



MEETING AGENDA

Village Council

Mayor John Mahoney

Village Clerk Marie Arrigoni

Commissioner Dan Polk

Commissioner Nicole Milovich-Walters

Commissioner G. Darryl Reed

Commissioner James Pavlatos

REVISED 9/11/2020

Monday, September 14, 2020

7:30 PM

Kaptur Administrative Center

1) **CALL TO ORDER**

2) **ROLL CALL**

3) **PLEDGE OF ALLEGIANCE**

4) **APPROVAL OF MINUTES**

A. Regular Council meeting of August 24, 2020

5) **RECOGNITION/PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS**

A. Committee Appointment

- Plan Commission

Kenneth A. Kredens – term to expire June 1, 2021

6) **HEARINGS**

7) **CONSENT AGENDA**

All items on the consent agenda are routine or have been brought forward at the direction of the Board of Commissioners and will be enacted with one motion. If discussion is desired, that item will be removed from the consent agenda and considered separately

- A. To accept a FIRST AMENDED DEED RESTRICTION/COVENANT AND RELEASE OF PRIOR DEED RESTRICTION/COVENANT: The owner of 28 Meadow Road has been issued a building permit to construct a new single-family residence on the property. As part of this building permit the owner is required to construct and maintain an on-site detention pond. To ensure that the existing and future property owners would be aware of the need to maintain the stormwater management facility, the Village is requiring the recordation of a deed restriction/covenant. The deed restriction also makes it clear that the owner of the property is responsible for the operation and maintenance of the pond and prohibits any alterations to the detention pond with out Village approval.

- B. To approve and accept the amended contract with Houseal Lavigne Associates dated September 14, 2020 for the preparation and completion of the Western Growth Area Master Plan. The total contract amount of \$109,020 includes the original contract amount of \$85,000, \$17,020 for additional work already performed, and \$7,000 for the preparation and completion of the Design Guidelines and PUD Ordinance. The Village Council considered this proposal at the August 24, 2020 meeting and voted unanimously in support of the contract amendment.
- C. To approve payment of invoices on the Warrant List dated September 14, 2020 in the amount of \$138,185.80
- D. To approve the Supplemental Warrant List dated September 14, 2020 for manual checks, payroll, and recurring wire transfers in the amount of \$565,385.14

8) OLD BUSINESS

9) BOARD, COMMISSION AND COMMITTEE RECOMMENDATIONS

10) INFORMATION & UPDATES

- A. Public Works and Streets, Recreation Report
- B. Building and Public Property Report
 - 1. Building Department Report
- C. Public Health and Safety Report
 - 1. Police Activity Report
- D. Accounts and Finances Report
- E. Mayor's Report
- F. Clerk's Report
- G. Manager's Report

11) ANNOUNCEMENTS

12) CITIZENS AND VISITORS COMMENT PERIOD

13) EXECUTIVE SESSION

- A. Motion to recess to executive session to discuss pending litigation and to approve and then review for release executive session minutes

14) ROLL CALL

15) ADJOURNMENT OF REGULAR MEETING

MINUTES OF THE BOARD OF COMMISSIONERS' MEETING

HELD ON AUGUST 24, 2020

The Board of Commissioners of the Village of Palos Park, Cook County, Illinois held its regular meeting on Monday, August 24, 2020. Mayor Mahoney called the meeting to order at 7:30 p.m. Answering to roll call were Commissioners Milovich-Walters, Polk, Pavlatos, Reed and Mayor Mahoney.

Also in attendance were Marie Arrigoni, Village Clerk; Rick Boehm, Village Manager; Tom Bayer, Village Attorney; Howard Jablecki, Assistant Village Attorney; Joe Miller, Police Chief; Michael Sibrava, Public Works Director; Kathie May, Community Development Coordinator; and Lisa Boyle, Deputy Clerk.

APPROVAL OF MINUTES OF THE REGULAR COUNCIL MEETING HELD ON AUGUST 10, 2020: Commissioner Polk moved, seconded by Commissioner Milovich-Walters, to approve the minutes of the Regular Council Meeting held on August 10, 2020 as presented.

On the call of the roll, the vote was as follows:

AYES: -5- Commissioners Polk, Milovich-Walters, Pavlatos, Reed and Mayor Mahoney

NAYS: -0-

ABSENT: -0-

RECOGNITIONS/PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS:

NATIONAL PAYROLL WEEK: Mayor Mahoney proclaimed September 6-12 National Payroll Week. The concept is to pay tribute to the more than 150 million people who work in the United States and the payroll professionals who support the American system by paying wages, reporting worker earnings and withholding federal employment taxes.

CONSTITUTION WEEK: Mayor Mahoney proclaimed September 17-23 Constitution Week. The concept of Constitution week began with a Daughters of the American Revolution resolution in 1955. Congress later followed suit in 1956, passing Public Law 915.

HEARINGS: None

CONSENT AGENDA

All items on the consent agenda are routine or have been brought forward at the direction of the Board of Commissioners and will be enacted with one motion. If discussion is desired, that item will be removed from the consent agenda and considered separately.

Commissioner Polk moved, seconded by Commissioner Milovich-Walters to:

- A. approve payment of invoices on the Warrant List dated August 24, 2020 in the amount of \$40,629.81

On the call of the roll, the vote was as follows:

AYES: -5- Commissioners Polk, Milovich-Walters, Pavlatos, Reed and Mayor Mahoney

NAYS: -0-

ABSENT: -0-

OLD BUSINESS: None

BOARD, COMMISSION AND COMMITTEE RECOMMENDATIONS:

INFORMATION & UPDATES:

COMMISSIONER OF PUBLIC WORKS AND STREETS/RECREATION & PARKS, NICOLE MILOVICH-WALTERS:

NEW DUCT FURNANCE SYSTEM FROM HEAT ENGINEERING: Commissioner Milovich-Walters informed the council of a proposal from Heat Engineering for a new duct furnace system at the water reservoir and pump station in the amount of \$7,352.00. Three proposals were received: Dykstra \$7,628.00, Environmental Mechanical \$9,860.00 and Heat Engineering \$7,352.00. Heat Engineering has done work at the station before and is familiar with the system. \$20,000.00 was budgeted in the Water Fund for this work.

Commissioner Milovich-Walters moved, seconded by Commissioner Polk to approve the proposal from Heat Engineering for a new duct furnace system at the water reservoir and pump station in the amount of \$7,352.00.

On the call of the roll, the vote was as follows:

AYES: -5- Commissioners Milovich-Walters, Polk, Pavlatos, Reed and Mayor Mahoney

NAYS: -0-

ABSENT: -0-

LICENSE AGREEMENT BETWEEN THE VILLAGE OF PALOS PARK AND DISTRICT 118:

Palos School District 118 wishes to use a portion of the lower level of the Palos Park Recreation Center for education programs and remote learning operated by the District's contractor Kids Fit Foundation (Ivy League Kids). The agreement covers the period of September 8, 2020 through September 30, 2020 on weekdays Monday – Friday 6:00 AM to 6:00 PM (17 days). The District will pay the Village \$4,532.00 (\$266.59/day) as the fee for use of a portion of the recreation center for children of its teachers and children of district 118 who might not have other options to be in a learning environment.

Commissioner Milovich-Walters moved, seconded by Commissioner Polk to approve the License Agreement between The Village of Palos Park and School District 118 for use of the Recreation Center during the month of September 2020.

On the call of the roll, the vote was as follows:

AYES: -5- Commissioners Milovich-Walters, Polk, Pavlatos, Reed and Mayor Mahoney

NAYS: -0-

ABSENT: -0-

Commissioner Milovich-Walters announced that the Fall Tree Planting program is open and the deadline August 31st to request a tree. Trees are planted in late fall. Chipper service resumes August 31st starting on the west side of the Village and continuing to the east side of the Village.

COMMISSIONER OF BUILDING & PUBLIC PROPERTY, G. DARRYL REED:

FINAL INSPECTIONS: Commissioner Reed informed residents with open building permits to call in all final inspections that may be required for your project.

BUILDING DEPARTMENT REPORT: Commissioner Reed reported the Building Department processed forty-six (46) permits from August 9, 2020 – August 19, 2020 resulting in \$12,315.35 in permit fees. Twenty-two (22) inspections were completed during this time period. Year to date total in fees \$339,228.54

PLAT OF CONSOLIDATION FOR 9308 WEST 122ND STREET AND PART OF 12116 SOUTH 93RD AVENUE:

The Kitchings recently purchased a property in Palos Park consisting of two parcels with two separate addresses and property P.I.N.s. The property consists of the primary residence at 9308 W. 122nd Street and a vacant parcel addressed as 12116 S. 93rd Avenue. The owners have applied for a building permit for a three-season room addition and a driveway will cross over the parcel line dividing the two parcels. The proposed consolidation meets the requirements of the Village Code. Although the newly consolidated lot will not total one acre, no lot variance is required as the consolidation joins as one lot the existing two parcel zoning lot and does not increase the nonconformity of the zoning lot. The new lot will still qualify as a buildable lot under the various lot area exceptions within the code.

Commissioner Reed moved, seconded by Commissioner Milovich-Walters to approve the Ordinance approving a Plat of Consolidation for 9308 W. 122nd Street and a Part of 12116 S. 93rd Avenue.

On the call of the roll, the vote was as follows:

AYES: -5- Commissioners Reed, Milovich-Walters, Polk, Pavlatos, and Mayor Mahoney

NAYS: -0-

ABSENT: -0-

AUTHORIZATION TO AMEND THE CONTRACT AMOUNT FOR THE PREPARATION AND COMPLETION OF THE WESTERN GROWTH AREA MASTER PLAN:

Commissioner Reed asked for consideration and to authorize staff to prepare an amended contract with Houseal Lavigne Associates for the preparation and completion of the Western Growth Area Master Plan in the amount of \$24,020; \$17,020 for work already performed and \$7,000 for the preparation and completion of the Design Guidelines and PUD Ordinance. Commissioner Reed stated there was an overage and reiterated we will not make this kind of mistake in the future and that there will be more oversight on our part to make sure the vendor is responsible for their actions.

Commissioner Reed moved, seconded by Commissioner Polk to authorize staff to prepare an amended contract with Houseal Lavigne Associates for the preparation and completion of the Western Growth Area Master Plan in the amount of \$24,020

On the call of the roll, the vote was as follows:

AYES: -5- Commissioners Polk, Reed, Milovich-Walters, Pavlatos, and Mayor Mahoney

NAYS: -0-

ABSENT: -0-

COMMISSIONER OF PUBLIC HEALTH AND SAFETY, DANIEL POLK:

POLICE ACTIVITY REPORT: Commissioner Polk reported the Police Department received 1694 calls for service from August 10, 2020 through August 23, 2020. Palos Park Police also issued 32 adjudication tickets, 1 traffic ticket, 20 written warnings, 19 verbal warnings, completed 17 case reports, arrested 2 adults, 0 juvenile, 0 impounds, 27 senior checks, 49 citizen assists and numerous community contacts.

SAFETY OVER SPEED: Commissioner Polk reminded all that with the start of the school year it is a good time to emphasize the importance of "Safety over Speed".

UNSOLICITED MYSTERY SEEDS FROM CHINA: Commissioner Polk stated that this is not likely a terrorist attack but a brushing scam, sometimes used in e-commerce to boost a seller's ratings. U.S. Customs and Border Protection officials are working with the USDA to "intercept any future packages being shipped to the United States.." You can send the seeds to the United States Department of Agriculture. If you do not want to dispose of them yourself, visit the Palos Park police department page at www.palospark.org and search "seeds" for more information

PALOS PARK POLICE FOUNDATION: Commissioner Polk thanked A Auto for Palos Park for donating \$1000 donation to help provide resources and programs that help police officers serve at their highest level.

COMMISSIONER OF ACCOUNTS AND FINANCES, JAMES PAVLATOS:

Commissioner Pavlatos reported that the Village's auditors started on Monday, August 17th. The audit will cover the Village's fiscal Year 2020 which began on May 1, 2019 and ended April 30, 2020. The audit will wrap up in October and will include the completion of the Comprehensive Annual Financial Report, or CAFR. The Village's CAFR will be submitted to the Government Finance Officers Association for recognition as part of their Certificate of Achievement for Excellence in Financial Reporting. The Village anticipates receiving this recognition, or award for the 22nd consecutive year. The award has strict requirements and recognizes local governments that go beyond minimum transparency requirements in preparing an annual financial report.

MAYOR'S REPORT: Mayor Mahoney had no formal report this evening.

CLERK'S REPORT: Clerk Arrigoni had no formal report this evening.

MANAGER'S REPORT: Manager Boehm had no formal report this evening.

CITIZENS AND VISITORS COMMENT PERIOD: Commissioner Polk commented as a citizen and thanked the Southwest Suburban Montessori School for their service and excellence as they will be closing their doors.

ADJOURNMENT OF REGULAR COUNCIL MEETING: There being no further business, Commissioner Polk moved, seconded by Commissioner Milovich-Walters, to adjourn the meeting at 7:57 p.m.

Upon voice vote, the motion passed with 5 yes votes.

AYES: -5- Commissioners Polk, Milovich-Walters, Reed, Pavlatos, and Mayor Mahoney

NAYS: -0-

ABSENT: -0-

Respectfully submitted,

Lisa M. Boyle
Deputy Village Clerk



VILLAGE OF
PALOS PARK

Village Council

*Mayor John Mahoney
Village Clerk Marie Arrigoni
Commissioner James Pavlatos
Commissioner Dan Polk
Commissioner Nicole Milovich-Walters
Commissioner G. Darryl Reed*

Meeting of: September 14, 2020

7:30 PM

Kaptur Administrative Center

AGENDA MATTER:

Appointment of Kenneth A. Kredens to fill the Plan Commission vacancy – expiring June 1, 2021.

BACKGROUND/HISTORY:

Mary O'Connor resigned in 2019 from the Plan Commission and left a vacancy. Kenneth A. Kredens showed interest in serving on the Plan Commission Board should a vacancy become available.

MAYOR'S RECOMMENDATION:

To approve the appointment of Kenneth A. Kredens to the Plan Commission to fill the vacancy expiring June 1, 2021.

RECOMMENDED MOTION:

To approve the appointment of Kenneth A. Kredens to the Plan Commission to fill the vacancy expiring June 1, 2021.

Kenneth A. Kredens

18 Fox Lane

Palos Park, IL. 60464

Telephone 708-945-6386 email kennethkredens@att.net

I have lived in Palos Park for over 25 years, the last 15 on Fox Lane. Married (Carolyn) 2 children (Cody) and (Claire) both went to Palos Montessori, Palos West, Palos South, Stagg and University of Illinois (Urbana)

Lived and worked in Palos area for many years. .

Law career: General practice with concentration in real estate. Law practice since 1981 in Palos Hills and Palos Heights. Currently semi-retired. I do not maintain an office any longer.

Real estate broker, Kredens Real Estate & Development, Inc. for over 25 years until about 2012. Have general knowledge in construction. Built a couple homes as GC.

Personal: 67 years old, grew up in Blue Island, attended Culver Military Academy 8th grade through high school. BA from University of Illinois (Urbana) 1975, JD from Southern Illinois University (1981).



VILLAGE OF
PALOS PARK

Village Council

*Mayor John Mahoney
Village Clerk Marie Arrigoni
Commissioner James Pavlatos
Commissioner Dan Polk
Commissioner Nicole Milovich-Walters
Commissioner G. Darryl Reed*

Meeting of: September 14, 2020

7:30 PM

Kaptur Administrative Center

AGENDA MATTER:

Motion to accept a Deed Restriction/Covenant.

BACKGROUND:

The owner of property located at 28 Meadow Road has been issued a building permit to construct a new single-family residence on the property. As part of this building permit the owner is required to construct and maintain an on-site detention pond. To ensure that the existing and future property owners would be aware of the need to maintain the stormwater management facility, the Village is requiring the recordation of a deed restriction/covenant. The deed restriction also makes it clear that the owner of the property is responsible for the operation and maintenance of the pond and prohibits any alterations to the detention pond without Village approval.

As the Village is the recipient of the deed restriction, the Village Attorney has advised staff that the Village Council should formally “accept” the deed restriction by motion, before the document is signed by the Mayor and Village Clerk, and recorded.

RECOMMENDED MOTIONS:

I move to accept a First Amended Deed Restriction/Covenant and Release of Prior Deed Restriction/Covenant for Meadow Road.

Attachments:

Deed Restriction/Covenant

Exhibit A: Stormwater Management Plan

THIS DOCUMENT PREPARED BY:

Howard C. Jablecki
KLEIN, THORPE AND JENKINS, LTD.
20 N. Wacker Drive – Suite 1660
Chicago, Illinois 60606
(312) 984-6400

AFTER RECORDING, RETURN TO:

RECORDER'S BOX 324

For Recorder's Use Only

DEED RESTRICTION/COVENANT

WHEREAS, KATHRERINE A. SCOTT REVOCABLE SELF DECLARATION OF TRUST, AS TRUSTEE UNDER THE PROVISIONS OF A TRUST AGREEMENT (hereinafter called "Grantor") is the owner in fee simple of certain real property (hereinafter called "Restricted Property"), which real property is described as follows:

LOT 1 IN OLD CREEK MEADOWS, BEING A RESUBDIVISION IN THE SOUTHEAST 1/4 OF SECTION 30, TOWNSHIP 37 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS

Common Address: 28 Meadow Road, Palos Park, Illinois 60464
(formerly 12650 Meadow Road)

PIN NO.: 23-30-402-069-0000

WHEREAS, the Grantor wishes to develop the Restricted Property with a single-family residence, and in consideration thereof Grantor agrees to this restriction and covenant ("Deed Restriction/Covenant") designed to ensure adequate stormwater detention on the Restricted Property.

NOW, THEREFORE, the Grantor, for and in consideration of the facts recited above, and for other good and valuable consideration, the receipt and sufficiency of which is hereby

acknowledged, enters into the following Deed Restriction/Covenant in perpetuity on behalf of themselves, their successors in title, heirs and assigns:

1. The Restricted Property shall contain at all times a detention basin and outlet control structure as depicted on the Site Plan attached hereto as **Exhibit A** (the “Detention Pond”);
2. No development on the Restricted Property shall modify or alter the Detention Pond as approved by the Village of Palos Park and depicted on the Site Plan attached hereto as **Exhibit A**, without prior written approval from the Village of Palos Park and amendment to this Deed Restriction/Covenant.
3. The Grantor, its heirs, successors and assigns, shall be solely responsible for the operation and maintenance of the Detention Pond in accordance with all applicable ordinances, codes, regulations, policies and laws.

These land use restrictions and other terms of this Deed Restriction/Covenant may be changed, modified or revoked only upon written approval of the Village of Palos Park and execution of an amended Deed Restriction/Covenant by the Grantor, or its heirs, successors or assigns. To be effective, such approval must be witnessed, authenticated, and recorded pursuant to law of the State of Illinois.

