IL 60143
630.773-0835 • Fax 630.773.2505 • www.itasca.com

MEMORANDUM

TO: Mayor Pruyn and Village Board of Trustees

FROM: Julie Ciesla, Finance Director

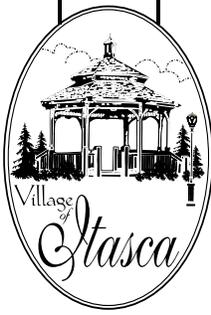
DATE: April 1, 2016

SUBJECT: Quarterly Reports

In early March, I met with Stan Helgersen, the previous Finance Director for Carol Stream. During that meeting, I showed him the quarterly report that I presented to the Village Board for the second quarter of fiscal year 2016. From his perspective, what I presented for the second quarter would be a good representation of a holistic view to be done on a semi-annual and annual basis. Beyond that, the amount of effort to produce the report outweighed the implied benefit received. Stan suggested to simplify the information and provide a monthly recap of the finances to the Village Board. I agree with Stan that a simplified version would be a better route and would maximize my time to work on other important projects. I have discussed this suggestion with both Trustee Hower and Village Administrator Evan Teich and they are in agreement with trying this new approach.

Tuesday evening during my staff update I will provide the Village Board with the January 2016 monthly financials. During the update, I will provide verbal updates of the report. Each month thereafter, I will give monthly updates of the Village's finances in the same format with a more comprehensive review at six months and one year.

After my update on Tuesday night, I would appreciate your feedback with what was presented to help ensure that I provide you with purposeful and useful information.



Village of Itasca - Memorandum Administration Department

Date: March 31, 2016

To: Lucy Santorsola, Administration Department Chair
Administration Committee

From: Cristina White, HR/Risk Management Coordinator

Subject: Personnel Manual Update

In January 2015, staff proposed contracting the HR consulting division of Gallagher to revise the Village's personnel manual. The process of revising the manual has been lengthy and involved many individuals. The draft manual following this memo has been reviewed and revised several times by myself, the department heads, the Village Administrator and the Village's labor attorney.

In order to give you a point of reference when reviewing the draft manual, also attached is the current personnel manual (adopted in 2008) and a list of major revisions. While this list is intended to aid you in reviewing this lengthy document, it is not all-inclusive. There have been many tweaks and minor changes to clarify policy language and resolve inconsistencies throughout the manual.

This personnel manual update is needed for various reasons. Some of the updates made are to reflect changes to state or federal legislation or suggested by the Village's labor attorney (FMLA, Military Leave, VESSA, etc.). Others are recommendations from staff to better align the Village's current policies and practices. Some of the policies in the current manual were removed from the proposed manual by the recommendation of Gallagher or the labor attorney because they were specific to union practices which are already covered within the collective bargaining agreements or are redundant. We will cover these changes in more detail at the Administration Committee meeting on April 5th.

Please feel free to contact me in advance of the meeting should you have any questions.

Personnel Manual Policy Changes

Page	Section
7	Welcome to our team – replaces introduction (deleted management rights section)
8	Updated Organizational Chart
10	Added Pregnancy Fairness Act Policy
10	Updated Employment Categories to include 2 part-time categories
13	Updated Performance Evaluations section
17	Revised Grievance Procedure for Non-Collective Bargaining Unit Employees
20	Revised Job Promotions language
21	Revised Compensation Policy
25	Updated Work Week and Work Schedules
27	Revised Travel Expense Reimbursement
31	Revised benefit start dates and added a summary of benefits page
32	Revised Vacation Leave table to reflect practice
33	Revised Sick Leave to include bereavement (deleted bereavement policy)
37	Updated approved holidays list to replace Columbus Day with Christmas Eve
38	Updated Health Insurance Summary
39	Revised Tuition Reimbursement Program – Proposed Increase to reimbursement amount
41	Added ICMA-RC summary
44	Updated Military Leave policy
45	Updated FMLA policy
64	Replaced “fraternization” policy with Anti-Nepotism policy
66	Revised Dress Code/Personal Appearance Policy
68	Revised Outside Employment and Interests Policy
70	Added approved Drug Free Workplace Policy
72	Replaced Harassment policy language with policy approved in 2013 plus some revisions
77	Added Bullying in the Workplace Policy
78	Updated workplace violence policy
79	Added weapons free workplace policy
81	Added Facility Access policy
84	Added Cell Phone use and vehicle safety
89	Added a Technology Section with revised email and internet policies
n/a	Removed Stand-By Status
n/a	Removed Premium Pay – General policy
n/a	Removed Emergency Call-Outs
n/a	Removed Recruitment policies
n/a	Removed Initial Evaluation Period
n/a	Removed Reduction in Workforce policy
n/a	Removed Responding to Requests for Interviews, Written Statements and Testimony
n/a	Removed Retirement and Resignation policies



Village of Itasca - Memorandum Administration Department

Date: March 31, 2016

To: President Jeff Pruyn
Board of Trustees

From: Cristina White, HR/Risk Management Coordinator

Subject: Liability and Property Renewal

The Village's property and liability insurance renews on May 1st. Our renewal for the upcoming fiscal year is as follows:

Year over year, our property insurance with CHUBB has remained flat meaning no increase. Our liability insurance with Trident has increased slightly due to various factors such as changes to vehicles/equipment, claims experience, operations, etc. We have several claims that are currently in litigation. At renewal time last April, the Village Board, under the advisement of staff, chose to add a cyber liability policy to protect the Village in the event our systems were ever compromised. The renewal for cyber liability has also remained flat. Therefore the only increase over the current fiscal year on these insurance lines is in our liability coverage.