Except as expressly limited herein, the Grantor reserves for itself, its heirs, successors and assigns, all rights as owners of Restricted Property, including the right to use the property for all legally permitted purposes not inconsistent with this Deed Restriction/Covenant.

The terms and conditions of this Deed Restriction/Covenant shall, as of the date of execution of this document, bind the Grantor to the extent of their legal and/or equitable interest in the Restricted Property, and this Deed Restriction/Covenant shall run with the land and be binding on the Grantor and its heirs, successors and assigns forever.

The terms and conditions of this Deed Restriction/Covenant shall be both explicitly included in any transfer, conveyance, or encumbrance of Restricted Property or any part thereof, and any instrument of transfer, conveyance, or encumbrance affecting all or any part of Restricted Property shall set forth the terms and conditions of this document.

IN WITNESS WHEREOF, the Grantor have caused their names to be signed to these presents this ____ day of _____, 2020.

GRANTOR:

KATHRERINE A. SCOTT REVOCABLE SELF
DECLARATION OF TRUST, AS TRUSTEE
UNDER THE PROVISIONS OF A TRUST
AGREEMENT

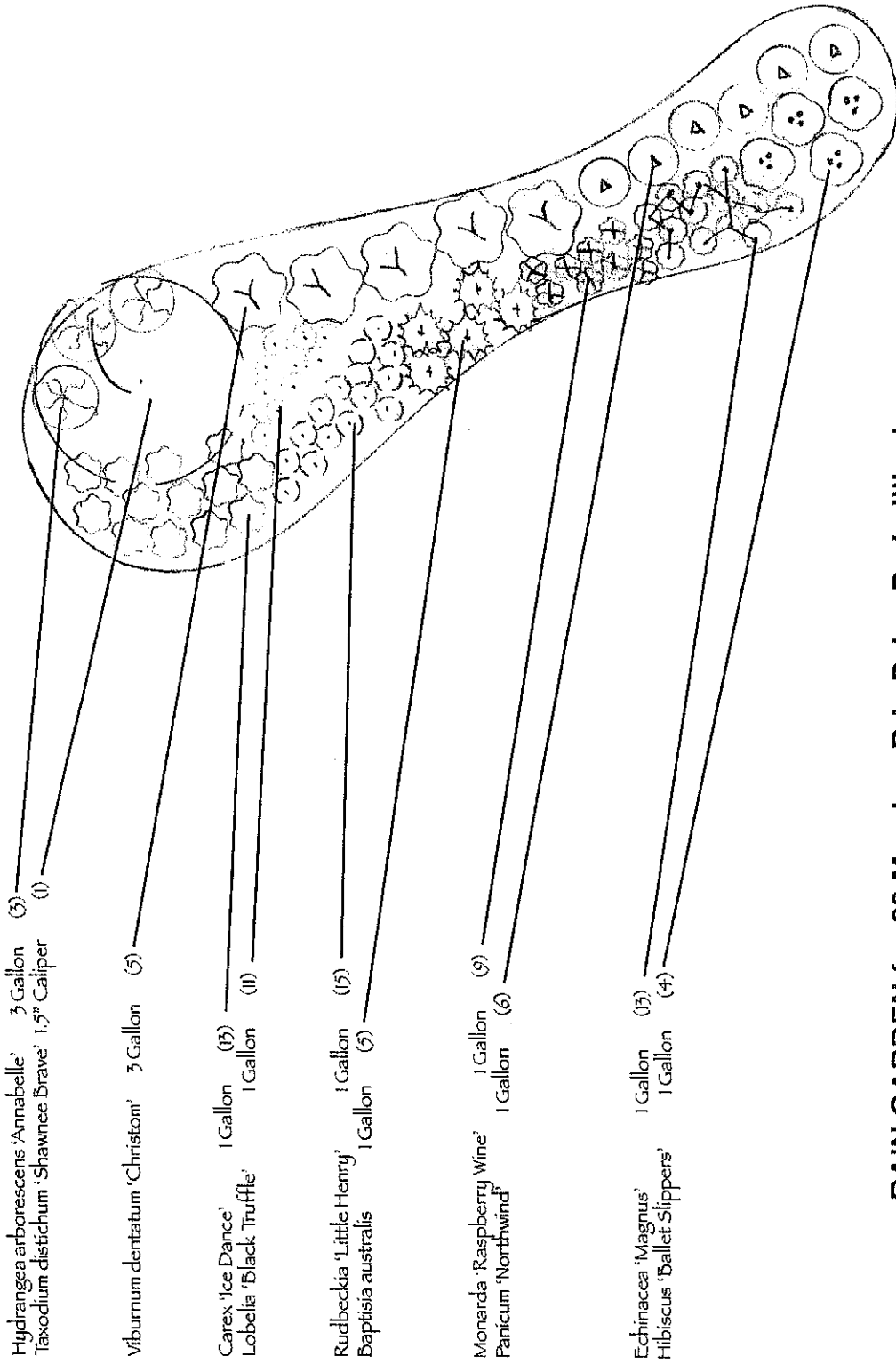
STATE OF ILLINOIS)
)
COUNTY OF C O O K)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY, KATHRERINE A. SCOTT REVOCABLE SELF DECLARATION OF TRUST, AS TRUSTEE UNDER THE PROVISIONS OF A TRUST AGREEMENT, personally known to me to be the same entity whose name is subscribed to the foregoing instrument, appeared before me this day in person acknowledged that it signed and delivered the said instrument as its free and voluntary act, for the uses and purposes therein set forth.

Given under my hand and official seal, this ____ day of _____, 2020.

Notary Public

My commission expires: _____, 20__.



RAIN GARDEN for 28 Meadow Rd., Palos Park, Illinois

Home Owner: Mike Scott - (708) 473-6650



VILLAGE OF PALOS PARK

Village Council

Mayor John Mahoney
Village Clerk Marie Arrigoni
Commissioner James Pavlatos
Commissioner Dan Polk
Commissioner Nicole Milovich-Walters
Commissioner G. Darryl Reed

Meeting of: September 14, 2020

7:30 PM

Kaptur Administrative Center

AGENDA MATTER:

Approving and accepting the amended contract for the preparation and completion of the Western Growth Area Master Plan.

BACKGROUND/HISTORY:

On April 18, 2018, the Village Council approved an "Agreement for Professional Services Between the Village of Palos Park, Illinois and Houseal Lavigne Associates." The Agreement outlined the contract amount of \$85,000 and detailed the scope of services to be provided under the contract. During the course of the project, staff and the consultant determined that additional work was necessary for a more cohesive process, that was not provided within the original scope of services. Further, the consultant did not invoice the Village for several months of work. As such, the Village was unaware that project budget overages were occurring. Under the terms of the contract, the consultant should have made the Village aware of the work being performed outside of the contract, as well as the budget overages.

The attached memorandum details the costs related to the work performed out of contract, as well as the budget overages. The following work was performed outside of the scope of work:

- Additional meetings with Village officials and presentations to Village Council:
 - One Plan Commission hearing was budgeted, but three Plan Commission hearings occurred
 - One Council meeting was budgeted, but two Council meetings were held.
 - One community meeting was budgeted, but two community meetings were held.
 - One round of meetings with the property owners was budgeted, but two rounds were conducted.

The additional work added \$17,020 to the overall project budget. In addition to this amount, the consultant has billed the Village for \$11,228.98 in work covered under the approved scope of services above the contracted \$85,000, which the consultant has agreed to absorb. Finally, the consultant is anticipating an additional \$5,000 - \$7,000 for preparation of the Design Guidelines and PUD Ordinance. These were to

be deliverables that were included in the original \$85,000 project budget. The resulting contract amendment of \$24,020 will result in a total contract amount of \$109,020.

During the past few years, the Village has looked to Houseal Lavigne to assist us in the Western Growth Area Master Plan (WGAMP), some preliminary discussions with property owners, and work on the fiscal impact analysis tables. The later work likely caused some of the overages as noted above. In addition, during the WGAMP process three different project managers from HL were involved.

At its August 24, 2020 regular meeting the Village Council voted unanimously to authorize staff to prepare an amended contract with Houseal Lavigne for the additional work requested and performed under the WGAMP of \$17,020 plus \$7,000 to complete the Design Guidelines and PUD Ordinance for a total contract amount of \$109,020.

RECOMMENDED MOTION:

I move to approve the amended contract with Houseal Lavigne Associates dated September 14, 2020 for the preparation and completion of the Western Growth Area Master Plan. The total contract amount of \$109,020 includes the original contract amount of \$85,000, \$17,020 for additional work already performed, and \$7,000 for the preparation and completion of the Design Guidelines and PUD Ordinance. The Village Council considered this proposal at the August 24, 2020 meeting and voted unanimously in support of the contract amendment.

Att.: Memorandum from Houseal Lavigne Associates, dated July 2, 2020
Professional Services Agreement, Amended September 14, 2020, between the Village of Palos Park, Illinois and Houseal Lavigne Associates, LLC

MEMORANDUM



TO: Village of Palos Park
Rick Boehm, Village manager
Lauren Pruss, Community Development Director

FROM: Houseal Lavigne Associates
John Houseal, Principal
Brandon Nolin, Principal Associate

DATE: Thursday, July 2, 2020

RE: Western Area Growth Master Plan
Budget Update

This memorandum summarizes work completed for the Western Growth Area Master Plan, including additional work completed at the request of the Village, and includes a request to amend the project budget.

Invoice Summary

Houseal Lavigne has two current contracts with the Village, 1) Annexation Development Services, and 2) Western Growth Area Master Plan. To date, under these contracts Houseal Lavigne has prepared a detailed fiscal analysis and developed the Western Growth Area Master Plan adopted by the Village on February 24, 2020 and incorporated into the Comprehensive Plan. Delivery of those two products, including additional analysis and meetings undertaken at the Village's request, has resulted in additional work completed at the cost of \$17,020.00 outside of the contracted scope of services.

Additional Work

Additional work as directed/requested by the Village represents a total of \$17,020.00. As these tasks were not included in the original agreement for scope of services, we are requesting that the project budget be amended from \$85,000 to \$102,020 to accommodate the Village requested additional work.

Additional Work	Description	Cost	Hours
Additional Meetings	Meetings with Village officials and presentations to Village Council.	\$2,835.00	17.0
Open House 2 – Conversation Hub	Preparation of collateral and presentation at a conversation hub event on July 16, 2019 including website content.	\$9,283.75	68.0
Property Owner Meetings	Meetings with property owners in May 2019 in addition to previously scoped meetings undertaken as part of the market analysis phase of the project.	\$1,865.00	12.0
Public Hearing Meetings	Presentations at two meetings in addition one scoped meeting.	\$3,036.25	19.5
Total Additional Work		\$17,020.00	

HOUSEAL LAVIGNE
ASSOCIATES, LLC

CHICAGO, IL
188 West Randolph Street, Suite 200
Chicago, Illinois 60601
(312) 372-1008

www.hlplanning.com
info@hlplanning.com

Annexation Services

In addition to the additional work documented above, some of the work completed in November 2019 was undertaken as an extension of work completed under the Annexation Development Services contract (Village Acct. 121606600). This work was completed in concert with the Western Growth Area Master Plan (Village Acct. 125606620). \$300 was also invoiced to the Annexation Development Services contract under separate invoice for work requested by the Village.

Outstanding Invoices

There are currently eight pending invoices totaling \$ \$32,588.98 for time spent developing the Master Plan and undertaking additional annexation development services between October 2019 and April 2020. There is also \$1,800 in remaining in the Western Growth Area Master Plan contract. Should the Village pay the remaining contract amount (\$1,800), amend the project budget to \$102,020, and pay the work related to annexation development services (\$2,540) as requested, there will be a remaining project overage of only \$11,228.98.

Invoice No.	Invoice Date	Invoice Period	Amount	Payment	Outstanding	Contract
4509	11/10/2019	10/1/2019-10/31/219	\$ 17,155.71		\$ 17,155.71	WGAMP
4397	12/17/2019	11/1/2019-11/30/2019	\$ 7,433.88		\$ 7,433.88	WGAMP
4435	1/22/2020	12/1/2019-12/31/2019	\$ 1,218.75		\$ 1,218.75	WGAMP
4490	2/13/2020	1/1/2020-1/31/2020	\$ 2,357.65		\$ 2,357.65	WGAMP
4537	4/24/2020	2/1/2020 - 2/29/2020	\$ 1,097.50		\$ 1,097.50	WGAMP
4576	4/16/2020	3/1/2020-3/31/2020	\$ 1,800.00	\$ 1,800.00	\$ -	Annexation Services
4578	4/16/2020	3/1/2020-3/31/2020	\$ 2,363.75	\$ 400.76	\$ 1,962.99	WGAMP
4604	5/13/2020	4/1/2020 - 4/30/2020	\$ 300.00		\$ 300.00	Annexation Services
4610	5/13/2020	4/1/2020 - 4/30/2020	\$ 1,062.50		\$ 1,062.50	WGAMP
Outstanding Invoices					\$ 32,588.98	
Contract Remaining					\$ 1,800.00	
Annexation Services - Invoice 4604					\$ 300.00	
Annexation Services - Part of Invoice 4397					\$ 2,240.00	
Additional Work					<u>\$ 17,020.00</u>	
Remaining Overage					\$ 11,228.98	

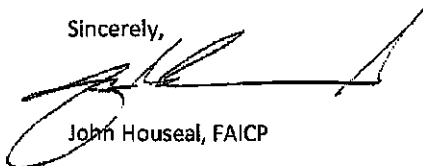
Remaining Work

At this time, we anticipate that the Western Growth Area Master Design Guidelines and PUD Ordinance Update will be completed within two (2) months. The estimated cost for undertaking the tasks outlined in the proposed scope of work is \$5,000.00 to \$7,000, including direct expenses.

We will continue to provide our services to complete the scope of work, but we appreciate any assistance the Village can offer in addressing the anticipated project overage. We appreciate your business and look forward to continuing to work with you on these important project and other planning, development, economic, and zoning related matters as they arise. We have had a great working relationship with Palos Park for more than two decades and truly feel as though we are part of the Palos Park team.

We look forward to continuing to work together and serving the Village in the future. If you have any questions, please do not hesitate to contact me. Thank you!

Sincerely,



John Houseal, FAICP

PROFESSIONAL SERVICES AGREEMENT

April ~~10~~¹⁶, 2018

Amended September 14, 2020

BETWEEN

VILLAGE OF PALOS PARK, ILLINOIS

AND

HOUSEAL LAVIGNE ASSOCIATES, LLC.

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE VILLAGE OF PALOS PARK, ILLINOIS
AND
HOUSEAL LAVIGNE ASSOCIATES, LLC.**

THIS AGREEMENT, made and entered into this 18th day of April, 2018, by and between HOUSEAL LAVIGNE ASSOCIATES LLC., an Illinois Limited Liability Company, with principal offices at 188 W. Randolph, Suite 200, Chicago, Illinois 60601 (hereinafter referred to as the "CONSULTANT"), and THE VILLAGE OF PALOS PARK, ILLINOIS, a municipal corporation of the State of Illinois, whose mailing address is Village of Palos Park , 8999 West 123rd Street, Palos Park , IL 60464 (hereinafter referred to as the "CLIENT").

WITNESSETH THAT:

WHEREAS, the CLIENT desires to engage the services of the CONSULTANT to furnish technical and professional assistance related to recent annexations to the Village of Palos Park, in order that the CONSULTANT, in consultation and direction from the CLIENT, develop a "Western Growth Area Master Plan" (hereinafter referred to as the "Project," and the CONSULTANT has signified its willingness to provide these technical and professional services to the CLIENT: and

WHEREAS, the CONSULTANT represents to the CLIENT that it has sufficient expertise and resources to enable it to provide such advice and assistance to the CLIENT;

NOW, THEREFORE, the parties do agree as follows:

A. Scope of Consultant's Services

The CONSULTANT agrees to perform those services described in Attachment A to this AGREEMENT in a good and professional manner. All documents, work papers, maps, electronic files of any kind, data, and study materials produced by the CONSULTANT in the performance of these services become the property of the CLIENT during and upon completion of the services to be performed under this AGREEMENT.

B. Services to be provided by the Client

All existing information, data, reports and records that are useful for the CONSULTANT to perform its work on this Project and that are owned or controlled by the CLIENT, shall be furnished to the CONSULTANT in a timely manner. The completion of the services to be performed by the CONSULTANT under this AGREEMENT is contingent upon the receipt from the CLIENT, at no cost to the CONSULTANT, of the data and reports and other material as described in Attachment A, Section 1, in a timely manner upon request of the CONSULTANT. If, by reason of any act or omission of CLIENT, the information, data, reports and records to be provided by the CLIENT are not made available to the

CONSULTANT in a timely manner, the CONSULTANT may, at its option, suspend work on the Project until such materials are provided.

C. Meetings and Consultant Visits

The CONSULTANT will attend all Meetings associated with the Project, and any additional meetings deemed reasonable and needed to complete the PROJECT, as outlined in Attachment A.

“Meeting” shall mean a gathering, either private or public, requiring the attendance of the CONSULTANT or CONSULTANT’s staff, including discussions with Village of Palos Park officials or employees, workshops, formal presentations, public meetings and public hearings of the Village Council, Plan Commission, or other committees or commissions of the Village of Palos Park, or other public entities as needed. Public meetings and public hearings shall be scheduled with the CONSULTANT seven (7) to fifteen (15) days in advance. Attendance by the CONSULTANT at additional meetings not covered under the definition of Meeting, here, will be subject to the provisions of Article M (Extra Work) of this AGREEMENT. The CONSULTANT may conduct “site visits” to gather information, data, and perform field reconnaissance. These “site visits” shall not be counted as Meetings under this AGREEMENT.

D. Deliverables

CONSULTANT agrees to provide products to the CLIENT as outlined in the attached Scope of Work (Section 2 of Attachment A).

The CONSULTANT shall provide each “Deliverable,” meaning all the obligations of the CONSULTANT outlined in Attachment A, which is relevant to the particular stage of the Project, at least five (5) days in advance of all Public Meetings of the Village of Palos Park Council or other commission or committee. Each Deliverable becomes the property of the CLIENT, including all hard copies and electronic file copies.

E. Changes

The CLIENT may, from time to time, request changes to the CONSULTANT’S contractual obligations described in Attachment A. Such changes, including any appropriate increase or decrease in the amount of compensation shall not be valid unless incorporated in written amendments to this AGREEMENT and executed by each Party.

F. Consultant’s Compensation

The CLIENT shall compensate the CONSULTANT for the services it has provided to the CLIENT under the terms of this AGREEMENT on the basis of the CONSULTANT’S hourly rates as stated under Article G (Hourly Rates) and Attachment A for the CONSULTANT’S time devoted to the Project and for directly related Project expenses incurred by the CONSULTANT. The “Maximum Cost” for these CONSULTANT services is \$ 109,020.00, including directly related job expenses. This amount is an increase of \$24,040 in addition to the original “Maximum Cost” of \$85,000 and reflects the cost of additional work requested by the CLIENT and performed by the CONSULTANT.