Staff has also requested a quote to add tax interruption coverage. This coverage would protect the Village in the event there was a significant interruption in service which resulted in a loss of tax revenue for the Village up to \$2,500,000. This type of loss could negatively impact the Village's ability to continue operations. Staff believes it is worth the nominal increase in premium of \$1530 to obtain this additional coverage.

Therefore staff is recommending renewal of the Village's general liability, property, and cyber liability insurance with the additional sales tax interruption coverage for a total of \$148,503.

Please feel free to contact me prior to the meeting if you have any questions.

Village of Itasca

Attn: Village Clerk
550 W Irving Park Road
Itasca, IL 60143

Proposal of Insurance

Presented: March 31, 2016

Effective: May 1, 2016 to May 1, 2017

PUBLIC SECTOR PRACTICE



Arthur J. Gallagher & Co.

Miles Shepp ARM, Area Senior Vice President
Donald Smolinski, Client Service Manager Senior
Arthur J. Gallagher Risk Management Services, Inc.
Public Sector
Two Pierce Place, 22nd Floor
Itasca, IL 60143
Miles_Shepp@ajg.com
Donald_Smolinski@ajg.com
www.ajg.com

Village of Itasca

Executive Summary

Dear Evan, Cristina and Julie,

Thank you for the opportunity to present our proposal for the Village's Property and Casualty renewal effective May 1, 2016. As a valued client and partner, we truly appreciate the opportunity to be of continued service and look forward to helping the Village with its risk management and insurance needs.

Renewal Discussion Points Include:

- Recommended Incumbent Carriers
- Change in Exposures/ Premium
- 2016 Planned Events
- Excess Liability Limits of Liability

We have continued to work with the carriers proposed and have negotiated revised terms that are favorable to the Village. We also have our claims advocacy and loss prevention services should the Village ever be in need of such assistance. Based on the loss history of the Village to date, these services have not been needed. However, should the need arise, these services are available for any claim that would benefit from this service in the future. Knowing that claims advocacy along with our public entity knowledge is just a phone call away is always reassuring to all our municipal clients.

We look forward to and thank you for the opportunity to work through this renewal with the Village and maintain our long-term relationship, which we truly value.

Sincerely,



Eric Pan
Area President



Don Smolinski
Account Manager



Miles Shepp
Area Senior Vice President

Village of Itasca

Your Program

Village of Itasca

Named Insured

LINE OF COVERAGE	NAMED INSURED
All Lines of Coverage included in this proposal	Village of Itasca

OMNIBUS WORDING –

Broad Form Named Insured – Public Officials Liability, Law Enforcement Liability

Note: Any entity not named in this proposal may not be an insured entity. This may include partnerships and joint ventures.

Village of Itasca

Marketplace Review

We approached the following carriers in an effort to provide the most comprehensive and cost effective insurance program.

INSURANCE COMPANY	LINE OF COVERAGE	RESPONSE	PREMIUM
Federal Insurance Company	Property/Equipment Breakdown	Recommended Quote	\$45,989
Argonaut Great Central Insurance Company	Casualty Package including Crime and Umbrella	Recommended Quote	\$65,571
BCS Insurance Company	Cyber Liability	Recommended Quote	\$4,528
Fireman's Fund	Property/Equipment Breakdown	Declined	Expiring rate too thin

Village of Itasca

Program Details

Coverage: Property
Carrier: Federal Insurance Company
Form Type: Per Occurrence
Policy Period: 5/1/2016 to 5/1/2017

The following is a general summary of the Insuring Agreement. Refer to actual policy form for complete terms and conditions.

Coinsurance or Agreed Amount:

DESCRIPTION	AGREED AMOUNT	COINSURANCE %
All Covered Property	Yes	N/A

COVERAGE SUMMARY	LIMIT	VALUATION TYPE	PREMIUM
Building – Blanket	\$71,915,087	Replacement Cost	\$45,989
Personal Property – Blanket	Included	Replacement Cost	Included
EDP Property on Premises	Included		Included
Valuable Papers on Premises	\$150,000		Included
Accounts Receivable on Premises	\$150,000		Included
Mobile Equipment	\$700,000	Replacement Cost	Included
Extra Expense – Loss of Utilities – Blanket	\$1,000,000		Included
Machinery Breakdown – Property Damage	Included	Replacement Cost	Included
Machinery Breakdown – Extra Expense	Included	Replacement Cost	Included
Machinery Breakdown – Hazardous Substances	\$500,000	Replacement Cost	Included
Additional Coverages – Specific Limits			
EDP Property in Transit	\$250,000		Included
Personal Property in Transit	\$250,000		Included
Building Under Construction	\$1,000,000		Included
Newly Acquired Building (Non – Reporting)	\$1,000,000		Included
Newly Acquired Personal Property (Non-Reporting)	\$1,000,000		Included
Earthquake and Flood			
Earthquake:			
Policy Annual Aggregate Limit	\$5,000,000		Included
Annual Aggregate Limit	\$5,000,000		Included
Per Occurrence Limit	\$5,000,000		Included
Waiting Period – Time Element	24 Hours		

Village of Itasca

Program Details (Cont.)

COVERAGE SUMMARY	LIMIT	VALUATION TYPE	PREMIUM
Flood: Policy Annual Aggregate Limit Annual Aggregate Limit Per Occurrence Limit Waiting Period Time Element- Schedule 1 Waiting Period Time Element- Schedule 2	\$2,500,000 \$2,500,000 \$2,500,000 24 Hours 48 Hours		Included Included Included
Inundation, Backup and Mud Flow Included	Excluding Flood Zone A, V, and Shaded X	Per Policy	Included
The Following Locations are considered Flood Zone A locations and are excluded:	Grove and Forest- Nature Center 100 North Walnut Valley Road 630 S. Rohlwing 400A Rush St.		

Deductibles:

COVERAGE	AMOUNT
Building – Blanket	\$25,000
Personal Property – Blanket	\$25,000
EDP Property on Premises	\$25,000
Valuable Papers on Premises	\$25,000
Accounts Receivable on Premises	\$25,000
Mobile Equipment	\$1,000
Extra Expense – Loss of Utilities – Blanket	\$50,000
Machinery Breakdown – Property Damage	\$5,000
Machinery Breakdown – Extra Expense	\$5,000
Machinery Breakdown – Hazardous Substances	\$5,000
EDP Property in Transit	\$25,000
Personal Property in Transit	\$25,000
Building Under Construction	\$25,000
Newly Acquired Building (Non – Reporting)	\$25,000
Newly Acquired Personal Property (Non-Reporting)	\$25,000
Earthquake- Property Damage Deductible	\$50,000
Flood- Property Damage Deductible Schedule 1	\$50,000
Flood- Property Damage Deductible Schedule 2	\$100,000

COVERAGES INCLUDED, BUT ARE NOT LIMITED TO:	AMOUNT
Prohibition of Access	

Village of Itasca

Program Details (Cont.)

COVERAGES INCLUDED, BUT ARE NOT LIMITED TO:	AMOUNT
- Per Occurrence Limit	\$50,000
- Annual Aggregate Limit	\$100,000
Automatic blanket limit applies to: Accounts Receivable Electronic Data Processing Property Fine Arts Leasehold Interest – Bonus Payment, Prepaid Rent, Sublease Profit, Tenants' Lease Interest Leasehold Interest – Undamaged Tenants' Improvements & Betterments Non-Owned Detached Trailers Outdoor Trees, Shrubs, Plants or Lawns Pair and Set Personal Property of Employees Public Safety Service Charges Research and Development Property Valuable Papers	\$500,000
Additional Property Coverages: The following Additional Coverages apply separately at each of your premises. In this proposal, any additional limits for these coverages that you have purchased are stated under Coverage Summary or are indicated at the described premises to which the increased limits apply. A policy level deductible applies to each of the Additional Coverages, unless otherwise indicated at the described premises.	
Any other location for:	
Accounts Receivable	\$75,000
Building Components	\$75,000
EDP Property	\$75,000
Fine Arts	\$75,000
Personal Property	\$75,000
R&D Property	\$75,000
Valuable Papers	\$75,000
Debris Removal 25% of direct damage loss plus:	
- Premises Shown in the Declarations	\$500,000
- Any Other Location	\$50,000
- In Transit	\$50,000
Deferred Payments	\$50,000
Exhibition, Fair or Trade Show:	
- EDP Property	\$75,000
- Fine Arts	\$75,000
- Personal Property	\$75,000
- Extra Expense	\$250,000
Fungus Clean-Up or Removal	\$50,000
Impairment of Computer Services – Malicious Programming:	
- Inside Attack	\$100,000
- Outside Attack – Per Occurrence	\$10,000

Village of Itasca

Program Details (Cont.)

COVERAGES INCLUDED, BUT ARE NOT LIMITED TO:	AMOUNT
– Outside Attack – Annual Aggregate	\$50,000
Installation:	
– Any Job Site	\$50,000
– In Transit	\$50,000
In Transit for:	
– Accounts Receivable	\$50,000
– Building Components	\$50,000
– EDP Property	\$50,000
– Fine Arts	\$50,000
– Personal Property	\$50,000
– Valuable Papers	\$50,000
Loss of Master Key	\$25,000
Loss Prevention Expenses	\$25,000
Mobile Communication Property	\$25,000
Money & Securities:	
– Premises	\$25,000
– Off Premises	\$25,000
Pollutant Cleanup or Removal	\$50,000
Processing Water	\$25,000
Preparation of Loss Fees	\$25,000
Newly Acquired Premises Or Newly Acquired Or Constructed Property for 180 days	
– Building	\$5,000,000
– Personal Property	\$2,500,000
– Personal Property at Existing Premises	\$100,000
– EDP Equipment	\$2,500,000
– Electronic Data	\$250,000
– Communication Property	\$250,000
– Fine Arts	\$50,000

Perils Covered:

TYPE	DESCRIPTION
Special Form Perils	All-risk

Village of Itasca

Program Details (Cont.)