The CONSULTANT will not exceed the Maximum Cost without specific written authorization from the CLIENT or amendment to this AGREEMENT. The CONSULTANT represents and warrants that absent "Extra Work," as referenced in below in Article M, all work the CONSULTANT provides pursuant to this AGREEMENT will be performed without exceeding the Maximum Cost and directly related job expense amount.

G. Hourly Rates

Hourly rates in effect for purposes of this AGREEMENT are provided in Attachment A, Section 3.

H. Method of Payment

The CONSULTANT will submit monthly invoices for services performed and incurred on the Project during the billing period. Invoices are due and payable no later than thirty (30) days from the date of CLIENT's receipt of the invoice.

I. Time of Performance

The CONSULTANT will begin its Project related work upon delivery to the CONSULTANT of an executed copy of this AGREEMENT. All Project related work shall, absent causes beyond the reasonable control of the CONSULTANT, be completed consistent with the "Project Timing" identified in Attachment A. The time of final completion of contractual obligations by the CONSULTANT shall be contingent upon the timely receipt of the services, data, and other reports described in Attachment A, upon the timely conduct by the CLIENT of all necessary public meetings, hearings and decisions, and other matters that may become time-sensitive in the course of the CONSULTANT's work. "Timely" means that the CLIENT make necessary staff-level decisions or provide staff-level guidance within ten (10) working days, which time period allows CLIENT to adequately review CONSULTANT's submittals, services, data, and reports; For decisions and guidance required of or appropriate for the Village of Palos Park Council or other public commission or committee, Timely means that the CLIENT must provide any decision or guidance within twenty-one (21) calendar days. If the CLIENT requests that CONSULTANT perform "Extra Work" that was not contemplated by the parties at the time of execution and not enumerated in Attachment A, the CONSULTANT may suspend work on the Project or a portion of the Project and may extend the period of time allotted to perform the services identified in Attachment A to this AGREEMENT. Any such suspension of work or extension of time shall only be valid if memorialized as an amendment to this AGREEMENT and executed by each party. If the CLIENT and CONSULTANT agree to such an extension of time, the CONSULTANT's hourly rates may not be increased beyond those set forth in Section G of this AGREEMENT, provided that any such extension is not due solely to the acts or omissions of the CLIENT.

J. Excusable Delays

The CONSULTANT shall not be in breach of this AGREEMENT by reason of any failure in performance of this AGREEMENT if such failure is not due to the acts, omissions or negligence of the CONSULTANT. Such causes not attributable to the CONSULTANT may include, but are not limited to: acts of God or of the public enemy, acts of government either in its sovereign or in its contractual capacity, fires, floods, strikes, and

unusually severe weather. In any such failure of performance by the CONSULTANT that is not the fault of the CONSULTANT or within its control, the CONSULTANT shall not be deemed to be in breach of this AGREEMENT, but in any event shall endeavor to complete its obligations related to the Project as soon as is possible, upon the written direction of, and under the terms directed by, the CLIENT

K. Termination

The CLIENT shall have the right to terminate this AGREEMENT by prior written notice to the CONSULTANT at least five (5) working days before the specified effective date of such termination. Even when the CLIENT terminates the AGREEMENT in this manner, all finished and unfinished documents, electronic files of any kind, and work papers prepared by the CONSULTANT under this AGREEMENT become the property of the CLIENT. On receipt by the CLIENT, the CLIENT shall reimburse or compensate the CONSULTANT for the work the CONSULTANT actually performed before the date of termination in accordance with Article F, of this AGREEMENT, less payment for services and expenses already paid.

L. Non-discrimination

The CONSULTANT represents and warrants that it has an Affirmative Action program and agrees that it shall engage in lawful employment practices related to the Project. The CONSULTANT shall fully comply with all applicable federal and state laws of nondiscrimination and equal opportunity laws, orders and regulations, specifically meaning that the CONSULTANT will not engage in discrimination or harassment against any person, including its employees or subcontractors, because of race, sex, color, religion, national origin, ancestry, age, mental status, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran.

M. Extra Work

If agreed in writing by the CLIENT and CONSULTANT, the CONSULTANT will be available to furnish, or obtain from others, "Extra Work." "Extra Work", is defined as extra work or extended services required of the CONSULTANT in any of the following scenarios:

1. Changes in the general scope or timing of the Project, including, but not limited to: changes in size, complexity or character of the work items; acceleration of the work schedule involving services beyond normal working hours; non-delivery of any materials, data, or other information from the CLIENT that is not within the reasonable control of the CONSULTANT.
2. Prolonged administration of the Project services specified in this AGREEMENT caused by acts or omissions of the CLIENT, that are not Timely, and through no fault of the CONSULTANT.
3. Attendance at additional Meetings by the CONSULTANT beyond those contemplated or specified in this AGREEMENT.

4. Other additional services, requested and agreed to by the CLIENT and CONSULTANT that are not otherwise contemplated or specified in this AGREEMENT.

The compensation and schedule for completing Extra Work authorized by the CLIENT must comport with the provisions of Article E (Changes) of this AGREEMENT. However, the hourly rate in effect at the time of any change authorizing Extra Work will continue to be in effect for such Extra Work.

N. Entire Agreement

This AGREEMENT, including referenced attachments, contains the entire agreement of the parties. The AGREEMENT may not be changed except by written amendment executed by the parties to this AGREEMENT.

O. Client Representative to Consultant

The CLIENT designates Rick Boehm (or his designee or successor), to act as its Representative under this AGREEMENT. The Representative has authority to transmit instructions, receive information, interpret and define CLIENT's policies (unless such decisions or policies require the input or decision of the Village Council or other Village commission or committee) and provide the required Timely instructions, information or interpretations of the AGREEMENT, until such time as the CLIENT advises the CONSULTANT in writing that the Representative's authority has been revoked. The CONSULTANT designates John A. Houseal (or his designee), as the CONSULTANT's representative to the CLIENT.

P. Conflict of Interest

The CONSULTANT certifies that to the best of its knowledge no person associated with the CONSULTANT has any interest that would conflict in any manner or degree with the performance of the AGREEMENT.

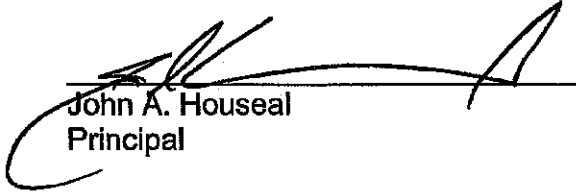
Q. Indemnifications

CLIENT agrees to defend, indemnify, and hold CONSULTANT, its consultants, agents, and employees harmless from any and all claims or liability, other than those caused by the acts, errors, omissions or negligence of CONSULTANT, that result from or relate to the Project. Reciprocally, CONSULTANT agrees to defend, indemnify, and hold CLIENT, its elected officials, officers, employees, and agents harmless from any and all claims or liability, other than those caused by the acts, errors, omissions or negligence of the CLIENT, that result from or relate to the Project. In defense of any such claim, CLIENT retains its right to choice of counsel.

IN WITNESS WHEREOF, the VILLAGE OF PALOS PARK and the HOUSEAL LAVIGNE ASSOCIATES, LLC have entered into and executed this AGREEMENT on the date and year first above written.

CONSULTANT:

HOUSEAL LAVIGNE ASSOCIATES, LLC.



John A. Houseal
Principal

CLIENT:

THE VILLAGE OF PALOS PARK

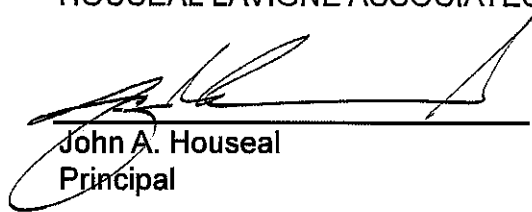


Rick Boehm
Village Manager

AMENDED SEPT. 14, 2020

CONSULTANT:

HOUSEAL LAVIGNE ASSOCIATES, LLC



John A. Houseal
Principal

CLIENT:

THE VILLAGE OF PALOS PARK

Rick Boehm
Village Manager

ATTACHMENT A

SECTION 1

Whereas the scope of services will be undertaken by the CONSULTANT, it is understood and agreed that the CLIENT will provide the following assistance to the CONSULTANT:

1. The CLIENT, with the CONSULTANT's assistance, will schedule and arrange and provide notices for all meetings and workshops including contacting agencies, groups and individuals to be invited to meetings.
2. The CLIENT, with the CONSULTANT'S assistance, will collect and compile previously prepared and available reports, Projects, studies, maps and other data owned or in control of the CLIENT that might be useful in the assignment.
3. The CLIENT will provide to the CONSULTANT an up-to-date base map (electronic and hard copy) for the study area including GIS files and information.

SECTION 2

DEFINITION:

For the purposes of this Section 2 of Attachment A to the AGREEMENT, the term "we" or "our" refer to the CONSULTANT, with the advice or consultation of the CLIENT where appropriate.

SCOPE OF WORK

We have divided Project steps and tasks into three (3) sequential phases, including a comprehensive market study, land use plan and design guidelines framework, and PUD ordinance update.

Phase 1: Market Study

It is imperative that the Western Growth Area Master Plan be grounded in the real estate market and economic realities. A firm understanding of existing market conditions and the Village of Palos Park's (the "Village") position within competitive environment will help to establish the foundation for the Village's land use planning and development decision-making. Market studies will assist in determining the trends, supply, demand, and potential for residential, commercial, industrial, and hotel uses, as different areas of the Western Growth Area are considered for redevelopment.

Step 1.1: Market area definitions

In the first step of the market study, we will define market areas for residential, commercial, industrial, and hotel uses and conduct demographic analyses that will serve as the foundation of our assessment of market demand for these uses.

1.1a Define market areas

We will define primary and secondary market areas for each of the land uses being analyzed as part of the market study. These market areas will assist in determining future demand for product in the Western Growth Area and help inform the inventory of competitive supply.

1.1b Demographic analysis

Using data from the U.S. Census and Esri (a nationally recognized provider of demographic data), we will prepare an analysis of existing conditions and trends within the Village and larger market areas. This analysis will highlight socioeconomic data, including households by age and income, race and ethnicity, shifts in population and households, consumer expenditure data, employment, among other metrics. This demographic data will inform the assessment of short-, mid-, and long-term market potential.

Step 1.2: Analysis of supply and demand

In this step of the market study, we will analyze market area demand and inventory the competitive supply for residential, commercial, industrial, and hotel uses. We will then reconcile supply and demand factors and calculate capture, penetration, and absorption rates, where applicable.

1.2a Residential analysis

We will use demographic trends and Projections to identify anticipated housing needs including market-rate (for-sale and rental), affordable, and senior housing products. We will gather additional information regarding existing housing stock and residential development activity (including pricing, volume, and absorption) in the Village and surrounding region.

The analysis will outline residential market needs and potential by product type (e.g., single-family homes, condominiums, townhomes, and rental apartments) as derived from the cumulative effect of local and regional socioeconomic trends. We will focus this analysis on quality of housing, density, price points, and rental rates. Our examination of potential housing options and alternatives will include:

- **Single-family.** Opportunities to introduce new single-family housing development that capitalizes on the on the availability of large tracts of land will be explored.

- **Multifamily.** We will inventory existing attached multifamily product in the market to assess availability by unit type, price, location, condition, access to transit and amenities, and other criteria. In coordination with the land use plan, we will examine the potential for mixed-use and standalone, higher-density housing.
- **Senior housing.** Communities must plan for an aging population. In addition to providing options for seniors, the ability for residents to “age in place” is extremely important to a community’s overall quality of life. We will assess the quality, condition, price, affordability, and other criteria of existing senior product in the local market, including assisted living facilities.

As with other segments of the market, our residential analysis will consider the potential impact of regional influences and development on the demand for new housing.

1.2b Retail and restaurant analysis

Our retail and restaurant analysis will combine demographic trends with an analysis of retail supply and demand trends, including a formal retail gap analysis. We will conduct an inventory of existing retail and restaurant supply and document any proposed development in the market area to better quantify the competitive environment.

In addition to gathering information and analyzing trends of market dynamics, we will evaluate the suitability and compatibility of existing uses and assess physical characteristics, including access, exposure, and other related elements that may impact opportunities for future development. We will prepare a development matrix that highlights site requirements for specific categories and uses that will allow Village staff to more easily assesses the appropriateness of development by site and location.

1.2c Office and industrial analysis

The office and industrial market assessment will include an examination of trends in vacancy, rents, and absorption data for these and related uses. Our assessment will include a profile of existing uses and an examination of the Western Growth Area's competitive position. Potential influences on demand for additional space will be identified, including access to major roadways, infrastructure conditions, access to utilities, availability of labor, and other related information.

A major component of this analysis will be the presentation of alternative scenarios based on pending and proposed development. It is imperative that the Village’s planning process and economic development strategies are not predicated on the occurrence of any single event or development. The market analysis will therefore address all potential scenarios.

1.2d Hotel analysis

Based on the defined market area, we will inventory existing hotel properties and document any proposed or planned developments. We will categorize hotels by property type, total rooms, and average daily room rate (ADR). Where possible, we will

determine and document occupancy rates. Amenities such as conference centers, restaurants, and banquet facilities will also be noted.

Based on our research and analysis, we will prepare Projections of future need for hotel rooms. This will include identification of property types and locations where the hotel market is currently underserved, as well as where future demand is most likely to occur.

Step 1.3: Market study report

The market study phase of the Western Growth Area Master Plan will culminate in our preparation of draft and final market study reports.

1.3a Draft market study report

Based on work completed in previous steps, we will prepare a draft market study report. The report document will include a narrative of our analysis and findings, as well as accompanying tables, charts, maps, and other exhibits that help convey important market considerations.

1.3b Developer meetings

We will arrange and facilitate meetings with representatives of the local development community to discuss the challenges and opportunities related to a mix of development types. We will reconcile our data and analysis with developer input to ensure that recommendations are in line with development realities. Additional and or separate meetings may be held, if deemed necessary.

1.3c Staff coordination meeting

We will next meet with Village staff to discuss the draft market study report. Based on feedback received at this meeting, we will prepare a final market study report that will inform the land use planning component of the Western Growth Area Master Plan.

1.3d Final market study report

Based feedback received from the Village, and supplemented by information received from local developers, we will prepare a final market study report. This report will serve as a foundation for land use and development recommendations developed in the next Project phase.

Phase 2: Western Growth Area Plan & Design Guidelines Framework

In this Project phase, we will prepare a plan to guide future growth and development in newly annexed areas of the Village and develop a design guidelines framework that will influence the character of future development in the Western Growth Area. In the following, we outline work tasks associated with the preparation of the plan and guidelines.

Step 2.1: Issues and opportunities assessment

We will include an assessment of existing conditions and future opportunities in the Western Growth Area, as well as specific sites within it. The issues and opportunities assessment will be informed by materials provided by the Village, feedback from community service providers, our field reconnaissance, inventories, and analyses conducted.

2.1a Existing land use inventory

We will prepare a detailed existing land use map that inventories all parcels within the Western Growth Area. We will then utilize this map to identify functional land use areas, compatible and incompatible land use arrangements, and other issues related to land use and existing development conditions. We anticipate recording this land use inventory into a GIS database or shapefile for the Village's future use.

2.1b Transportation and infrastructure assessment

We will **next** undertake an analysis of the existing transportation and infrastructure network within the Western Growth Area. Our analysis will encompass the existing street system, right-of-way, bike and pedestrian facilities, public transportation, and traffic to identify issues, concerns, and opportunities for transportation-related improvements. The analysis will assist with the development of recommendations that could improve access and control, as well as overall safety and efficiency within the Western Growth Area. This step will also include an assessment of the existing non-transportation related infrastructure facilities based on information provided by the Village.

2.1c Character/urban design assessment

In this step, we will prepare an inventory and assessment of the various elements that collectively impart the urban design fabric and overall character of the Western Growth Area. Our inventory and assessment will include urban design, building form, streetscape, gateways, pedestrian amenities, wayfinding, and public spaces. We will place an emphasis on identifying improvements that will be needed to strengthen the overall character and appearance of the Western Growth Area.

Step 2.2: Draft plan

Based on our assessment of existing conditions, identification of issues and opportunities, as well as input from the Village, we will prepare a draft Western Growth Area Master Plan. This higher-level planning exercise and document will emphasize recommendations related to future land use and development, urban design, as well as transportation and infrastructure elements. The preliminary land use plan will be highly illustrative and graphically compelling, utilizing a variety of illustrations, including maps, photographs, graphics, and 3d renderings (as determined appropriate) to provide the detail necessary to effectively communicate planning and development concepts and recommendations.

2.2a Preliminary plan

We will develop a preliminary land use plan for the Western Growth Area, including recommendations related to: 1) land use and development, 2) urban design, and 3) transportation and infrastructure. Land use and development recommendations will include future land uses and may also include general “bulk” visualizations for key redevelopment opportunity sites. In addition, the preliminary land use plan will include recommendations related to urban design enhancements and multi-modal transportation, including conceptual cross-sections, bicycle and pedestrian improvements, and transit integration.

2.2b Staff coordination meeting

We will next meet with Village staff to review and discuss the draft plan, and based on Village feedback, we will revise the draft framework accordingly prior to presenting to the community.

Step 2.3: Preliminary design guidelines framework

In this step, we will focus on the preparation of detailed design and development guidelines for residential, commercial, and industrial development that addresses general design principles for these types of development.

2.3a Draft design guidelines framework

We will prepare a draft design guidelines framework, including illustrative, photographic, and narrative components that address all aesthetic and design components that should be considered as an important element of future development in the Western Growth Area. In addition, the draft framework will address both public and private improvements and investment.

2.3b Staff coordination meeting

We will meet with Village staff to review and discuss the draft design guidelines framework. Based on Village feedback, we will revise the draft framework accordingly.

2.3c Community open house

To secure input from the community on the content and value of the design guidelines framework, we will be present to answer questions and receive input at a community open house event.

Step 2.4: Plan documents and adoption

In this step, we will prepare a land use plan and design guidelines framework document to be included as part of the final Western Growth Area Master Plan.

2.4a Draft plan and design guidelines framework to Plan Commission

Based on the results preceding Project tasks, we will prepare a draft land use plan and design guidelines framework document for review and consideration by the Plan Commission. We anticipate presenting the draft plan at a public Meeting to be held at the Kaptur Administrative Center.

2.4b Final plan and design guidelines framework

Based on review and feedback from the Plan Commission, we will prepare a final land use plan and design guidelines framework document to be considered for adoption by the Village Council.

2.4c. Final plan and design guidelines framework to Mayor and Village Council

Finally, Houseal Lavigne Associates will present the final plan and framework document to the Mayor and Village Council for approval and adoption.

Phase 3: PUD Ordinance Update

The final Project phase is intended to ensure that the Village's new PUD ordinance meets the community's needs and expectations and will serve as an effective tool to guide, review, and approve high-quality, creative, appropriate, and desirable development in the Western Growth Area. Additionally, the new ordinance will have applicability to development in other areas of the Village.

Step 3.1: Analysis and best practices

In this step, we will review the Village's existing PUD ordinance and research other ordinances for relevance and possible application to Palos Park.

3.1a Assessment of existing PUD ordinance

We will conduct a thorough review and assessment of the Village's existing PUD ordinance to identify any inefficiencies or shortcomings. This task may involve a meeting with Village staff to discuss the PUD ordinance.

3.1b Identification of best practices

We will examine PUD ordinances from the region and across the country in order to identify potential approaches or components in Palos Park. While there is no single best PUD ordinance to serve as an example, an examination of other codes will unveil how others have drafted successful codes. This examination may include calls to staff in other communities to discuss the strengths, weaknesses, usability, and effectiveness of their ordinance(s).

Step 3.2: Initial draft PUD ordinance

This step will entail the preparation of an initial draft PUD ordinance and review and discussion with Village staff.

3.2a Initial draft PUD ordinance

We will prepare an initial draft PUD ordinance for staff review and discussion. The initial draft ordinance will be accompanied by a technical memo that identifies the key takeaways from meetings with the Village, analysis of the existing code, and examination of best practices. The initial draft PUD ordinance will likely include:

1. Intent and purpose,
2. General provisions,
3. Standards for review,
4. Site development allowances,
5. Procedures,
6. Application requirements,
7. Effect of approval or denial, and
8. Amendments or alterations to approved planned developments.

3.2b Staff coordination meeting

We will next conduct a meeting with Village staff to review and discuss the initial draft PUD ordinance. Based on this review and discussion, we will make appropriate revisions and or complete additional research, if deemed necessary.

Step 3.3: Revised draft and final PUD ordinance

This step will entail the preparation of a revised draft PUD ordinance, review and discussion with Village staff, and presentation of a final ordinance.

3.3a Revised draft PUD ordinance

We will prepare a revised PUD ordinance for staff review and discussion. The revised draft ordinance will incorporate all feedback from previous discussions.

3.3b Staff coordination meeting

We will conduct a meeting with Village staff to review and discuss the revised draft PUD ordinance. Based on this review and discussion, we will make appropriate revisions in preparation for presentation to the Plan Commission.

3.3c Plan Commission public hearing

We will attend a public hearing by the Plan Commission to present, review, and discuss the PUD ordinance. Based on feedback received at this hearing, we will make any appropriate revisions to the PUD ordinance.

3.3d Village Council adoption

Once a PUD ordinance has been recommended by the Plan Commission through its public hearing process, we will present the final ordinance to the Village Council for approval and adoption.

TIMING AND COST

It is anticipated that the Western Growth Area Master Plan will be completed within **six (6) months** from the amended contract date. As of the amended contract date, the Village has paid \$85,000 to the Consultant. The cost for undertaking the remaining Scope of Work items (Steps 2.3 to 2.4c Preliminary design guidelines framework and Steps 3.2 to 3.3d DPUD Ordinance update) will be \$7,000.00, including direct expenses. The Maximum Cost for all services specified in the Scope of Work will be \$109,020.00.

SECTION 3

HOURLY RATES

Principal	\$175-\$205
Principal Associate	\$155-\$165
Senior Associate	\$140-\$150
Associate II	\$120-\$130
Associate I	\$105-\$115
Technical/Clerical	\$65

THE VILLAGE OF PALOS PARK
ACCOUNTS PAYABLE WARRANT
FOR SEPTEMBER 14, 2020

THE MAYOR AND THE COMMISSIONERS OF THE VILLAGE OF PALOS PARK
APPROVE THE FOLLOWING ACCOUNTS PAYABLE WARRANT AS STATED
BELOW, AND AUTHORIZE THE TREASURER TO FORWARD PAYMENT.

MAYOR JOHN F. MAHONEY SIGNATURE

ATTEST:

VILLAGE CLERK MARIE ARRIGONI SIGNATURE

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1ST00001 1ST AYD CORPORATION								
PSI390906	09/01/20	01	COVID NITRILE GLOVES, FREIGHT	0124707300			09/14/20	153.99
			INVOICE TOTAL:					153.99
			VENDOR TOTAL:					153.99
ACC00002 ACCURINT								
1241214-20200831	09/08/20	01	AUG2020 FEE, 9 PHONE SEARCHES	0122606990			09/14/20	34.50
			INVOICE TOTAL:					34.50
			VENDOR TOTAL:					34.50
AIR00001 AIRY'S INC.								
24045	09/01/20	01	RAMSGATE PULL PUMPS 8/10/20	5124606720			09/14/20	333.99
			INVOICE TOTAL:					333.99
24046	09/01/20	01	RPR HYDRANT/2500 PAWNEE RD	5224606755			09/14/20	3,953.35
			INVOICE TOTAL:					3,953.35
24051	09/01/20	01	JET & CLEAN SEWER 8900 W 121ST	5124606708			09/14/20	398.76
			INVOICE TOTAL:					398.76
24057	09/01/20	01	RPR FIRE HYDRANT 12514 SW HWY	5224606750			09/14/20	2,890.70
			INVOICE TOTAL:					2,890.70
24059	09/01/20	01	RPR FIRE HYDRANT 49 OLD CREEK	5224606750			09/14/20	2,109.39
			INVOICE TOTAL:					2,109.39
			VENDOR TOTAL:					9,686.19
ALT00003 ALTERNATIVE ENERGY SOLUTIONS,								
40557	09/01/20	01	SRV GENERATOR/10050 125TH ST	5224606990			09/14/20	430.00
			INVOICE TOTAL:					430.00
40558	09/01/20	01	SERV GENERATOR 12101 SW HWY	5224606990			09/14/20	370.00
			INVOICE TOTAL:					370.00
			VENDOR TOTAL:					800.00

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ALT00004	ALTORFER INDUSTRIES, INC							
P35C0075638	08/27/20	01	TAG#26 BCXH RPR PRTS, HANDLES	0124606708			09/14/20	962.94
							INVOICE TOTAL:	962.94
P35C0075638/P35R0006	09/08/20	01	TAG#26 BCXHE RPR PRTS, CREDITS	0124606708			09/14/20	890.68
							INVOICE TOTAL:	890.68
							VENDOR TOTAL:	1,853.62
ATT00001	AT&T							
7084489542	08/27/20	01	LOCAL DSL 08/19/20-09/18/20	0120707200			09/14/20	456.30
							INVOICE TOTAL:	456.30
							VENDOR TOTAL:	456.30
AUT00002	AUTO SPA							
200901	09/08/20	01	2 CAR WASHES	5224606700			09/14/20	12.50
							INVOICE TOTAL:	12.50
							VENDOR TOTAL:	12.50
BAX00001	BAXTER & WOODMAN, INC.							
0215724	09/01/20	01	COG HILL SNTRY SWR COST UPDATE	5224707990			09/14/20	895.00
							INVOICE TOTAL:	895.00
							VENDOR TOTAL:	895.00
BEA00001	BEARY LANDSCAPE MANAGEMENT INC							
171564	09/08/20	01	SEP2020 LAWN MAINTENANCE METRA	5324606990			09/14/20	590.00
							INVOICE TOTAL:	590.00
171565	09/08/20	01	SEP2020 LAWN MAINT/PUMPING STA	5224606990			09/14/20	98.00
							INVOICE TOTAL:	98.00
171566	09/08/20	01	SEP2020 BI-WKLY SRV-LAGRNG MED	2328848060			09/14/20	234.00
							INVOICE TOTAL:	234.00
							VENDOR TOTAL:	922.00

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
BET00003			BETTENHAUSEN					
108787	09/08/20	01	TAG#52 LAMP TAIL LIGHT	5224606700			09/14/20	93.75
								93.75
								93.75
BIE00005			BI RENTAL					
102421-1	09/08/20	01	CHAIN SHRPNG, CHAIN, GUIDE BR	0124606708			09/14/20	149.13
								149.13
								149.13
BIG00002			BIG DOG MERCER					
200918	09/08/20	01	BAND-CONCERT ON GREEN 9/18/20	0132606000			09/14/20	500.00
								500.00
								500.00
BLU00001			BLUE CROSS/BLUE SHIELD OF IL					
2009	09/01/20	01	EMPLOYER HEALTH SEP2020	0120505310			09/14/20	3,672.18
		02	EMPLOYER HEALTH SEP2020	0122505310				10,150.76
		03	EMPLOYER HEALTH SEP2020	0124505310				2,321.51
		04	EMPLOYER HEALTH SEP2020	0125505310				1,623.86
		05	EMPLOYER HEALTH SEP2020	0126505310				1,393.32
		06	EMPLOYER HEALTH SEP2020	1100505310				1,188.44
		07	EMPLOYER HEALTH SEP2020	5124505310				1,304.26
		08	EMPLOYEE HEALTH SEP2020	5224505310				4,288.45
		09	EMPLOYEE HEALTH SEP2020 AD	0100000502				1,660.83
		10	EMPLOYEE HEALTH SEP2020 COUNCI	0100000502				1,882.56
		11	EMPLOYEE HEALTH SEP2020 PO	0100000502				2,501.91
		12	EMPLOYEE HEALTH SEP2020 PW	0100000502				524.66
		13	EMPLOYEE HEALTH SEP2020 BD	0100000502				405.97
		14	EMPLOYEE HEALTH SEP2020 RC	0100000502				312.56
		15	EMPLOYEE HEALTH SEP2020	1100000502				297.12
		16	EMPLOYEE HEALTH SEP2020	5100000502				326.07

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CHI00011 CHICAGO BACKFLOW, INC.								
349352	09/01/20	01	METRA STATION RPZ TEST	5324606990			09/14/20	200.00
							INVOICE TOTAL:	200.00
							VENDOR TOTAL:	1,200.00
CHI00040 CHICAGO PARTS & SOUND, LLC								
1-0159693	09/08/20	01	VEH#257-2 LNK STB BA GB5ZK484A	0122606700			09/14/20	88.68
							INVOICE TOTAL:	88.68
1-0159719	09/08/20	01	TAG#42 FUEL FILTER, OIL FILTER	0124606700			09/14/20	88.43
							INVOICE TOTAL:	88.43
1-0159720	09/08/20	01	VEH#266-2 WIPER BLADES	0122606700			09/14/20	25.80
							INVOICE TOTAL:	25.80
							VENDOR TOTAL:	202.91
CHI00043 CHICAGOLAND DIESEL SERVICES								
RD#145	09/08/20	01	TAG#2 TRUCK-REMAN TURBO W/MTR	0124606700			09/14/20	1,791.00
							INVOICE TOTAL:	1,791.00
							VENDOR TOTAL:	1,791.00
CIN00001 CINTAS								
4059557138	08/27/20	01	MATS, TOWELS	0124606990			09/14/20	61.34
		02	UNIFORM RNTL W/E 08/24/20	5224707300				51.13
		03	UNIFORM RNTL W/E 08/24/20	0124707300				86.40
							INVOICE TOTAL:	198.87
4060166546	09/01/20	01	TOWELS	0124606990			09/14/20	8.55
		02	UNIFORM RNTL W/E 08/31/20	5224707300				51.13
		03	UNIFORM RNTL W/E 08/21/20	0124707300				86.40
							INVOICE TOTAL:	146.08
							VENDOR TOTAL:	344.95

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE # /VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CIV00001 CIVIC PLUS								
202505	09/01/20	01	ADDITIONAL BANNER ON WEBSITE	0122606990			09/14/20	263.00
		02	ADDITIONAL BANNER ON WEBSITE	0124606990				263.00
		03	ADDITIONAL BANNER ON WEBSITE	0126606990				263.00
			INVOICE TOTAL:					789.00
			VENDOR TOTAL:					789.00
COM00009 COM ED								
200831	09/08/20	01	07/31-08/31/20 123RD & SW HWY	0124606420			09/14/20	1,724.99
			INVOICE TOTAL:					1,724.99
			VENDOR TOTAL:					1,724.99
COM00017 COM ED								
200818	08/27/20	01	07/20-08/18/20 1 ST MORITZ	0124606731			09/14/20	18.32
			INVOICE TOTAL:					18.32
200824	09/01/20	01	07/24-08/24/20 12900 LAGRANGE	0124606731			09/14/20	29.37
			INVOICE TOTAL:					29.37
			VENDOR TOTAL:					47.69
COM00001 G COOPER OIL COMPANY INC								
766690	09/01/20	01	27% 8/19/20 DLVRY DIESEL FUEL	5224707080			09/14/20	482.07
		02	13% 8/19/20 DLVRY DIESEL FUEL	5124707080				232.11
		03	60% 8/19/20 DLVRY DIESEL FUEL	0124707080				1,071.28
			INVOICE TOTAL:					1,785.46
			VENDOR TOTAL:					1,785.46
COR00001 CORRPRO COMPANIES								
615638	09/01/20	01	CATHODIC PROT/10050 125TH ST	5224606990			09/14/20	800.00
			INVOICE TOTAL:					800.00
			VENDOR TOTAL:					800.00

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
COV00001 COVERALL								
1010664216	09/08/20	01	METRA CLEANING/SEP2020	5324606990			09/14/20	180.00
		02	KAPTUR CLEANING/SEP2020	0127916990				885.00
								1,065.00
								1,065.00
CRY00003 CRYSTAL OAK TREE SERVICES								
200902A	09/08/20	01	PRUNED 5 OAK, RMVD 1 SPRUCE	0124606786			09/14/20	1,350.00
								1,350.00
200902B	09/08/20	01	RMVD OAK, 2 SPRC, 4 ASH,RSTRD	0124606786			09/14/20	3,650.00
								3,650.00
200902C	09/08/20	01	RMVD CTINWD, RED OAK, 2 ELMS	0124606786			09/14/20	4,380.00
								4,380.00
200902D	09/08/20	01	RMVD WHT&BRR OAK, CHRY, CTNWD	0124606786			09/14/20	4,430.00
								4,430.00
DAV00004 DAV-COM ELECTRIC, INC								
205377	09/01/20	01	LBR&MTRLS CONTROL CRCT SHRTRD	5324606990			09/14/20	2,341.00
								2,341.00
205378	09/01/20	01	LBR&MTRLS TRBLSHT FOUNTAIN	0127926990			09/14/20	337.00
								337.00
DEA00004 DEARBORN NATIONAL LIFE								
2009	08/27/20	01	VOLUNTARY LIFE/SEP2020	0100000202			09/14/20	395.09
		02	LIFE INSURANCE/SEP2020	0120505320				38.02
		03	LIFE INSURANCE/SEP2020	0122505320				118.80

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
DEA00004 DEARBORN NATIONAL LIFE								
2009	08/27/20	04	LIFE INSURANCE/SEP2020	0124505320			09/14/20	43.20
		05	LIFE INSURANCE/SEP2020	0125505320				21.38
		06	LIFE INSURANCE/SEP2020	0126505320				21.60
		07	LIFE INSURANCE/SEP2020	0129505320				10.80
		08	LIFE INSURANCE/SEP2020	1100505320				21.60
		09	LIFE INSURANCE/SEP2020	5224505320				66.42
								INVOICE TOTAL: 736.91
								VENDOR TOTAL: 736.91
DEL00011 DE LAGE LANDEN FINANCIAL								
68541489	08/27/20	01	MNTHLY LS COPIER MAY-JUL2020	0122606990			09/14/20	470.63
								INVOICE TOTAL: 470.63
69042061	08/27/20	01	MTHLY LS COPIER JUN, AUG2020	0120606990			09/14/20	165.05
		02	MTHLY LS COPIER JUN, AUG2020	0129606990				165.07
		03	MTHLY LS COPIER JUN, AUG2020	0125606990				165.07
		04	MTHLY LS COPIER JUN, AUG2020	0124606990				164.07
								INVOICE TOTAL: 659.26
								VENDOR TOTAL: 1,129.89
DYK00003 DYKSTRA HOME SERVICES								
0055838	08/27/20	01	RPL DRN PPPNG W/PVC CLN OUT Y	0127926990			09/14/20	439.00
								INVOICE TOTAL: 439.00
								VENDOR TOTAL: 439.00
DYN00004 DYNEGY ENERGY SERVICES								
373517820091	09/08/20	01	METRA 07/29-08-26/20	5324606400			09/14/20	315.52
								INVOICE TOTAL: 315.52
373517920081	09/01/20	01	07/27-08/24/20 135 FOREST EDGE	5124606400			09/14/20	72.62
								INVOICE TOTAL: 72.62

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
DYN00004 DYNEGY ENERGY SERVICES								
373518020081	09/08/20	01	07/24-08/23/20 12222 WILL COOK	5124606400			09/14/20	138.92
							INVOICE TOTAL:	138.92
373518120081	09/01/20	01	7/20-8/17/20 9301 123RD ST	5124606400			09/14/20	29.19
							INVOICE TOTAL:	29.19
373518220081	09/01/20	01	7/20-8/17/20 9 PARTRIDGE	5124606400			09/14/20	60.84
							INVOICE TOTAL:	60.84
373518320081	09/01/20	01	7/20-8/17/20 12101 SW HWY	5224606400			09/14/20	2,138.08
							INVOICE TOTAL:	2,138.08
373518420081	09/01/20	01	7/20-8/17/20 12701 KINVARRA	5124606400			09/14/20	94.51
							INVOICE TOTAL:	94.51
373518520091	09/08/20	01	METRA 07/29-08/26/20	5324606400			09/14/20	29.65
							INVOICE TOTAL:	29.65
373518620081	09/01/20	01	7/20-8/17/20 9540 123RD ST	5224606400			09/14/20	86.05
							INVOICE TOTAL:	86.05
373518720081	09/01/20	01	7/20-8/17/20 10101 125TH ST	5224606400			09/14/20	394.18
							INVOICE TOTAL:	394.18
373518820081	09/01/20	01	7/20-8/17/20 68 OLD CREEK	5124606400			09/14/20	38.15
							INVOICE TOTAL:	38.15
373518920081	09/01/20	01	7/20-8/17/20 40 RAMSGATE	5124606400			09/14/20	187.43
							INVOICE TOTAL:	187.43
373519020081	09/01/20	01	7/20-8/17/20 8812 120TH PLACE	5124606400			09/14/20	38.45
							INVOICE TOTAL:	38.45
373519120081	09/01/20	01	7/20-8/17/20 12410 91ST AVE	5124606400			09/14/20	72.65
							INVOICE TOTAL:	72.65