Endorsements include, but are not limited to:

DESCRIPTION
Building And Personal Property – 80-02-1000 – 06-05
Electronic Data Processing Property – 80-02-1017 – 07-03
Extra Expense – 80-02-1018 – 07-03
Additional Peril – Earthquake Limit/Deductible Or Waiting Period – 80-02-1303 – 10-06
Additional Peril – Flood Limit/ Deductible Or Waiting Period – 80-02-1428 – 10-06
Illinois Mandatory Amended Conditions – 80-02-1776 – 09-05
Ordinance Or Law & Existing Green Standards LPB – 80-02-5250 – 06-08

Exclusions include, but are not limited to:

DESCRIPTION
Flood Zones A, V, and Shaded X
Auto Physical Damage
War
Nuclear

Binding Requirements:

DESCRIPTION
Subject to Receipt of Signed TRIA Form

Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
The main premium includes the Machinery Breakdown premium of Included in Property.
The main premium includes the TRIA premium of \$1,568, *Ensuing Fire of \$270 and Machinery Breakdown premium of Included in Property.
The 2016 renewal is based on the values submitted per your 02/3/2016 email Please note that we have revised the values to include \$515,000 for 120 N. Arlington Heights Rd as there were no values indicated on the SOV.

Premium	\$45,989
<hr/>	
ESTIMATED PROGRAM COST	\$45,989
TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)	INCLUDED

Village of Itasca

Program Details

Coverage: General Liability, Employee Benefits Liability

Carrier: Argonaut Great Central Insurance Company

Form Type: Per Occurrence

Policy Period: 5/1/2016 to 5/1/2017

COVERAGE	LIMIT	DEDUCTIBLE	PREMIUM
General Liability			\$15,310
– Bodily Injury/Property Damage	\$1,000,000	\$50,000	Included
– Personal Injury/Advertising Injury	\$1,000,000	\$50,000	Included
– Damages to premises rented to you	\$1,000,000	\$50,000	Included
– General Aggregate	\$3,000,000	\$50,000	Included
– Products/Completed Operations Aggregate	\$3,000,000	\$50,000	Included
Employee Benefits Liability	Included	\$1,000	Included

COVERAGES INCLUDE, BUT ARE NOT LIMITED TO	AMOUNT	DEDUCTIBLES
General Liability:– Miscellaneous:		
– Limited Pollution Liability Coverage (Chemical, Sewer & Water)	Included	\$50,000
– Exclusion – (Limited) – Failure to Supply	Included	\$50,000
General Liability P.E. 2		
– Firework Display or Exhibition	Included	\$50,000
– Public Water Utility	Included	\$50,000
– Sewer System	Included	\$50,000

DEFENSE COSTS
In addition to Policy Limit, and if so:
- Limited – until policy limit exhausted

INSURING AGREEMENT
Pay on Behalf of

Village of Itasca

Exclusions include, but are not limited to:

COVERAGE TYPE
General Liability: Losses arising from the ownership maintenance or use of aircraft, autos, or watercraft, with some minor exceptions including certain contractual obligations Employment Related Practices Exclusion Liquor Liability Exclusion Aircraft Products Exclusion Professional Liability Exclusion Real Property in Your Care, Custody, and Control Exclusion Absolute Asbestos Exclusion Absolute Lead Exclusion War and Nuclear Hazard Date Related Losses Mold / Fungus
EBL: Dishonest, fraudulent, criminal or malicious act or omission Bodily Injury or Property Damage or Personal Injury Failure of performance of contract Failure of any investment to perform as represented by you Failure to comply with mandatory provisions of any law concerning Workers Compensation, unemployment insurance, social security or disability benefits Wrongful termination of an employee Coercion, demotion, reassignment, discipline or harassment of an employee Discrimination against an employee

Endorsements include, but are not limited to:

DESCRIPTION
General Liability Features and Benefits: Additional Insureds by Written Agreement, Contract or Permit Broad Form Named Insured Chartered Aircraft Liability Contractual Liability Defense Costs in Addition to the Limit of Liability Extended Property Damage Host Liquor Liability Independent Contractors Liability Limited Pollution Liability Coverage Premises / Operations Products / Completed Operations Special Events (subject to company approval) Supplementary Payments – Bail Bonds Supplementary Payments – Daily Loss of Earnings Watercraft Liability Worldwide Coverage Territory Sovereign Immunity Non-Waiver Endorsement

Village of Itasca

Binding Requirements:

DESCRIPTION
Subject to Sign TRIA Form Signed Authorization to Bind Updated Exposures Most recent Water Quality Report Confirmation of dwelling on vacant land C

Premium	\$15,310
<hr/>	
ESTIMATED PROGRAM COST	\$15,310
TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)	INCLUDED

Village of Itasca

Coverage: Law Enforcement Liability
Carrier: Argonaut Great Central Insurance Company
Form #: Specimen upon request
Form Type: Per Occurrence
Policy Period: 5/1/2016 to 5/1/2017

COVERAGE	LIMIT	DEDUCTIBLE	PREMIUM
Per Wrongful Act	\$1,000,000	\$50,000	\$8,832
Annual Aggregate	\$3,000,000		

DEFENSE COSTS
In addition to Policy Limit, and if so: - Limited – until policy limit exhausted

INSURING AGREEMENT
Pay on Behalf of

Exclusions include, but are not limited to:

COVERAGE TYPE
Pollution Exclusion Absolute Exclusion Building –Related Illness Exclusion Nuclear Energy Liability Exclusion

Endorsements include, but are not limited to:

DESCRIPTION
"Pay On Behalf" Form Broad Form Named Insured Canine and Equine Exposures Civil Rights Violations False Arrest/Wrongful Imprisonment False or Improper Service or Process Non Auditable Policy Property Damage

Binding Requirements:

DESCRIPTION
Signed Authorization to Bind

Village of Itasca

Premium	\$8,832
ESTIMATED PROGRAM COST	\$8,832
TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)	INCLUDED

Village of Itasca

Program Details

Coverage: Crime
Carrier: Argonaut Great Central Insurance Company
Policy Period: 5/1/2016 to 5/1/2017

Coverage:

DESCRIPTION	LIMIT	DEDUCIBLE	PREMIUM
Computer Fraud	\$250,000	\$2,500	\$834
Forgery and Alteration	\$250,000	\$2,500	Included
Public Employees Dishonesty	\$250,000	\$1,000	Included
Theft, Disappearance, and Destruction Inside Limit	\$50,000	\$1,000	Included
Theft, Disappearance, and Destruction Outside Limit	\$50,000	\$1,000	Included

Endorsements include, but are not limited to:

DESCRIPTION
ERISA

Exclusions include, but are not limited to:

DESCRIPTION
Third Party Employee Dishonesty
Government Action Exclusion
Accounting or Arithmetic Errors
Voluntary Parting of Property
Loss in which the existence of such loss is only proved by a profit and loss comparison or inventory records
Any theft or criminal act committed by a partner of the insured
Loss Due to Employee Dishonesty
Date Related Losses

Binding Requirements:

DESCRIPTION
Subject to Sign TRIA Form – TRIA Premium Show in General Liability

Premium	\$834
ESTIMATED PROGRAM COST	\$834
TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)	INCLUDED

Village of Itasca

Program Details

Coverage: Public Officials Liability/Employment Practices Liability
Carrier: Argonaut Great Central Insurance Company
Form Type: Claims-Made 5/1/2005 – Retroactive Date
Policy Period: 5/1/2016 to 5/1/2017

Coverage:

DESCRIPTION	PER WRONGFUL ACT ANNUAL AGGREGATE	DEDUCTIBLE	PREMIUM
Public Officials Liability	\$1,000,000/\$3,000,000	\$50,000	\$2,957
Employment Practices Liability <ul style="list-style-type: none"> • Employee Back Wages 	\$1,000,000/\$3,000,000 \$50,000 Annual Aggregate	\$50,000 \$10,000	\$5,777

COVERAGES INCLUDE, BUT ARE NOT LIMITED TO	AMOUNT	DEDUCTIBLES
Public Officials Liability		
– Non-Monetary Defense Limit	\$50,000/\$50,000	\$50,000
Public Officials Liability P.E. 2		
– Firework Display or Exhibition	Included	\$50,000
– Public Water Utility	Included	\$50,000
– Sewer System	Included	\$50,000

Exclusions include, but are not limited to:

COVERAGE TYPE
Nuclear Energy Liability Exclusion Pollution Exclusion Absolute Exclusion Employee-Related Wrongful Acts Building –Related Illness Exclusion

Endorsements include, but are not limited to:

DESCRIPTION
Sovereign Immunity Non-Waiver Endorsement

Village of Itasca

Program Details (Cont.)

Statement of Defense Costs:

DESCRIPTION
In addition to Policy Limit, and if so: <ul style="list-style-type: none">Limited – until Policy Limits Exhausted

Insuring Agreement:

DESCRIPTION
Pay on Behalf

Definition of Claim:

DESCRIPTION
We will pay those sums that the insured becomes legally obligated to pay as "damages" resulting from a "wrongful act" to which this insurance applies. This insurance DOES NOT apply to any claim resulting from a "wrongful act" which occurred in whole or in part prior to the Retroactive Date shown in the declarations or subsequent to the termination of this policy.

Village of Itasca

Program Details (Cont.)

Extended Reporting Period (ERP) Options*:

DESCRIPTION
<ul style="list-style-type: none">• We will provide one or more Extended Reporting Periods, as described below, if:<ul style="list-style-type: none">➢ This Coverage Part is cancelled or not renewed; or➢ We renew or replace this Coverage Part with insurance that:<ul style="list-style-type: none">◆ Has a Retroactive Date later than the date shown in the Declarations of this Coverage Part; or◆ Does not apply to "wrongful acts" on a Claims-Made basis.• Extended Reporting Periods do not extend the policy period or change the scope of coverage provided. They apply only to claims for:<ul style="list-style-type: none">➢ "Wrongful Acts" that occur before the end of the policy period but not before the Retroactive Date, if any, shown in the Declarations.• Once in effect Extended Reporting Periods may not be cancelled.• A Basic Extended Reporting Period is automatically provided without additional charge. This period starts with the end of the policy period and lasts for sixty days. During this period, you will have the right, subject to part 2. of this section, to report claims made and consistent and in accordance with paragraph 2.a. of PART IV – CONDITIONS, any "wrongful act" which may later result in a claim.<p>The Basic Extended Reporting Period does not apply to claims that are covered under any subsequent insurance you purchase, or that would be covered but for exhaustion of the amount of insurance applicable to such claims.</p>• The Basic Extended Reporting Period does not reinstate or increase the Limits of Insurance.• A Supplemental Extended Reporting Period of two years duration is available, but only by an endorsement and for an extra charge. This supplemental period starts when the Basic Extended Reporting Period, set forth in paragraph 3. above, ends.<p>You must give us a written request for the endorsement within 60 days after the end of the policy period. The Supplemental Extended Reporting Period will not go into effect unless you pay the additional premium promptly when due.</p><p>We will determine the additional premium in accordance with our rules and rates. In doing so, we may take into account the following:</p><ul style="list-style-type: none">➢ The exposures insured;➢ Previous types and amounts of insurance;➢ Limits of Insurance available under this Coverage Part for future payment of "damages", and➢ Other related factors.<p>The additional premium will not exceed 200% of the annual premium for this Coverage Part.</p><p>This endorsement shall set forth the terms, not inconsistent with this Section, applicable to the Supplemental Extended Reporting Period, including a provision to the effect that the insurance afforded for claims first received during such period is excess over any other valid and collectible insurance available under policies in force after the Supplemental Extended Reporting Period starts.</p>• If the Supplemental Extended Reporting Period is in effect we will provide the supplemental aggregate limits of insurance described below, but only for claims first received and recorded during the Supplemental Extended Reporting Period.<p>The supplemental aggregate limits of insurance will be equal to the dollar amount shown in the Declarations in effect at the end of the policy period for such of the following limits of insurance for which a dollar amount has been entered:</p><ul style="list-style-type: none">Each Wrongful ActAnnual Aggregate<p>The LIMITS OF INSURANCE (Section III) provisions of this coverage part will be amended accordingly.</p>