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
DYN00004 DYNEGY ENERGY SERVICES								
373519320081	09/01/20	01	7/20-8/17/20 24 1/2 ROMIGA	5124606400			09/14/20	51.24
							INVOICE TOTAL:	51.24
373519420081	09/01/20	01	7/20-8/17/20 12355 WOLF ROAD	5124606400			09/14/20	24.99
							INVOICE TOTAL:	24.99
373549220081	09/01/20	01	7/20-8/17/20 8201 RT83	5124606400			09/14/20	109.76
							INVOICE TOTAL:	109.76
							VENDOR TOTAL:	3,882.23
3BE0001 PALOS ACE HARDWARE								
201688	09/01/20	01	BLEACH, TRUFUEL, DAMN SOAP	5224606711			09/14/20	39.37
							INVOICE TOTAL:	39.37
201733	08/27/20	01	BOLT EYE NUTS	0124707710			09/14/20	13.61
							INVOICE TOTAL:	13.61
201769	09/01/20	01	BATTERY	5224707510			09/14/20	25.18
							INVOICE TOTAL:	25.18
201770	09/01/20	01	WALL PLATE/POLICE	0127916711			09/14/20	1.34
							INVOICE TOTAL:	1.34
							VENDOR TOTAL:	79.50
ENV00004 ENVIRONMENT MECHANICAL								
96565	08/27/20	01	METRA STATION REPAIRS	5324606990			09/14/20	2,360.00
							INVOICE TOTAL:	2,360.00
96574	08/27/20	01	CLEAN HTNG COIL/IMPRV AIR FLOW	0127916712			09/14/20	3,320.00
							INVOICE TOTAL:	3,320.00
							VENDOR TOTAL:	5,680.00
EVT00001 EVT TECH								

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
HAN00015 HANCOCK ENGINEERING								
20-0603	08/27/20	01	RBLD IL INFRSTRCTR GRANT APPL	2328848060			09/14/20	4,870.50
							INVOICE TOTAL:	4,870.50
							VENDOR TOTAL:	4,870.50
HAW00002 HAWK FORD								
617465	09/01/20	01	VEH#253 CONTROL/FAN AND MO	0122606700			09/14/20	224.82
							INVOICE TOTAL:	224.82
617506	09/01/20	01	VEH#250 JEWELS-W	0122606700			09/14/20	12.64
							INVOICE TOTAL:	12.64
							VENDOR TOTAL:	237.46
HAW00003 HAWKINS, INC.								
4774578	09/01/20	01	73 GAL AZONE 15, FRT, FRT CHR	5224606990			09/14/20	245.79
							INVOICE TOTAL:	245.79
4784174	09/08/20	01	65 GALS AZONE 15, FREIGHT	5224606990			09/14/20	223.95
							INVOICE TOTAL:	223.95
							VENDOR TOTAL:	469.74
HEA00002 THE HEAT ENGINEERING COMPANY								
43853	09/08/20	01	SRV AGRMNT MAINT-PUMP STATION	5224606710			09/14/20	215.00
							INVOICE TOTAL:	215.00
							VENDOR TOTAL:	215.00
HIC00002 SHIRENE HICKS								
2004123.002	09/08/20	01	REFUND/HICKS	0100003000			09/14/20	200.00
							INVOICE TOTAL:	200.00
							VENDOR TOTAL:	200.00
HOM00001 HOME DEPOT CREDIT SERVICES								

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
8010015	7204167/OAC-	09/08/20	01	WATER STP EMENT, TIE DWN, CRDT	2328848020			09/14/20	107.30
									107.30
									107.30
HRG00001	HR GREEN, INC								
134344		09/01/20	01	12100 S88TH AVE	0125606600			09/14/20	649.00
			02	8115 W 124TH ST	0125606600				236.00
			03	8115 W 124TH ST	0125606600				59.00
			04	8115 W 124TH ST	0125606600				118.00
			05	7849 W OAKRIDGE RD	0125606600				590.00
			06	7849 W OAKRIDGE RD	0125606600				531.00
			07	12223 S 88TH AVE	0125606600				708.00
			08	12002 S 88TH AVE	0125606600				59.00
			09	12011 WINSLOW	0125606600				108.75
			10	12002 S 88TH AVE	0125606600				142.50
			11	12701 MISTY HARBOUR	0125606600				100.00
			12	12506 82ND AVE	0125606600				75.00
			13	22 SUNNYSLOPE	0125606600				100.00
			14	12344 POST RD	0125606600				250.00
			15	139 N OLD CREEK RD	0125606600				200.00
			16	12210 S 86TH AVE	0125606600				86.00
			17	8920 W 125TH ST	0125606600				86.00
			18	22 SUNNYSIDE	0125606600				86.00
			19	8920 W 125TH ST	0125606600				86.00
			20	8321 W 126TH ST	0125606600				172.00
			21	12701 MISTY HARBOUR	0125606600				86.00
			22	12424 S 82ND AVE	0125606600				86.00
			23	139 OLD CREEK RD	0125606600				86.00
			24	8115 W 124TH ST	0125606600				20.50
			25	7849 W OAKRIDGE	0125606600				20.50
			26	12223 S 88TH AVE	0125606600				20.50
			27	12011 WINSLOW	0125606600				20.50
			28	12210 S 86TH AVE	0125606600				20.50

INVOICE TOTAL:
 VENDOR TOTAL:

09/14/20

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
VENDOR #								
HRG00001 HR GREEN, INC								
134344	09/01/20	29	12506 82ND AVE	0125606600			09/14/20	20.50
		30	12002 S 88TH AVE	0125606600				20.50
		31	8920 W 125TH ST	0125606600				20.50
		32	8321 W 126TH ST	0125606600				20.50
		33	139 N OLD CREEK RD	0125606600				20.50
		34	12424 S 82ND AVE	0125606600				20.50
		35	12002 S 88TH AVE	0125606600				20.50
		36	139 OLD CREEK RD	0125606600				20.50
		37	127 FOREST EDGE	0125606600				20.50
		38	MILEAGE	0125606600				36.25
INVOICE TOTAL:								5,023.50
135106	09/01/20	01	11901 S80TH AVE	0125606600			09/14/20	177.00
		02	8115 W 124TH ST	0125606600				59.00
		03	12002 S 88TH ST	0125606600				118.00
		04	11737 S 86TH AVE	0125606600				177.00
		05	11903 S 89TH CT	0125606630				200.00
		06	12506 S 82ND AVE	0125606630				250.00
		07	11901 S 80TH AVE	0125606630				200.00
		08	127 FOREST EDGE	0125606630				86.00
		09	12506 S 82ND AVE	0125606630				86.00
		10	7934 W 121ST ST	0125606630				86.00
		11	11903 S 89TH CT	0125606630				86.00
		12	12506 S 82ND AVE	0125606630				86.00
		13	11901 S 80TH AVE	0125606630				172.00
		14	11901 S 80TH AVE	0125606600				20.50
		15	12701 MISTY HARBOUR	0125606600				20.50
		16	12506 82ND AVE	0125606600				20.50
		17	7934 W 121ST ST	0125606600				20.50
		18	11903 S 89TH CT	0125606600				20.50
		19	12506 S 82ND AVE	0125606600				20.50
		20	11737 S 86TH AVE	0125606600				82.00
		21	11901 S 80TH AVE	0125606600				20.50
		22	8917 W 123RD ST	0125606600				41.00

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
135106	09/01/20	23	12002 S 88TH ST	0125606600			09/14/20	41.00
		24	MILEAGE	0125606600				28.77
							INVOICE TOTAL:	2,119.27
136768	09/01/20	01	WU'S HOUSE	0125606600			09/14/20	190.00
		02	COMP NEW PLAN TO APPROVAL	0125606600				236.00
		03	DISCUSSION W/ARCHITECT	0125606600				118.00
		04	WU'S LETTER OF APPROVAL	0125606600				118.00
		05	12305 S 90TH AVE	0125606600				118.00
		06	49 OLD CREEK RD	0125606600				590.00
		07	49 OLD CREEK RD	0125606600				354.00
		08	12600 WOLF ROAD	0125606600				118.00
		09	12011 WINSLOW RD	0125606600				236.00
		10	12002 S 88TH AVE	0125606600				708.00
		11	9 WILD CHERRY	0125606600				118.00
		12	12341 S WOLF RD	0125606630				100.00
		13	12341 S WOLF RD	0125606630				150.00
		14	12600 S WOLF RD	0125606630				100.00
		15	28 MEADOW RD	0125606630				100.00
		16	12701 MISTY HARBOR	0125606630				70.50
		17	12341 S WOLF RD	0125606630				86.00
		18	11901 S 80TH AVE	0125606630				172.00
		19	11901 S 80TH AVE	0125606630				86.00
		20	12424 S 82ND AVE	0125606630				86.00
		21	12341 WOLF RD	0125606630				86.00
		22	12600 S WOLF RD	0125606630				86.00
		23	11413 W MCCARTHY	0125606630				172.00
		24	28 MEADOW LN	0125606630				172.00
		25	8720 W 120TH ST	0125606630				172.00
		26	11413 MCCARTHY RD	0125606630				86.00
		27	11901 S 80TH AVE	0125606600				20.50
		28	12424 S 82ND AVE	0125606600				20.50
		29	12600 S WOLF RD	0125606600				41.00
		30	12600 S WOLF RD	0125606600				20.50

HRG00001 HR GREEN, INC

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
VENDOR #								
HRG00001	HR GREEN, INC							
136768	09/01/20	31	28 MEADOW LN	0125606600			09/14/20	184.50
		32	49 OLD CREEK RD	0125606600				123.00
		33	12300 S LAGRANGE RD	0125606600				20.50
		34	12300 S LAGRANGE RD	0125606600				20.50
		35	12600 S WOLF RD	0125606600				102.50
		36	12011 S WINSLOW	0125606600				20.50
		37	12011 S WINSLOW RD	0125606600				61.50
		38	12600 S WOLF RD	0125606600				41.00
		39	9 WILD CHERRY	0125606600				41.00
		40	8720 W 120TH ST	0125606600				20.50
		41	MILEASGE	0125606600				59.25
								5,425.75
								12,568.52
INVOICE TOTAL:								
VENDOR TOTAL:								
HUB00001 HUB INTERNATIONAL ILLINOIS								
1982815	09/08/20	01	NOTARY BOND/DEBORAH CARROLL	0120707990			09/14/20	20.00
								20.00
								20.00
INVOICE TOTAL:								
VENDOR TOTAL:								
ILL00028 ILLINOIS SECTION AWWA								
200055704	09/08/20	01	HYDRNT FLSHNG/CHLEBEK, WALTERS	5224606810			09/14/20	54.00
								54.00
								54.00
INVOICE TOTAL:								
VENDOR TOTAL:								
ILL00034 ILLINOIS OFFICE OF THE STATE								
9626735	08/27/20	01	BOILER INSPECTION 02/14/20	0127926710			09/14/20	70.00
		02	BOILR INSPECTION 02/14/20	0127926710				70.00
								140.00
								140.00
INVOICE TOTAL:								
VENDOR TOTAL:								
KAR00008 NICHOLAS W KARAS								

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
KAR00008 NICHOLAS W KARAS								
200805	08/27/20	01	08/05/20 ADJUDICATION	0122606540			09/14/20	400.00
							INVOICE TOTAL:	400.00
							VENDOR TOTAL:	400.00
KIN00007 SALLY KINNEY								
200914	08/27/20	01	CELL PHONE STIPEND SEP/OCT2020	0120707210			09/14/20	100.00
							INVOICE TOTAL:	100.00
							VENDOR TOTAL:	100.00
KLE0001 KLEIN, THORPE, AND JENKINS LTD								
200818	08/27/20	01	LEGAL FEES JUL2020	0120606540			09/14/20	2,918.90
		02	LEGAL FEES JUL2020	0122606540				1,279.50
		03	LEGAL FEES JUL2020	0124606540				110.00
		04	LEGAL FEES JUL2020	0125606540				594.00
		05	LEGAL FEES JUL2020	0129606540				88.00
							INVOICE TOTAL:	4,990.40
							VENDOR TOTAL:	4,990.40
KON00006 KONICA MINOLTA BUSINESS								
9007023476	08/27/20	01	DIGITAL SUPPORT-STAFF OFFICE	0126606990			09/14/20	15.74
		02	DIGITAL SUPPORT-RGSTRN OFFICE	0126606990				11.80
							INVOICE TOTAL:	27.54
9007023479	08/27/20	01	DIGITAL SUPPORT-STAFF OFFICE	0126606990			09/14/20	15.97
		02	DIGITAL SUPPORT-RGSTRN OFFICE	0126606990				15.97
							INVOICE TOTAL:	31.94
							VENDOR TOTAL:	59.48
KON00005 KONICA MINOLTA BUSINESS SOL								
35983665	08/27/20	01	STAFF OFFICE-INSURANCE	0126606990			09/14/20	7.30

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
KON0005 KONICA MINOLTA BUSINESS SOL								
35983665	08/27/20	02	STAFF OFFICE-PAYMENT DUE	0126606990			09/14/20	114.71
		03	REGISTRATON OFFICE-INSURANCE	0126606990				6.62
		04	REGISTRATION OFFICE-PYMT DUE	0126606990				104.11
								232.74
								232.74
LEH00001 LEHIGH HANSON								
5838830	09/01/20	01	23.77 TON BED/BACKFILL	5224606750			09/14/20	458.76
		02	23.44 TON GRADE 8 STONE	2328848060				335.19
		03	23.89 TON GRADE 8 STON3	2328848060				341.62
		04	23.57 TON BED/BACKFILL	5224606750				454.90
								1,590.47
5838831	09/01/20	01	21.47 TON REVETMENT	2328848020			09/14/20	955.42
								955.42
								2,545.89
MDI00001 M. DIFOGGIO PLUMBING CO.								
1586	09/01/20	01	LBR&MTRL TOILET RPR/PUMP STAT	5224606990			09/14/20	295.00
								295.00
								295.00
MEN00005 MENARDS								
75263	08/27/20	01	BOOSTER STATION GNRTR RPR PRIS	5224707510			09/14/20	33.82
								33.82
75559	09/01/20	01	HINGE, SPRING HINGE	0127936711			09/14/20	28.57
								28.57
								62.39
MES00001 M.E. SIMPSON COMPANY, INC.								

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE # VENDOR #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
NOR00001 NORTHERN SAFETY CO., INC.								
904104047	08/27/20	01	COVID FACE MASKS	0127916711			09/14/20	117.93
		02	EYEWASH STATION REFILL	0127936711				243.66
			INVOICE TOTAL:					361.59
904107908	09/01/20	01	COVID FACE MASKS, SHIPPING	5224707920			09/14/20	136.06
			INVOICE TOTAL:					136.06
			VENDOR TOTAL:					497.65
NOR00007 NORTH EAST MULTI-REGIONAL								
273661	08/27/20	01	PART-TIME POWER TEST	0122606810			09/14/20	37.00
			INVOICE TOTAL:					37.00
			VENDOR TOTAL:					37.00
PAL00008 THE OFFICE CONNECTION								
737866-0	08/27/20	01	BELL, HTR, FILE PKCTS, TLT PLNGR	0120707010			09/14/20	141.24
		02	C-FLD TWLS, KTCN BGS, PPR TWLS	0127917760				122.35
		03	PAPER TOWELS	5224606711				25.99
			INVOICE TOTAL:					289.58
738232-0	09/01/20	01	SIGN HERE FLAGS, TYLNL, IBPRFN	0120707010			09/14/20	78.74
			INVOICE TOTAL:					78.74
			VENDOR TOTAL:					368.32
PAL00002 P & G KEENE								
215327	08/27/20	01	TAG#25 ALTERNATOR	0124606708			09/14/20	167.60
			INVOICE TOTAL:					167.60
			VENDOR TOTAL:					167.60
PAL00017 PALOS PARK POST OFFICE								
200826	08/27/20	01	POSTAGE-VEHICLE LATE NOTICES	0122707040			09/14/20	275.00
			INVOICE TOTAL:					275.00
			VENDOR TOTAL:					275.00

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
PDC00001 PDC LABORATORIES, INC.								
I9429670	09/01/20	01	DISINFECTANT BYPRODUCTS	5224606620			09/14/20	200.00
							INVOICE TOTAL:	200.00
							VENDOR TOTAL:	200.00
PRO00014 PROVEN IT								
724258	09/08/20	01	STAPLES FOR MACHINE	0120606990			09/14/20	92.00
							INVOICE TOTAL:	92.00
							VENDOR TOTAL:	92.00
QUI0002 QUILL CORPORATION								
9636733	08/27/20	01	CLOROX WIPES	0122707010			09/14/20	14.99
							INVOICE TOTAL:	14.99
							VENDOR TOTAL:	14.99
REA00001 READY REFRESH BY NESTLE								
00H0127398840	08/27/20	01	WATER FOR OFFICE	0126707010			09/14/20	14.22
							INVOICE TOTAL:	14.22
							VENDOR TOTAL:	14.22
RED00001 RED WING BUSINESS ADVANTAGE								
70642	08/27/20	01	R ESPARZA WORK BOOTS	0124707300			09/14/20	188.99
							INVOICE TOTAL:	188.99
							VENDOR TOTAL:	188.99
REG00002 REGIONAL PUBLISHING CORP.								
15598	09/08/20	01	GRADUATION CONGRATS AD 5/21/20	0121606810			09/14/20	189.00
							INVOICE TOTAL:	189.00
							VENDOR TOTAL:	189.00
REG0001 THE REGIONAL NEWS								

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
REG0001			THE REGIONAL NEWS					
11399	09/08/20	01	PUBLIC HEARING 7849 OAK RIDGE	0125606590			09/14/20	117.54
							INVOICE TOTAL:	117.54
11422	09/08/20	01	ZONING MAP	0125606590			09/14/20	781.55
							INVOICE TOTAL:	781.55
15590	09/08/20	01	PUBLIC HEARING ZBA 6-10-2020	0125606590			09/14/20	352.62
							INVOICE TOTAL:	352.62
							VENDOR TOTAL:	1,251.71
ROS0001			ROSCOE					
1662435	08/27/20	01	MATS/KAC 5/25/20 & CREDIT	0127916990			09/14/20	29.44
							INVOICE TOTAL:	29.44
1662515	09/01/20	01	MATS/REC	01279226710			09/14/20	36.41
							INVOICE TOTAL:	36.41
							VENDOR TOTAL:	65.85
SCH0001			SCHROEDER MATERIAL					
S1126219	08/27/20	01	.50 TON WISCONSIN BOULDERS	2328848020			09/14/20	66.74
							INVOICE TOTAL:	66.74
S1126240	08/27/20	01	60 ROLL TURF SOD & DPST/RETURN	2328848020			09/14/20	160.80
							INVOICE TOTAL:	160.80
S1126256	08/27/20	01	2 YARDS PULVERIZED SOIL	2328848020			09/14/20	64.00
							INVOICE TOTAL:	64.00
S1126284	09/08/20	01	40 ROLL TURF SOD	2328848020			09/14/20	107.20
							INVOICE TOTAL:	107.20
							VENDOR TOTAL:	398.74
SEG00001			LINDA SEGUIN					