Village of Itasca

Program Details (Cont.)

Binding Requirements:

DESCRIPTION
Subject to Sign TRIA Form – TRIA Premium Show in General Liability

Premium	\$8,752
ESTIMATED PROGRAM COST	\$8,752
TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)	INCLUDED

Village of Itasca

Program Details

Coverage: Automobile and Auto Physical Damage
Carrier: Argonaut Great Central Insurance Company
Form #: Specimen upon request
Form Type: Per Occurrence
Policy Period: 5/1/2016 to 5/1/2017

Coverage:

DESCRIPTION	SYMBOL	LIMIT	DEDUCTIBLES	PREMIUM
Liability Limit	1	\$1,000,000	\$50,000	\$12,005
Garagekeepers Liability		\$100,000	\$1,000	Included
Automobile Medical Payments	2	\$10,000		Included
Uninsured Motorist	2	\$100,000		Included
Underinsured Motorist	2	\$100,000		Included
Automobile Physical Damage – Owned Private Passenger & Commercial Autos	10	TBD		Included
Comprehensive	10	Actual Cash Value	\$1,000	\$11,645
Collision	10	Actual Cash Value	\$2,500	Included

Coverages include, but are not limited to:

DESCRIPTION	AMOUNT
Transportation And Loss Of Use Expenses	\$15 per day /\$450 maximum to \$20 per day/\$600 maximum
Revision To Audio, Visual Or Data Electronic Equipment Coverage	Up to a limit of \$1,000

Auditable Exposures and Audit Frequency:

DESCRIPTION
Auditable

Village of Itasca

Program Details (Cont.)

Covered Autos:

SYMBOL	SYMBOL NAME	DESCRIPTION OF COVERED DESIGNATION SYMBOLS
1	Any Auto	Can only be used for Liability insurance. Its use provides coverage for any auto with which the insured has contact, including owned and non-owned, hired vehicles, and newly acquired vehicles. It includes coverage for non-owned auto, no-fault insurance, uninsured motorists, or physical damage insurance
2	Owned Autos Only	Only those autos you own (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos you acquire ownership of after the policy begins.
3	Owned Private Passenger Autos Only	Only the private passenger autos you own. This includes those private passenger autos you acquire ownership of after the policy begins.
4	Owned Autos Other Than Private Passenger Autos Only	Only those autos you own that are not of the private passenger type (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos not of the private passenger type you acquire ownership of after the policy begins.
5	Owned Autos Subject To No-Fault	Only those autos you own that are required to have No-Fault benefits in the state where they are licensed or principally garaged. This includes those autos you acquire ownership of after the policy begins provided they are required to have No-Fault benefits in the state where they are licensed or principally garaged.
6	Owned Autos Subject To A Compulsory Uninsured Motorists Law	Only those autos you own that because of the law in the state where they are licensed or principally garaged are required to have and cannot reject Uninsured Motorists Coverage. This includes those autos you acquire ownership of after the policy begins provided they are subject to the same state uninsured motorists' requirement.
7	Specifically Described Autos	Only those autos described in Item Three of the Declarations for which a premium charge is shown (and for Liability Coverage any trailers you don't own while attached to any power unit described in Item Three).
8	Hired Autos Only	Only those autos you lease, hire, rent or borrow. This does not include any auto you lease, hire, rent, or borrow from any of your employees, partners (if you are a partnership), members (if you are a limited liability company) or members of their households.
9	Nonowned Autos Only	Only those autos you do not own, lease, hire, rent or borrow that are used in connection with your business. This includes autos owned by your employees, partners (if you are a partnership), members (if you are a limited liability company), or members of their households but only while used in your business or your personal affairs.
19	Mobile Equipment Subject To Compulsory Or Financial Responsibility Or Other Motor Vehicle Insurance Law Only	Only those autos that are land vehicles and that would qualify under the definition of mobile equipment under this policy if they were not subject to a compulsory or financial responsibility law or other motor vehicle insurance law where they are licensed or principally garaged.

Village of Itasca

Program Details (Cont.)

Endorsements include, but are not limited to:

DESCRIPTION
Illinois Changes

Exclusions include, but are not limited to:

DESCRIPTION
Nuclear Energy Liability Exclusion
Emergency Vehicles – Volunteer Firefighters and Workers Injuries Excluded
War

Binding Requirements:

DESCRIPTION
Subject to Sign TRIA Form

Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
Coverage is automatically provided for any auto the entity owns or acquires during the policy period
Symbol 10 – Coverage is provided on a "Fleet Automatic" basis. This means that any auto the entity acquires during the term of the policy will be covered automatically, provided it is an additional new auto or replaces an auto the entity previously owned which had physical damage coverage. The entity must inform Trident that they desire physical damage coverage for the autos within 30 days after the entity acquires the autos. The entity must submit a request for coverage for any auto which does not meet the conditions outlined above. Coverage for these autos will be added by endorsement.
Total Units Quoted: 48
Option 2: Auto Physical Damage: \$5,000 Deductible, Comprehensive/Collision \$10,561

Auto Disclaimer:

Commercial Auto policies utilize a set of coverage symbols to stipulate a category of covered autos. One or more symbols are assigned to each coverage purchased indicating which autos that coverage applies to. Please refer to your policy and make certain that you read and understand the various auto symbols and associated descriptions. Specific symbols may apply to either a particular kind of vehicle or the vehicle's ownership status. The symbols could also differ depending upon whether the coverage is for liability or physical damage. Also, in certain circumstances, an insurance company may agree to provide coverage for an auto scenario that is not described in the auto symbols. When this occurs, a unique symbol and related description is used. If you have any questions regarding the auto symbols or associated descriptions contained in your policy, please contact us.

Premium	\$23,650
ESTIMATED PROGRAM COST	\$23,650
TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)	INCLUDED

Village of Itasca

Program Details

Coverage: Excess Liability
Carrier: Argonaut Great Central Insurance Company
Form Type: Per Occurrence
 Claims-Made 5/1/2005 – Retroactive Date (Public Officials, Employment Practiced Only)
Policy Period: 5/1/2016 to 5/1/2017

Coverage:

DESCRIPTION	LIMIT	UNDERLYING LIMIT	PREMIUM
Excess Liability/Aggregate	\$10,000,000/\$10,000,000	Primary \$1,000,000	\$14,596

Exclusions include, but are not limited to:

DESCRIPTION
Absolute Pollution (with Hostile Fire Exception)
Asbestos
Care, Custody, and Control – Real and Personal
Employment Practices (except to the extent EPLI is provided in the underlying D&O policy (if scheduled))
Underinsured/Uninsured Motorists
Real Estate E&O
ERISA
Aircraft and Airports
Foreign Liability
New Entities
Terrorism (unless the insured elects to purchase "Follow Form" Certified Acts of Terrorism Liability coverage)
Preexisting Conditions
Employers Liability in Unlimited EL States (NY and MA)
Lead Liability (Lead Paint Liability)
Maritime Employers Liability
Marine Operations
Punitive Damages
Riot, Civil Commotion, or Mob Acts
Professional Liability
Landfills

Endorsements include, but are not limited to:

DESCRIPTION
Per Schedule within policy

Village of Itasca

Program Details (Cont.)

Binding Requirements:

DESCRIPTION
Subject to Sign TRIA Form – TRIA Premium Show in General Liability Signed Client Authorization to Bind

Claims-Made – Claim Definition and Claim Reporting Provisions:

DESCRIPTION
Refer to the attached policy form for the definition of a claim and incident or claims reporting provisions

Extended Reporting Period Criteria:

DESCRIPTION
Follows the Extended Reporting Period Criteria of the underlying form

Premium	\$14,596
ESTIMATED PROGRAM COST	\$14,596
TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)	INCLUDED

Village of Itasca

Program Details (Cont.)

Coverage: Cyber Liability
Carrier: BCS Insurance Company
Form Type: Claims-Made
Form Number: Cyber and Privacy Liability Insurance Policy 94.111 (01/15)
Policy Period: 6/2/2016 to 5/1/2017

COVERAGE	LIMIT	RETENTION	PREMIUM
Policy Aggregate Limit of Liability	\$1,000,000	\$5,000	\$4,528
Privacy Liability (including Employee Privacy)	\$1,000,000	\$5,000	Included
Regulatory Claims (Where insurable by law)	\$1,000,000	\$5,000	Included
Security Liability	\$1,000,000	\$5,000	Included
Multimedia Liability	\$1,000,000	\$5,000	Included
PCI DSS Assessment	\$100,000	\$5,000	Included
Security Breach Response Coverage, includes the following: - Legal Advisory - Forensics Investigations - Public relations - Notification Services - Credit Monitoring	\$1,000,000	\$5,000	Included
Business Income and Digital Restoration	\$1,000,000	\$5,000	Included
Cyber Extortion	\$1,000,000	\$5,000 each claim / 12-hr. waiting period	Included

Definition of Claim:

DESCRIPTION
<p>Claim means:</p> <ol style="list-style-type: none"> 1. A written demand received by "You" for money or services, including the service of a civil suit or institution of arbitration proceedings; 2. Initiation of a civil suit against "You" seeking injunctive relief (meaning a temporary restraining order or a preliminary or permanent injunction); 3. Solely with respect to Coverage B., a "Regulatory Claim" made against "You"; 4. A "PCI DSS Assessment"; or 5. Solely with respect to Coverage F., a "Cyber Extortion Threat" made against "You". <p>Multiple "Claims" arising from the same or a series of related or repeated acts, errors, or omissions or from any continuing acts, errors, or omissions shall be considered a single "Claim" for the purposes of this Policy, irrespective of the number of claimants or "You" involved in the "Claim". All such "Claims" shall be deemed to have been made at the time of the first such "Claim" was made or deemed made under Section IX.A.</p>

Village of Itasca

Program Details (Cont.)