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
SEG00001	LINDA SEGUIN							
2004122.002	09/08/20	01	REFUND/SEGUIN	0100003000			09/14/20	40.00
							INVOICE TOTAL:	40.00
							VENDOR TOTAL:	40.00
SHA0002	SHARE CORP.							
143131	09/01/20	01	COVID 30 DSNFCTNT WIPES/SHPG	0122707990			09/14/20	409.70
							INVOICE TOTAL:	409.70
							VENDOR TOTAL:	409.70
SIR00001	SIRCHIE							
0453682-IN	09/01/20	01	SWAB BX, CTTN SWAB, WTR-INVSTG	0122707110			09/14/20	52.69
							INVOICE TOTAL:	52.69
							VENDOR TOTAL:	52.69
STR00009	STRAUGHN FARM, INC							
8245	09/08/20	01	PULVERIZED TOPSOIL	2328848020			09/14/20	385.00
							INVOICE TOTAL:	385.00
							VENDOR TOTAL:	385.00
SUB00002	SUBURBAN TRUCK PARTS							
97928	09/01/20	01	TAG#28 CHIPPER SERVICE SIGNAL	0124606708			09/14/20	23.72
							INVOICE TOTAL:	23.72
98042	09/08/20	01	TAG#28 CHIPPER-CIRCUIT BREAKER	0124606708			09/14/20	5.58
							INVOICE TOTAL:	5.58
							VENDOR TOTAL:	29.30
TIR0001	TIRE SERVICES COMPANY							
257224	08/27/20	01	TAG#236 SENSOR & PRGRM SENSOR	0124606700			09/14/20	117.00
							INVOICE TOTAL:	117.00

INVOICES DUE ON/BEFORE 09/14/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
TIRE SERVICES COMPANY								
257258	09/01/20	01	VEH#261 ALIGNMENT WHL BLNCNG	0122606700			09/14/20	686.07
			INVOICE TOTAL:					686.07
			VENDOR TOTAL:					803.07
TOSCAS LAW GROUP								
200902	09/08/20	01	SEPTEMBER2020 ADJUDICATION	0122606540			09/14/20	450.00
			INVOICE TOTAL:					450.00
			VENDOR TOTAL:					450.00
ULINE								
123671718	09/08/20	01	24 ROLLS BARRICADE TAPE	0122707510			09/14/20	375.91
			INVOICE TOTAL:					375.91
			VENDOR TOTAL:					375.91
US POSTMASTER								
200828	09/01/20	01	POSTAGE SEP2020 UB CYCLE	5224707040			09/14/20	500.00
			INVOICE TOTAL:					500.00
			VENDOR TOTAL:					500.00
VARDAL SURVERY SYSTEMS, INC.								
86650	09/08/20	01	MARKING PAINT & FLAGS/WHITE	2328848020			09/14/20	162.45
		02	MARKING PAINT-YELLOW, ORANGE	0132707001				160.20
			INVOICE TOTAL:					322.65
			VENDOR TOTAL:					322.65
VILLAGE OF PALOS PARK								
08/01/2020	09/01/20	01	06/01/20-08/01/20 METRA UB	5324606420			09/14/20	112.49
			INVOICE TOTAL:					112.49
			VENDOR TOTAL:					112.49
			TOTAL ALL INVOICES:					138,185.80

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INVOICES DUE ON/BEFORE 09/14/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00	GENERAL FUND		
BLU00001	BLUE CROSS/BLUE SHIELD OF IL	139,428.25	7,288.49
DEA00004	DEARBORN NATIONAL LIFE	736.91	395.09
HIC00002	SHIRENE HICKS		200.00
MET00008	METLIFE SMALL BUSINESS CENTER	2,230.58	423.48
SEG00001	LINDA SEGUIN		40.00
	GENERAL FUND		8,347.06
20	ADMINISTRATION DEPARTMENT		
ATT00001	AT&T	1,472.74	456.30
BLU00001	BLUE CROSS/BLUE SHIELD OF IL	139,428.25	3,672.18
BTS00001	BTS SOLUTIONS		202.26
CAS0001	CASH	558.87	50.79
DEA00004	DEARBORN NATIONAL LIFE	736.91	38.02
DEL00011	DE LAGE LANDEN FINANCIAL	1,666.94	165.05
HUB00001	HUB INTERNATIONAL ILLINOIS		20.00
KIN00007	SALLY KINNEY	200.00	100.00
KLE0001	KLEIN, THORPE, AND JENKINS LTD	19,823.53	2,918.90
MET00008	METLIFE SMALL BUSINESS CENTER	2,230.58	225.29
MUN00012	MUNICIPAL CLERKS ASSN. OF THE		30.00
OFF00008	THE OFFICE CONNECTION	2,566.61	219.98
PRO00014	PROVEN IT		92.00
	ADMINISTRATION DEPARTMENT		8,190.77
21	PUBLIC AFFAIRS DEPARTMENT		
MET00011	METROPOLITAN MAYORS CAUCUS		218.12
REG00002	REGIONAL PUBLISHING CORP.		189.00
	PUBLIC AFFAIRS DEPARTMENT		407.12
22	POLICE DEPARTMENT		
ACC00002	ACCURINT	142.00	34.50
BLU00001	BLUE CROSS/BLUE SHIELD OF IL	139,428.25	10,150.76
BTS00001	BTS SOLUTIONS		156.61
CHI00040	CHICAGO PARTS & SOUND, LLC	481.60	114.48
CIV00001	CIVIC PLUS	4,299.75	263.00
DEA00004	DEARBORN NATIONAL LIFE	736.91	118.80

INVOICES DUE ON/BEFORE 09/14/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
22	POLICE DEPARTMENT		
DEL00011	DE LAGE LANDEN FINANCIAL	1,666.94	470.63
EVT00001	EVT TECH	270.00	61.50
GAL0002	GALLS, LLC	1,013.23	104.99
HAW00002	HAWK FORD	732.34	237.46
KAR00008	NICHOLAS W KARAS	400.00	400.00
KLE0001	KLEIN, THORPE, AND JENKINS LTD	19,823.53	1,279.50
MET00008	METLIFE SMALL BUSINESS CENTER	2,230.58	691.57
NOR00007	NORTH EAST MULTI-REGIONAL		37.00
PAL00017	PALOS PARK POST OFFICE		275.00
QUI0002	QUILL CORPORATION	535.11	14.99
SHA0002	SHARE CORP.	615.65	409.70
SIR00001	SIRCHIE		52.69
TIR0001	TIRE SERVICES COMPANY	1,419.76	686.07
TOS00001	TOSCAS LAW GROUP	900.00	450.00
ULI00002	ULINE		375.91
	POLICE DEPARTMENT		16,385.16
24	PUBLIC WORKS DEPARTMENT		
1ST00001	1ST AYD CORPORATION	4,439.95	153.99
ALT00004	ALTORFER INDUSTRIES, INC	745.27	1,853.62
BIE00005	BI RENTAL	129.38	149.13
BLU00001	BLUE CROSS/BLUE SHIELD OF IL	139,428.25	2,321.51
BTS00001	BTS SOLUTIONS		69.52
CHI00040	CHICAGO PARTS & SOUND, LLC	481.60	88.43
CHI00043	CHICAGOLAND DIESEL SERVICES		1,791.00
CIN00001	CINTAS	2,837.52	242.69
CIV00001	CIVIC PLUS	4,299.75	263.00
COM00009	COM ED	7,089.25	1,724.99
COM00017	COM ED	1,067.77	47.69
COO0001	G COOPER OIL COMPANY INC	3,586.72	1,071.28
CRY00003	CRYSTAL OAK TREE SERVICES	9,080.00	13,810.00
DEA00004	DEARBORN NATIONAL LIFE	736.91	43.20
DEL00011	DE LAGE LANDEN FINANCIAL	1,666.94	164.07
EBE0001	PALOS ACE HARDWARE	749.51	13.61
KLE0001	KLEIN, THORPE, AND JENKINS LTD	19,823.53	110.00
MET00008	METLIFE SMALL BUSINESS CENTER	2,230.58	155.54
MON0002	MONROE TRUCK EQUIPMENT, INC.	2,957.12	4.27
P&G00002	P & G KEENE		167.60
RED00001	RED WING BUSINESS ADVANTAGE		188.99
SUB00002	SUBURBAN TRUCK PARTS	411.40	29.30
TIR0001	TIRE SERVICES COMPANY	1,419.76	117.00
	PUBLIC WORKS DEPARTMENT		24,580.43

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
25	BUILDING DEPARTMENT		
BLU00001	BLUE CROSS/BLUE SHIELD OF IL	139,428.25	1,623.86
BTS00001	BTS SOLUTIONS		43.31
DEA00004	DEARBORN NATIONAL LIFE	736.91	21.38
DEL00011	DE LAGE LANDEN FINANCIAL	1,666.94	165.07
HRG00001	HR GREEN, INC	13,004.26	12,568.52
KLE0001	KLEIN, THORPE, AND JENKINS LTD	19,823.53	594.00
MET00008	METLIFE SMALL BUSINESS CENTER	2,230.58	93.79
REG0001	THE REGIONAL NEWS	685.68	1,251.71
	BUILDING DEPARTMENT		16,361.64
26	RECREATION DEPARTMENT		
BLU00001	BLUE CROSS/BLUE SHIELD OF IL	139,428.25	1,393.32
BTS00001	BTS SOLUTIONS		16.66
CIV00001	CIVIC PLUS	4,299.75	263.00
DEA00004	DEARBORN NATIONAL LIFE	736.91	21.60
FUR0001	DONNA FURMANEK		335.00
KON00006	KONICA MINOLTA BUSINESS	44.72	59.48
KON0005	KONICA MINOLTA BUSINESS SOL	930.96	232.74
MET00008	METLIFE SMALL BUSINESS CENTER	2,230.58	87.97
REA00001	READY REFRESH BY NESTLE	51.65	14.22
	RECREATION DEPARTMENT		2,423.99
27	PUBLIC GROUNDS		
CHI00011	CHICAGO BACKFLOW, INC.		1,000.00
COV00001	COVERALL	4,914.00	885.00
DAV00004	DAV-COM ELECTRIC, INC	1,033.00	337.00
DYK00003	DYKSTRA HOME SERVICES		439.00
EBE0001	PALOS ACE HARDWARE	749.51	1.34
ENV00004	ENVIRONMENT MECHANICAL	10,985.27	3,320.00
ILL00034	ILLINOIS OFFICE OF THE STATE		140.00
MEN00005	MENARDS	476.18	28.57
MIC00004	MICRO-EYE SECURITY SYSTEMS INC	2,824.00	360.00
NIC0001	NICOR GAS	5,349.87	128.66
NOR00001	NORTHERN SAFETY CO., INC.	719.43	361.59
OFF00008	THE OFFICE CONNECTION	2,566.61	122.35
ROS0001	ROSCOE	2,430.59	65.85
	PUBLIC GROUNDS		7,189.36

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INVOICES DUE ON/BEFORE 09/14/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
29	FINANCE DEPARTMENT		
BTS00001	BTS SOLUTIONS		16.66
DEA00004	DEARBORN NATIONAL LIFE	736.91	10.80
DEL00011	DE LAGE LANDEN FINANCIAL	1,666.94	165.07
KLE0001	KLEIN, THORPE, AND JENKINS LTD	19,823.53	88.00
MUN00013	MUNICIPAL RESEARCH SERVICE INC		700.00
	FINANCE DEPARTMENT		980.53
32	PALOS PARK FESTIVALS		
BIG00002	BIG DOG MERCER		500.00
VAR00002	VARDAL SURVERY SYSTEMS, INC.		160.20
	PALOS PARK FESTIVALS		660.20
LIBRARY FUND			
00	LIBRARY FUND		
BLU00001	BLUE CROSS/BLUE SHIELD OF IL	139,428.25	1,485.56
DEA00004	DEARBORN NATIONAL LIFE	736.91	21.60
MET00008	METLIFE SMALL BUSINESS CENTER	2,230.58	72.34
	LIBRARY FUND		1,579.50
1/2% SALES TAX FUND			
28			
BEA00001	BEARY LANDSCAPE MANGEMENT INC	3,688.00	234.00
HAN00015	HANCOCK ENGINEERING	985.50	4,870.50
HOM00001	HOME DEPOT CREDIT SERVICES	1,012.95	107.30
LEH00001	LEHIGH HANSON	5,876.61	1,632.23
SCH0001	SCHROEDER MATERIAL	272.00	398.74
STR00009	STRAUGHN FARM, INC	770.00	385.00
VAR00002	VARDAL SURVERY SYSTEMS, INC.		162.45
			7,790.22
MFT FUND			
24	MFT FUND		

DATE: 09/08/20
TIME: 15:26:58
ID: AP443000.WOW

-- Village of Palos Park --
DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 09/14/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

MFT FUND			
24	MFT FUND		
GAL00002	GALLAGHER MATERIALS, INC.	1,623.16	753.92
	MFT FUND		753.92
SEWER FUND			
00	SEWER FUND		
BLU00001	BLUE CROSS/BLUE SHIELD OF IL	139,428.25	326.07
MET00008	METLIFE SMALL BUSINESS CENTER	2,230.58	25.77
	SEWER FUND		351.84
24	SEWER FUND		
AIR00001	AIRY'S INC.	26,219.37	732.75
BLU00001	BLUE CROSS/BLUE SHIELD OF IL	139,428.25	1,304.26
BTS00001	BTS SOLUTIONS		16.66
CGP00001	CG PROFESSIONAL SERVICES		436.80
COO0001	G COOPER OIL COMPANY INC	3,586.72	232.11
DYN00004	DYNEGY ENERGY SERVICES	17,029.83	918.75
MET00008	METLIFE SMALL BUSINESS CENTER	2,230.58	103.09
MET0001	METROPOLITAN INDUSTRIES INC	360.00	120.00
NIC0001	NICOR GAS	5,349.87	43.42
	SEWER FUND		3,907.84
WATER FUND			
00	WATER FUND		
BLU00001	BLUE CROSS/BLUE SHIELD OF IL	139,428.25	1,016.40
MET00008	METLIFE SMALL BUSINESS CENTER	2,230.58	70.34
	WATER FUND		1,086.74
24	WATER FUND		
AIR00001	AIRY'S INC.	26,219.37	8,953.44
ALT00003	ALTERNATIVE ENERGY SOLUTIONS,	3,597.77	800.00
AUT00002	AUTO SPA	33.75	12.50
BAX00001	BAXTER & WOODMAN, INC.	7,210.60	895.00

INVOICES DUE ON/BEFORE 09/14/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER FUND			
24	WATER FUND		
BEA00001	BEARY LANDSCAPE MANGEMENT INC	3,688.00	98.00
BET00003	BETTENHAUSEN		93.75
BLU00001	BLUE CROSS/BLUE SHIELD OF IL	139,428.25	4,288.45
BTS00001	BTS SOLUTIONS		63.32
CIN00001	CINTAS	2,837.52	102.26
COO0001	G COOPER OIL COMPANY INC	3,586.72	482.07
COR00001	CORRPRO COMPANIES		800.00
DEA00004	DEARBORN NATIONAL LIFE	736.91	66.42
DYN00004	DYNEGY ENERGY SERVICES	17,029.83	2,618.31
EBE0001	PALOS ACE HARDWARE	749.51	64.55
FLO0001	FLOW-TECHNICS	21,410.25	930.00
HAC00003	HACH COMPANY		3,000.00
HAW00003	HAWKINS, INC.	850.58	469.74
HEA0002	THE HEAT ENGINEERING COMPANY		215.00
ILL00028	ILLINOIS SECTION AWWA	36.00	54.00
LEH00001	LEHIGH HANSON	5,876.61	913.66
MDI00001	M. DIFOGGIO PLUMBING CO.		295.00
MEN00005	MENARDS	476.18	33.82
MES00001	M.E. SIMPSON COMPANY, INC.		4,500.00
MET00008	METLIFE SMALL BUSINESS CENTER	2,230.58	281.40
NIC0001	NICOR GAS	5,349.87	126.54
NOR00001	NORTHERN SAFETY CO., INC.	719.43	136.06
OFF00008	THE OFFICE CONNECTION	2,566.61	25.99
PDC00001	PDC LABORATORIES, INC.	420.00	200.00
USP0001	US POSTMASTER	2,516.91	500.00
	WATER FUND		31,019.28
COMMUTER LOT FUND			
24	COMMUTER LOT FUND		
BEA00001	BEARY LANDSCAPE MANGEMENT INC	3,688.00	590.00
CHI00011	CHICAGO BACKFLOW, INC.		200.00
COV00001	COVERALL	4,914.00	180.00
DAV00004	DAV-COM ELECTRIC, INC	1,033.00	2,341.00
DYN00004	DYNEGY ENERGY SERVICES	17,029.83	345.17
ENV00004	ENVIRONMENT MECHANICAL	10,985.27	2,360.00
NIC0001	NICOR GAS	5,349.87	41.54
VIL0003	VILLAGE OF PALOS PARK	1,958.80	112.49
	COMMUTER LOT FUND		6,170.20
TOTAL ALL DEPARTMENTS			138,185.80

**THE VILLAGE OF PALOS PARK
SUPPLEMENTAL WARRANT LIST
FOR SEPTEMBER 14, 2020**

**THE MAYOR AND THE COMMISSIONERS OF THE VILLAGE OF PALOS PARK
APPROVE THE FOLLOWING SUPPLEMENTAL WARRANT LIST FOR MANUAL
CHECKS, PAYROLL AND RECURRING WIRE TRANSFERS.**

MAYOR JOHN F. MAHONEY SIGNATURE

ATTEST:

VILLAGE CLERK MARIE ARRIGONI SIGNATURE

SUPPLEMENTAL WARRANT LIST**September 14, 2020****COUNCIL MEETING****MANUAL CHECK: (Pre-authorized payments not coinciding with Warrant List schedule)**

DATE	CHECK#	PAYEE	AMOUNT
8/20/2020	179421	BC/BS	\$35,694.40
8/20/2020	179422	Met Life	2,230.58
8/20/2020	179423	Dearborn Life Insurance	736.91
8/25/2020	179424	Republic Services	29,049.30
TOTALS:			\$67,711.19

PAYROLL REQUIREMENTS: (Regular & agency checks, tax liabilities & Paylocity invoice)

Pay Date:		8/6/2020	\$133,979.53
Pay Date:		8/20/2020	127,230.53
Pay Date:		9/3/2020	130,741.00
TOTALS:			\$391,951.06

RECURRING WIRE TRANSFERS:

DESCRIPTION	TRANSFERRED TO:	AMOUNT
VOPP-Wtr Purch Oak Lawn	Marquette Bank	\$96,552.51
Oak Lawn Regional Wtr Loan	Marquette Bank	\$783.40
Oak Lawn Unused Fee	Marquette Bank	\$2.50
Wex Bank	On-Line	3,728.22
Wow	On-Line	801.07
Wex Gas Purchase	On-Line	1,043.54
American Express	J. P. Morgan Chase Bank	
Annual Membership		75.00
Mem Rwds Annual Fee		55.00
Acrobat Pro		191.12
FP Mailing Solutions		828.00
UPS		31.69
UPS		31.69
Service Sanitation		166.00
Ready Refresh		89.77
Dyn.Dyn		5.00
Adobe Acropro		15.93
Chalet Florist		69.94
Dyn.Dyn		5.00
Mizu Sushi House		53.49
AT&T		758.73
Tinkerscree		25.00
Commercial Coffee		211.30
American Water Works		36.00
UPS		17.43
UPS		7.35
Chalet Florist		44.94
UPS		2.34
Adobe Acropro		54.16

Dyn.Dyn			5.00
UPS			31.77
Visa		First Midwest Bank	
TOTALS:			\$105,722.89

TOTAL SUPPLEMENTAL WARRANT LIST: \$565,385.14

Payroll Summary

Check Date: 08/06/2020

Page 1 of 2

VILLAGE OF PALOS PARK (1868)

Process: 2020080601

Pay Period: 07/18/2020 to 07/31/2020

Payroll Totals

Payroll Checks	Check Type	Count	Net Check	Dir Dep Amount	Net Amount	
	Regular	68	0.00	77,516.47	77,516.47	
	Regular	6	2,226.97	0.00	2,226.97	
Totals		74	2,226.97	77,516.47	79,743.44	→ 79,743.44

Payroll Checks	Agency Type	Count	Net Check	Dir Dep Amount	Net Amount	
	Regular	11	13,655.91	5,185.78	18,841.69	
Totals		11	13,655.91	5,185.78	18,841.69	→ 18,841.69

Total Net Payroll Liability			15,882.88	82,702.25	98,585.13	→ 98,585.13
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Tax Liability

FITW and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
Federal Income Tax	36-6006039		Semi-Weekly	107,606.44	107,606.44	12,098.07		
FFCRA Medical Premium Credit	36-6006039		Semi-Weekly					
FFCRA Medicare Credit	36-6006039		Semi-Weekly					
FFCRA SS Credit	36-6006039		Semi-Weekly					
FFCRA Wage Credit	36-6006039		Semi-Weekly					
Medicare	36-6006039		Semi-Weekly	115,994.70	115,994.70	1,681.96		
Medicare - Employer	36-6006039		Semi-Weekly	115,994.70	115,994.70		1,681.92	
OASDI	36-6006039		Semi-Weekly	115,994.70	115,994.70	7,191.59		
OASDI - Employer	36-6006039		Semi-Weekly	115,994.70	115,994.70		7,191.67	
Unapplied Credit for FFCRA	36-6006039		Semi-Weekly					
Totals						20,971.62	8,873.59	→ 29,845.21

IL and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
Illinois SITW	3660060390007		Semi-Weekly	107,606.44	107,606.44	5,405.72		
Totals						5,405.72	0.00	→ 5,405.72

ILSUI and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
Illinois SUI	0800854	0.010250	Quarterly	115,994.70	13,997.11		143.47	
Totals						0.00	143.47	→ 143.47

Total Tax Liability **26,377.34** **9,017.06** → **35,394.40**

Total Payroll Liability **133,979.53** → **133,979.53**



Payroll Summary

Check Date: 08/06/2020

Page 2 of 2

VILLAGE OF PALOS PARK (1868)

Process: 2020080601

Pay Period: 07/18/2020 to 07/31/2020

Billing

Invoice	Date	Gross	Discount	Tax	Adjustment	Amount
106875844	8/6/2020	245.70				245.70
Totals		245.70		0.00		245.70 →

Transfers

Type	Date	Source Account	Amount
Billing	8/6/2020	1405470*	245.70
Dir Dep	8/5/2020	1405470*	77,516.47
Tax	8/5/2020	1405470*	35,394.40
Totals Transfers			113,156.57 →

Tax Deposits

Required Tax Deposits	Tax	Due On	Amount
(Deposit made by Service Bureau)	Federal Income Tax	8/12/2020	29,845.21
(Deposit made by Service Bureau)	Illinois SITW	8/12/2020	5,405.72
(Deposit made by Service Bureau)	Illinois SUI	11/2/2020	143.47
	Total Tax Deposits		35,394.40



Payroll Summary

Check Date: 08/20/2020

Page 1 of 2

VILLAGE OF PALOS PARK (1868)

Process: 2020082001

Pay Period: 08/01/2020 to 08/14/2020

Payroll Totals

Payroll Checks	Check Type	Count	Net Check	Dir Dep Amount	Net Amount	
	Regular	65	0.00	73,488.07	73,488.07	
	Regular	2	1,664.97	0.00	1,664.97	
Totals		67	1,664.97	73,488.07	75,153.04	→ 75,153.04

Payroll Checks	Agency Type	Count	Net Check	Dir Dep Amount	Net Amount	
	Regular	9	13,116.28	5,185.78	18,302.06	
Totals		9	13,116.28	5,185.78	18,302.06	→ 18,302.06

Total Net Payroll Liability			14,781.25	78,673.85	93,455.10	→ 93,455.10
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Fax Liability

FITW and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
Federal Income Tax	36-6006039		Semi-Weekly	101,775.99	101,775.99	11,685.23		
FFCRA Medical Premium Credit	36-6006039		Semi-Weekly					
FFCRA Medicare Credit	36-6006039		Semi-Weekly					
FFCRA SS Credit	36-6006039		Semi-Weekly					
FFCRA Wage Credit	36-6006039		Semi-Weekly					
Medicare	36-6006039		Semi-Weekly	110,106.11	110,106.11	1,596.51		
Medicare - Employer	36-6006039		Semi-Weekly	110,106.11	110,106.11		1,596.54	
OASDI	36-6006039		Semi-Weekly	110,106.11	110,106.11	6,826.62		
OASDI - Employer	36-6006039		Semi-Weekly	110,106.11	110,106.11		6,826.58	
Unapplied Credit for FFCRA	36-6006039		Semi-Weekly					
Totals						20,108.36	8,423.12	→ 28,531.48

IL and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
Illinois SITW	3660060390007		Semi-Weekly	101,775.99	101,775.99	5,135.13		
Totals						5,135.13	0.00	→ 5,135.13

ILSUI and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
Illinois SUI	0800854	0.010250	Quarterly	110,106.11	10,616.29		108.82	
Totals						0.00	108.82	→ 108.82

Total Tax Liability 25,243.49 8,531.94 → 33,775.43

Total Payroll Liability 127,230.53 → 127,230.53



Payroll Summary

Check Date: 08/20/2020

Page 2 of 2

VILLAGE OF PALOS PARK (1868)

Process: 2020082001

Pay Period: 08/01/2020 to 08/14/2020

Billing

Invoice	Date	Gross	Discount	Tax	Adjustment	Amount
106936833	8/20/2020	227.54				227.54
Totals		227.54		0.00		227.54 →

Transfers

Type	Date	Source Account	Amount
Billing	8/20/2020	1405470*	227.54
Dir Dep	8/19/2020	1405470*	73,488.07
Tax	8/19/2020	1405470*	33,775.43
Totals Transfers			107,491.04 →

Tax Deposits

Required Tax Deposits	Tax	Due On	Amount
(Deposit made by Service Bureau)	Federal Income Tax	8/26/2020	28,531.48
(Deposit made by Service Bureau)	Illinois SITW	8/26/2020	5,135.13
(Deposit made by Service Bureau)	Illinois SUI	11/2/2020	108.82
	Total Tax Deposits		33,775.43



Payroll Summary

Check Date: 09/03/2020

Page 1 of 2

VILLAGE OF PALOS PARK (1868)

Process: 2020090301

Pay Period: 08/15/2020 to 08/28/2020

Payroll Totals

Payroll Checks	Check Type	Count	Net Check	Dir Dep Amount	Net Amount
	Regular	67	0.00	74,837.04	74,837.04
	Regular	5	2,354.97	0.00	2,354.97
Totals		72	2,354.97	74,837.04	77,192.01 →

Payroll Checks	Check Type	Agency Type	Count	Net Check	Dir Dep Amount	Net Amount
	Agency	Regular	11	13,525.26	5,564.23	19,089.49
Totals			11	13,525.26	5,564.23	19,089.49 →

Total Net Payroll Liability				15,880.23	80,401.27	96,281.50 →
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Tax Liability

FITW and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount
Federal Income Tax	36-6006039		Semi-Weekly	104,619.34	104,619.34	11,786.41	
FFCRA Medical Premium Credit	36-6006039		Semi-Weekly				
FFCRA Medicare Credit	36-6006039		Semi-Weekly				
FFCRA SS Credit	36-6006039		Semi-Weekly				
FFCRA Wage Credit	36-6006039		Semi-Weekly				
Medicare	36-6006039		Semi-Weekly	112,941.29	112,941.29	1,637.63	
Medicare - Employer	36-6006039		Semi-Weekly	112,941.29	112,941.29		1,637.65
OASDI	36-6006039		Semi-Weekly	112,941.29	112,941.29	7,002.35	
OASDI - Employer	36-6006039		Semi-Weekly	112,941.29	112,941.29		7,002.36
Unapplied Credit for FFCRA	36-6006039		Semi-Weekly				
Totals						20,426.39	8,640.01 →

IL and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount
Illinois SITW	3660060390007		Semi-Weekly	104,619.34	104,619.34	5,262.28	
Totals						5,262.28	0.00 →

ILSUI and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount
Illinois SUI	0800854	0.010250	Quarterly	112,941.29	12,762.74		130.82
Totals						0.00	130.82 →

Total Tax Liability						25,688.67	8,770.83 →
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Total Payroll Liability						130,741.00	130,741.00 →
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Payroll Summary

Check Date: 09/03/2020

Page 2 of 2

VILLAGE OF PALOS PARK (1868)

Process: 2020090301

Pay Period: 08/15/2020 to 08/28/2020

Billing

Invoice	Date	Gross	Discount	Tax	Adjustment	Amount
106990954	9/3/2020	241.82				241.82
Totals		241.82		0.00		241.82 →

241.82

Transfers

Type	Date	Source Account	Amount
Billing	9/3/2020	1405470*	241.82
Dir Dep	9/2/2020	1405470*	74,837.04
Tax	9/2/2020	1405470*	34,459.50
Totals Transfers			109,538.36 →

109,538.36

Tax Deposits

Required Tax Deposits	Tax	Due On	Amount
(Deposit made by Service Bureau)	Federal Income Tax	9/10/2020	29,066.40
(Deposit made by Service Bureau)	Illinois SITW	9/10/2020	5,262.28
(Deposit made by Service Bureau)	Illinois SUI	11/2/2020	130.82
Total Tax Deposits			34,459.50



Building Department
 8999 West 123rd Street
 Palos Park, IL 60464
 www.palospark.org



VILLAGE OF
PALOS PARK

Phone: (708) 671-3730
 Fax: (708) 448-9542

To: G. Darryl Reed, Building Dept. Commissioner
 From: Building Department
 Date: September 9, 2020
 Subject: **Building Department Report for Council Meeting September 14th, 2020**

Closing Swimming Pools for the Season

With the cooler weather approaching, residents with swimming pools are closing their pools for the season. In doing so, it is often necessary to drain water from the pool. Please make sure that when draining chlorinated water, that the water is directed on to your own property and that the runoff does not drain on to your neighbor's property. If you have any questions, please contact the Building Department at 708-671-3730.

PERMITS

The Building Department processed Sixteen (16) permits from August 20-September 9 resulting in **\$11,502.24** in permit fees. Twenty-four (24) inspections were completed during this time.

Addition	9302 W. 122 nd Street	\$1,210.00
Garage	9 Wild Cherry	\$6,620.60
Concrete	12506 S. 82 nd Avenue	\$225.00
Drain Tile	12555 S. 80 th Avenue	\$0
Grading	9104 W. 125 TH Street	\$150.00
Interior Demo	11742 Highwood Drive	\$75.00
Inground Pool	12011 S. Winslow Road	\$1,246.80
Roof	11020 W. 131 st Street	\$225.00
Roof	12109 87 th Avenue	\$175.00
Roof	101 Creek Road	\$225.00
Roof	13 Fox Lane	\$225.00
Roof	8619 W. 123 rd Street	\$150.00
Pavers	12341 S. Wolf Road	\$300.00
Windows	11732 S. Brookside	\$150.00
Pavers	9 Black Walnut Trail	\$225.00
Tank Removal	12300 S. LaGrange	\$300.00
	TOTAL	\$11, 502.40
	PREVIOUS REPORT	\$326,913.19
	YEAR TO DATE	\$338,415.59

Social Security scam calls are once again making the rounds.

PPPD assisted a senior who was enjoying this beautiful day in Palos Park, when she was alarmed by a phone message, informing her that her Social Security card is being canceled related to an arrest warrant has been issued for some alleged crime.

Please remember that these calls often appear to come from local phone numbers.

The FBI has seen a recent increase in phone calls that spoof the Bureau's phone number as part of a Social Security scam. The callers will often "spoof," or fake, the FBI Headquarters' phone number, 202-324-3000, so the call appears to be coming from the FBI on the recipient's caller ID

Social Security will not upload your file to the local courthouse for a warrant.

Social Security will not ask for payment via wired money, gift cards, or text/email payment applications. (Yes, we're sure about that.)

Do not engage with the caller, just hang up.

Do not provide or confirm personal information over the phone to anyone you don't personally know.

Do not call numbers provided in these messages.

If you feel the need to check with Social Security - the real one - use a local number from the phone book or that you look up yourself.

**September 2020 The Village of Palos Park
Undertakes Review of the Update Comprehensive
Emergency Management Plan**

The VoPP Comprehensive Emergency Management Plan (CEMP) is a series of plans that holistically describes Palos Park's emergency management program.

The CEMP describes strategies for how the coordination, resources and activities with other federal, state, county, regional, private-sector and nongovernmental organizations to prepare for, mitigate against, respond to and recover from any emergency that could adversely affect the health and safety of Palos Park.

Our CEMP is composed of a Base Plan, Emergency Operations guide, Hazard Identification & Vulnerability Analysis of Threats & Hazards

Also included is a Recovery Plan and Mitigation Plan that lays the foundation and framework for ensuring government continues to operate through all phases of emergency management.

PALOS PARK POLICE DEPARTMENT MEMORANDUM

TO: All Village Elected Officials & Senior Staff

FROM: Chief Joe Miller

SUBJECT: Comprehensive Emergency Management Plan 2020 & Beyond

DATE: 10 September 20

The Comprehensive Emergency Management Plan 2020 & Beyond is updated in the interest of the coordination of efforts between levels of government to keep citizens and their property safe.

The goal of the Village of Palos Park Police is to integrate Federal, State, local governmental organizations and the private-sector efforts during times of disaster or extreme emergency, whether the event is caused by natural or man-made forces.

The Palos Park emergency management plan, is one method of insuring that this coordination of effort happens. State governments require their political subdivisions, such as counties and in some cases, large cities, to have emergency management plans, to further insure that coordination. The Village of Palos Park is recognized by the State of Illinois as a political subdivision of the state that is responsible for emergency management, and we should have this plan to tie us into the framework of the local-state-federal efforts. More importantly, the purpose of this plan is to guide Palos Park's officials and community representatives during a major emergency or disaster, to help us do the best we can to keep our citizens and their property safe.

The assignment of functions and detailing responsibilities ahead of time, allows us to make progress toward working in an organized, coordinated manner during such occurrences. All emergency management efforts at each level of government fall into one of five categories:

Mitigation - reduce or eliminate risks.

Prevention - prevent something from happening, if we can.

Preparedness - get ready for it to happen, if it is going to.

Response - deal with it when it does happen.

Recovery - pick up the pieces and move on, after it happens.

Comprehensive Emergency Management Plan 2020 & Beyond

No Police Department is an Island

The old adage that says "The sum of the parts is greater than the whole" is so true in the area of current law enforcement. To this end, the Palos Park Police Department and Emergency Management Agency is a member of numerous regional task forces which handle everything from searches to murder investigations.

The beauty of these arrangements is found in both the tremendous cost savings, but also in the extraordinary high level of training and expertise the members of these task forces bring to the table. In Cook County for example, the largest departments, the Cook County Sheriff's Office and the Chicago Police Department, as well as smaller departments, are all members of one or more of these task forces. The philosophy of Palos Park is to take advantage of these resource-sharing situations whenever possible.

Dan Polk, MD Commissioner of Public Health and Safety

Mayor John F. Mahoney

Village of Palos Park Police Department
Emergency Management Agency Team
Frank Flores, IPEM
Joe Miller, MS, MBA

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STATEMENT OF PURPOSE

The Palos Park Emergency Operations Plan was developed to address multiple hazards which threaten a jurisdiction. Through use of a functional format, the plan encourages an Integrated Emergency Management System (IEMS) approach to disaster; and fosters prompt, efficient and coordinated response operations by elements of the emergency organization. IEMS requires a system-wide integration of skills, people and resources. IEMS recognizes that plans developed for one type of emergency are extremely useful for other emergency situations and a significant amount of emergency operational capability can be established by addressing broadly applicable functions.

This plan presents a basic plan, which serves as a summary document to seventeen (17) functional annexes. The annexes define who will be responsible for each function. Defining the roles of each response agency reduces the confusion, chaos and conflict during emergency; and significantly decreases vulnerability of the public and their property to hazardous threats.

This plan meets the requirements of FEMA planning guidance, CPG 1-8 and CPG 1-8A, and the legal responsibilities identified in Illinois Statutes. It provides all the necessary elements to insure that local government can fulfill its legal responsibilities for emergency preparedness.

**Palos Park Police Department
EMERGENCY OPERATIONS PLAN**

INSTRUCTIONS FOR USE

It is intended that this plan, when implemented, be used by the Palos Park response organizations to obtain maximum use of existing resources, organizations, and systems in their response to emergencies and disasters that could and/or have occurred in the village. The format utilized is:

Basic Plan: Defines the roles and responsibilities of key officials and their organizations.

Annexes: Identifies the specific functions of the plan as well as the individual/agency responsible for the coordination of activities for that function.

Each section of the plan contains a purpose statement for that section. All individuals with assigned responsibilities should be familiar with the entire plan, however added emphasis must be given to those sections for which they are responsible. While all circumstances cannot be addressed, the content of this plan should be used as a guide for those things that do occur but not specifically addressed herein.