Incident or Claim Reporting Provision:

DESCRIPTION
<p>Notice of Claim: joan.dambrosio@clydeco.us Clyde & Co. US LLP 101 Second Street, 24th Floor San Francisco CA 94105</p> <p>24-hour Security Breach Hotline 1-855-217-5204 Baker & Hostetler LLP 45 Rockefeller Plaza New York, NY 10111-0100</p>

Extended Reporting Period (ERP) Options:

DESCRIPTION	PREMIUM AMOUNT	LENGTH
Optional ERP	100%	One Year (12 months)

*If ERP coverage is desired, then that request must be in writing to the carrier.

Exclusions include, but are not limited to:

COVERAGE TYPE
Prior and Pending "Claims" and Circumstances
"Bodily Injury" or "Property Damage"
Intentional acts of any current principal, partner, director or officer of "Your" Organization
Employment Practices
Insured vs Insured with exception of Privacy Liability coverage for "Claims" made by a current or former employee of "Your" Organization
Satellite failure/malfunction, electrical, mechanical infrastructure failure with carveout
Failure of telephone lines, data transmission lines or wireless communications connection
ERISA violations
Terrorism – except carve-back for acts perpetrated electronically
Pollution
Costs of upgrading/remediating computer system or digital assets – except "Restoration Costs" otherwise covered under Coverage G.2
Product Recall
Seizure, confiscation, destruction, damage or loss of use of digital assets by order of any governmental authority
Electrical Failure or Electromagnetic Discharge
Ordinary wear and tear gradual deterioration or failure to maintain digital assets or "Computer Systems" on which digital assets are processed or stored, whether owned by you or others

Village of Itasca

Program Details (Cont.)

Endorsements include, but are not limited to:

DESCRIPTION
94.102 (01 15) Nuclear Incident Exclusion
94.103 (01 15) Radioactive Contamination Exclusion
94.801 (01 15) ILLINOIS Amendatory
94.551 (01 15) Coverage for Certified Acts of Terrorism (Included only if Terrorism coverage is elected at 1% additional premium)
94.552 IL (04 15) War and Terrorism Endorsement
BCSI-X010 IL (01 15) IL Notice

Binding Requirements:

DESCRIPTION
Currently Signed and Dated Application

Premium	\$4,528
ESTIMATED PROGRAM COST	\$4,528
TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)	\$45

Village of Itasca

Premium Summary

The estimated program cost for the options are outlined in the following table:

LINE OF COVERAGE	EXPIRING PROGRAM		PROPOSED PROGRAM	
	CARRIER	EXPIRING COST	CARRIER	ESTIMATED COST
Property	Federal Insurance Company	\$45,989	Federal Insurance Company	\$45,989
Casualty Package including Crime and Umbrella	Argonaut Great Central Insurance Company	\$65,571	Argonaut Great Central Insurance Company	\$71,956
Cyber Liability	Lloyd's of London	\$4,528	BCS Insurance Company	\$4,528
Arthur J. Gallagher Service Fee		\$24,500		\$24,500
Total Estimated Program Cost		\$140,588		\$146,973

Quote From Federal Insurance Company (Chubb Group of Insurance Companies) is valid until 4/3/2016
 Quote From Argonaut Great Central Insurance Company (Argo Group) is valid until 5/1/2016
 Quote From BCS Insurance Company is valid until 5/1/2016

Gallagher is responsible for the placement of the following lines of coverage:
 Property
 General Liability
 Law Enforcement Liability
 Crime
 Public Officials Liability
 Employment Practices Liability
 Auto Liability & Auto Physical Damage
 Excess Liability
 Cyber Liability

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.

Village of Itasca

Payment Plans

CARRIER	LINE OF COVERAGE	PAYMENT SCHEDULE
Federal Insurance Company	Property	Due at inception
Argonaut Great Central Insurance Company	Casualty Package including Crime and Umbrella	Due at inception
BCS Insurance Company	Cyber Liability	Due at inception

Village of Itasca

Changes / Developments

It is important that we be advised of any changes in your operations that may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

1. Changes in any operation such as expansion to other states or new products.
2. Mergers and/or acquisition of new companies.
3. Any newly assumed contractual liability, granting of indemnities, or hold harmless agreements.
4. Circumstances which may require increased liability insurance limits.
5. Any changes in fire or theft protection, such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to same.
6. Immediate advice of any changes to scheduled equipment such as contractors' equipment, electronic data processing, etc.
7. Property of yours that is in transit, unless we have previously arranged for the insurance.
8. Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises either purchased, constructed, or occupied.

No Changes and/or Developments

Signature: _____

Title: _____

Date: _____