**Palos Park
EMERGENCY OPERATIONS PLAN
BASIC PLAN**

I. PURPOSE

This plan predetermines actions to be taken by the government agencies and private organizations of Palos Park to reduce the vulnerabilities of people and property to disaster and establish capabilities to respond effectively to the actual occurrence of a disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Palos Park is located in southwest Cook County and works with The Cook Country Emergency Management & Homeland Security, Illinois Emergency Management, EMA SMART Unit and FEMA. It's geographic location is the north west portion of the State of Illinois, southern suburbs of Cook Village. It is bound on the East by Palos Heights, on the south by Orland Park, on the North by Palos Hills and, on the West Lemont. The current population of the Palos Park is approximately 4,900.
2. The major traffic arteries are: Rt. 45, Rt 7, Rt. 83, 80th Ave, 86th Ave. 104th Ave. Wolf Road, Will-Cook Road, 123rd St and 131st st. Bell Road, Archer, Parker Rd to the west of the current limits
3. Railroads is: Metra.
4. Two airports are in close proximity, Lewis University Airport and Midway Airport.
5. Through CC EMA and IEMA we have identified exposure hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Potential hazards identified for Palos Park are:

Hazardous Materials Accidents (including pipeline)
Transportation Accidents (Roads, Rail and Air)
Hurricanes/Tornadoes/Windstorms
Flooding
Winter Storms/Ice Storms
Drought
Major Fires (to include forest fires)
Civil Disorder/Terrorist Incidents
Fixed Nuclear Facility (within the 50 mile EPZ)

B. Assumptions

1. It is necessary for the Village to plan for and to carry out disaster response and short-term recovery operations utilizing local resources; however, it is likely that outside assistance would be available in most major disaster situations affecting the Village.
2. Officials of the Village are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan and will fill these responsibilities as needed.
3. Implementation of this plan will reduce or prevent the loss of lives and damage to property.

III. CONCEPT OF OPERATION

A. General

1. For Emergency Management planning and operations the Village plans and organizes each phase with the Palos Fire Protection District, the area west of Will Cook Road is the Lemont Fire Protection District. These fire districts serve the incorporated and unincorporated parts of the Palos and Lemont Townships.
2. At the onset of a serious emergency or sustained situation drawing resources, the Village Emergency Operations Center (EOC) at the KAC will be activated to coordinate a Village-wide response. The back up EOC (s) would be Lower Level 8901 W 123rd, and Palos Fire Protection District House #2 13010 S. 104th Ave.
3. The Village Emergency Management Coordinator (EMC) will coordinate and activate existing agreements with adjoining counties during emergencies that have the potential to threaten the safety of its citizens or the citizens of the neighboring Village. Response to this emergency will be coordinated by the Emergency Operations Center.
4. The Village Emergency Management will be supported, as necessary, by Cook County EMA / DPH and the State Emergency Management IEMA which can provide direct support and serve as a channel for obtaining and providing resources from the state and federal government and adjoining states.
5. As the emergency situation develops, the Chairman of the Village Commissioners and/or Mayor of any municipality, or his designee, may declare a "State of Emergency" to exist within the Village/

City/Town and begin implementing emergency procedures.
(Reference PROCLAMATION OF A STATE OF EMERGENCY).

6. The Village Administrator / Manager / Mayor, **acting for the Chairman of the Village Commissioners**, with the assistance of the Village Emergency Management Coordinator, will coordinate and control Village resources and advise municipalities of needs or progress.
7. Termination of a State of Emergency shall be declared by the authority by which it was proclaimed. (Reference PROCLAMATION TERMINATING A STATE OF EMERGENCY).

B. **Phases of Comprehensive Emergency Management**

1. **Mitigation:** Mitigation activities are those designed to either prevent the occurrence of an emergency or minimize the potentially adverse effects of an emergency. Some mitigation activities include development of public health and zoning/building code ordinances and enforcement of those regulations on a day-to-day basis.
2. **Preparedness:** Preparedness activities, programs, and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, and exercising are among the activities conducted under this phase.
3. **Response:** Response activities and programs are designed to address the immediate effects of the onset of an emergency or disaster and help to reduce casualties and damage and to speed recovery. Response activities include direction and control, warning, evacuation, mass care, and other similar operations.
4. **Recovery:** Recovery activities involve restoring systems to normal. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards; long-term recovery actions may continue for many years.

C. **Federal Assistance With Resources**

The Federal Government can provide federal resources to local governments through State channels to provide 12 Emergency Support Functions (ESFs) listed in the Federal Response Plan (FRP). These functions are:

Transportation
Communications
Public Works
Fire Fighting
Information and Planning
Mass Care
Resource Support
Health and Medical
Search and Rescue
Hazardous Materials
Food
Energy

The primary method recommended for channeling the Federal ESFs to local governments, when requested, is to place in the State EOC one Federal representative with one State representative for each Emergency Support Function. Thus, when requests for assistance from local governments are received at the State EOC, and the State resource is exhausted, the request can immediately be turned over to the Federal representative responsible for that ESF. These requests can be fulfilled on a mission basis with the State retaining direction and control authority.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization: Most of the departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining their own Standard Operating Procedures (SOPs) for their assigned emergency responsibilities which are outlined below under the following section entitled "Responsibilities" as well as in the functional annexes of this plan. Responsibilities for some organizations which are not a part of local government are also presented. See Continuity of Government Operations Annex

B. Responsibilities

1. **Chairman, Village Commissioners (Mayor)**

- a. Carry out appropriate provisions of state general statutes, in addition to local ordinances relating to emergencies.
- b. Declare a state of emergency at the Village level and assume direction and control of emergency operations, through the Village Manager.

- c. Request assistance from County or State government, through the Emergency Management Coordinator, to assist with control of an emergency.
- d. Insure that emergency information and reports are forwarded through the Area Office of IEMA State Division of Emergency Management.
- e. Coordinate efforts by elected officials from other local governments.
- f. Coordinate efforts of appointed boards.
- g. Authorize funds necessary for emergency operations not available in departmental budget.
- h. Report to the EOC, upon activation.

2. **Village Administrator/Mayor/or Designee**

- a. Ensure Village agencies develop and continually update Standard Operating Procedures (SOPs) to respond to emergencies.
- b. Serve as Public Information Officer (PIO) during an EOC activation.
- c. Ensure that exercises and tests of the emergency systems are conducted on a regular basis.
- d. Ensure that representatives from various departments are designated to report to the EOC upon activation to provide assistance.
- e. When directed, act on behalf of the Chairman, Village Commissioners in the control of emergency operations.
- f. Ensure that financial records of expenditures are kept during emergencies.
- g. Report to the EOC, upon activation.

3. **Emergency Management Coordinator EMA**

- a. Perform assigned duties according to state statutes and local ordinances.

- b. Responsible for planning in accordance with Federal and State guidelines and coordinating of emergency operations within the jurisdiction.
- c. Establish and equip the Village Emergency Operating Center (EOC) to include primary and backup communications (fixed and mobile), and provide for operations on a continuous basis as required.
- d. Ensure adequate training for the emergency management organization.
- e. Recruit and insure training of staff to handle response and recovery operations.
- f. Maintain current list of available resources.
- g. Coordinate exercises and tests of the emergency systems within the jurisdiction.
- h. Maintain a liaison with utility companies to arrange for back-up water, power and telephone service during emergencies.
- i. Maintain administrative records as required.
- j. Alert and activate, as required, the Village Emergency Management organization when informed of an emergency within the Village.
- k. Receive requests for assistance from municipalities within the Village and direct aid to areas where needed.
- l. Ensure that narrative and operational journals are kept during the emergency.
- m. Ensure necessary information and reports are issued on schedule.
- n. Develop mutual aid agreements and/or memorandums of understanding, as needed.
- o. Report to the EOC, upon activation.

4. **Public Information Officer**

- a. Prepare procedures for the conduct of public information services during disasters.

- b. Maintain current listing of points of contact with the news media in the area.
- c. Coordinate all media releases pertaining to emergency planning and operations.
- d. Provide for rumor control and emergency instructions.
- e. Develop media advisories for the public.
- f. Provide emergency information for the public including the visually impaired, hearing impaired and non-English speaking groups.
- g. Report to the EOC, upon activation.

5. **Police Chief**

- a. Plan for the coordination of traffic control, security and other law enforcement operations with the law enforcement agencies in the Village during emergencies/disasters.
- b. Develop mutual aid agreements with surrounding law enforcement agencies. ILEAS/ MABAS/ SMART/ CCSPD HBT/ SWMCU / CCSPD / ISP
- c. Coordinate security for personnel and equipment at shelters and at the EOC.
- d. Report to the EOC, upon activation.

6. **Fire Services Primary Palos Fire Protection District**

- a. Plan for coordination of fire fighting operations throughout the Village during time of emergency/disaster.
- b. Provide for coordination of manpower, as needed, during disaster operations.
- c. The Cook County Forest Preserve District will direct and control activities for all forest preserve grass and woods fires with manpower assistance from the Village fire departments, as needed.

- d. Provide manpower and equipment to assist with debris clearance activities.
- e. The Fire Chiefs are responsible for fire activities within their respective districts with overall coordination coming from the EOC.
- f. Individual fire departments will provide facilities to be used, as needed, for a command post to be established serving as a link to the EOC.
- g. The Fire Chief will report to the EOC, upon activation.

7. **Emergency Medical Services Cook County Department of Public Health, local POD Hospital Christ Advocate, Primary Hospital Palos Community Hospital**

- a. Plan for coordination of on-scene patient care and ambulance activities throughout the Village.
- b. Develop mutual aid agreements with regards to EMS activities.
- c. Coordinate with hospital disaster coordinator on use of medical facilities within the Village for mass casualty incidents.
- d. Report to the EOC, upon activation.

8. **Rescue Squad under the Fire Chief**

- a. Conduct search operations, in conjunction with Emergency Management and law enforcement agencies in the Village assisting.
- b. Conduct rescue operations, as deemed necessary by the Incident Commander/EOC.
- c. Assist EMS with patient care and transport.
- d. Provide medical assistance at shelters, as needed.

9. **Social Services Red Cross**
 - a. Plan for coordination of social services operations during disaster.
 - b. Coordinate with medical/health care facilities (e.g. nursing homes, rest homes, etc.) to insure development of emergency procedures in conjunction with appropriate agencies to provide for these citizens with special needs.
 - c. Coordinate emergency activities during response and recovery with American Red Cross, and other volunteer organizations working with shelter, feeding and clothing.
 - d. Provide vehicles and personnel to assist with emergency transportation, as needed.

10. **Communications (Communications Director CCSPD Inter op Radio Communications Mobile Command & ISP StarCom 21 / 800 MHZ)**
 - a. Plan and direct communications and warning systems, including two-way radio systems throughout the Village, describing methods of communications between EOC, field forces, shelter facilities, adjacent jurisdictions and area/State EOC.
 - b. Coordinate activities with law enforcement communications centers within the Village.
 - c. Disseminate warning information.
 - d. Coordinate message flow between 911 PSAPS and the EOC.
 - e. Insure that an adequate backup system of communications is set up through Amateur Radio Emergency Services (ARES). Civil Air Patrol
 - f. Develop staffing patterns and shift schedules for operation during EOC activation.
 - g. Develop call-back procedures to communications personnel.
 - h. Develop procedures for testing all emergency power for EOC.

- i. Provide messengers between communications and the EOC for information transmission.
- j. Report to the EOC upon activation.

11. **Public Works Director**

- a. Plan for emergency repair and restoration of vital facilities and public utilities during disasters. Utilize IPWMAN
- b. Coordinate with NCDOT and Village of Palos Park Solid Waste to assist with debris clearance/ removal.
- c. Provide needed equipment and supplies to the EOC staff as needed.
- d. Store and provide fuel for emergency vehicles.
- e. Coordinate all animal protection/control activities the Village of Palos Park.
- f. Report to the EOC, as needed.

12. **Health Director Currently contracted Cook County Department of Public Health**

- a. Develop procedures for emergency public health operations.
- b. Plan for inspection of food and water throughout the Village and issuance of instructions for decontamination, distribution and usage.
- c. Conduct sanitation inspections of shelters, restaurants, and livestock operations.
- d. Provide health care professionals to assist Red Cross in the operation of shelters.
- e. Direct/coordinate animal control and protection activities within the Village.
- f. Report to the EOC, upon activation.

13. **Hospital ILDPH & CCDPH /Cook County Medical Examiners Office**

- a. Develop and maintain procedures to handle mass casualty incidents.
- b. Respond to notifications of fatalities from local authorities and establish an adequate morgue.
- c. Supervise the location and transportation of the remains of the deceased.
- d. Certify the causes of death of the deceased victims and issue death certificates.
- e. Notify next-of-kin and release the remains and personal effects to proper authorities.
- f. Issue press releases in conjunction with the Public Information Officer.

14. **Transportation (School Transportation District 118)**

- a. Plan for transportation of Village residents in a disaster, including special population groups (handicapped; elderly, etc.).
- b. Coordinate transportation operations using available school system vehicles/personnel, supplemented by DSS vehicles and personnel.
- c. Coordinates the use of school system facilities for Red Cross shelters.
- d. Report to the EOC, upon activation as needed.

15. **Finance Management/Accounting (Finance Officer)**

- a. Under the direction of the Village Manager, and in coordination with the Emergency Management Coordinator, handle all documentation relating to Village funds being spent on all personnel and equipment during the emergency.
- b. Develop financial accounting record procedures for agencies to report their emergency expenses.

- c. Ensure that all municipalities designate a person to maintain financial accounting records during emergencies/disasters and that these records are coordinated with the Village.
 - d. Report to the EOC, upon activation.
16. **Damage Assessment Officer**
- a. Coordinate disaster assessment teams conducting field surveys. Mutual Aid as needed Building / Code/ Structure integrity and review
 - b. Collect data and prepare damage assessment reports.
 - c. Report to the EOC on activation, as needed.
17. **American Red Cross 24/7 Operations Center Chicago, Illinois**
- a. Coordinate with Social Services regarding shelter/mass care operations.
 - b. Provide direct assistance to citizens affected by the disaster.
 - c. Provide personnel to support and assist the Damage Assessment Officer with damage assessment activities.
 - d. Report to the EOC, upon activation.
18. **Donations Management (Parks and Recreation)**
- a. Coordinate the management of material goods which have been donated to the affected population.
 - b. Coordinate offers and request for volunteer services to the affected population.
19. **Resource Management (Engineering/Inspections)**
- a. Develop procedures to access and operate equipment to support Village wide needs during emergency/disaster situations.
 - b. Mobilize and manage Village personnel to support the needs of the EOC during times of disaster.
 - c. Report to the EOC, upon activation.

V. DIRECTION AND CONTROL

- A. Direction and Control provides for an efficient response to an emergency by coordinating all response and recovery activities through one central location. The Emergency Operating Center (EOC) is the base of operation for all emergency management activities for the Village. Members of the Emergency Management organization will be familiar with plans and procedures to cope with an emergency. The overall direction and control of emergency activities in a crisis situation is vested with the Chairman, Village Commissioners and carried out by the Village Manager.
- B. Upon declaration of an emergency or disaster, the Chairman of Village Commissioners, Village Manager, Emergency Management Coordinator, and other key personnel from various departments and agencies will operate from the Emergency Operating Center (EOC).
- C. On-site direction and control will be established by the senior officers of the emergency service having primary responsibility for the situation utilizing the National Incident Management System (NIMS).

VI. CONTINUITY OF GOVERNMENT

A. General

The possibility that emergency and disaster occurrences could result in disruption of government functions necessitates that all levels of local government and their departments develop and maintain procedures to ensure continuity of government. These procedures will name who will be the decision-makers if an elected official or department head is not available.

B. Line of Succession

- 1. The line of succession for the Village proceeds from the Chairman of the Village Commissioners to the Vice-Chairman, then to the members of the board (by seniority), then to the Village Manager, in accordance with Village policy.
- 2. Lines of succession for Emergency Services and other department/agency heads will be directed by the Village Manager in conjunction with the appropriate department/agency heads.

C. Preservation of Vital Records

- 1. It is the responsibility of the **Register of Deeds, the Clerk to the Board of Commissioners, and the Clerk of the Circuit Court** to

insure that all legal documents of both a public and private nature recorded by designated officials be protected and preserved in accordance with existing laws, statutes, and ordinances.

2. Each department/agency is responsible for the preservation of their essential records to ensure continued operational capabilities.

D. Relocation of Government

1. The Village provides for the relocation of the governing body to the EOC during times of emergency.
2. If the primary EOC, located in the Village of Palos Park Office Building KAC 8999 W 123rd, is determined inoperable, the governing body will relocate to an alternate EOC facility, located in the Recreation Center 8901 W 123rd

VII. ADMINISTRATION AND LOGISTICS

A. General

1. Currently the communications center for the Village of Palos Park. SWCD operates continuously 24 hours per day. The Village 911 PSAP located in the Village of Palos Heights serves as the Village Warning Point.
2. The operational readiness of the EOC is the responsibility of local Emergency Management.

B. Records and Reports

1. Records of expenditures and obligations during emergency operations must be maintained by Village/ City/Town governments.
2. Narratives and operational journals of response actions will be kept by Emergency Management.

C. Consumer Protection - Consumer complaints pertaining to alleged unfair or illegal business practices during emergencies will be referred to the State Attorney General's Consumer Protection Division.

D. Non-Discrimination

1. There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of disaster preparedness or disaster relief and assistance functions.

2. This policy applies equally to all levels of government, contractors, and labor unions.

E. Agreements and Understandings

1. Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergency situations.
2. Should local government resources prove to be inadequate during emergency operations; requests for assistance will be made to other jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Requests for State and Federal resources must be made through the Emergency Management Coordinator to the Area Office. From there, such requests are forwarded to the State Emergency Operating Center (EOC).
3. Organizations tasked with responsibilities in the implementation of this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Village Manager, through the Emergency Management Coordinator, will insure that development and annual review of this plan is conducted by all officials involved and will coordinate necessary revision efforts. That shall include review of those portions of the plan actually implemented in an emergency.
- B. This plan shall be exercised in accordance with the Federal Emergency Management Agency (FEMA) four-year exercise plan to insure a readiness posture for those who have an emergency responsibility. Training is scheduled and coordinated by Emergency Management.

IX. AUTHORITIES AND REFERENCES

- A. See attached

B.
VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX A

DIRECTION AND CONTROL

I. PURPOSE

This annex outlines the direction and control procedures for emergency operations and identifies the personnel, facilities and resources which will be utilized in the coordinated response activities.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Direction and control of normal day-to-day emergencies is performed by senior on-scene emergency response personnel (i.e. law enforcement, fire, rescue, EMS) in accordance with local ordinances, policies and procedures.
2. Many hazards exist within or near the Village which have the potential to cause disasters of such magnitude as to warrant centralization of the direction and control (EOC) function in order to conduct effective and efficient emergency operations.
3. Municipalities within the Village may exercise independent direction and control of their own emergency resources, outside resources assigned to the municipality by the Village EOC, and resources secured through existing mutual aid agreements with other municipalities. Requests for state/federal government assistance will be directed to the Village EOC and coordinated through the Village Emergency Management Coordinator.
4. Centralized Village-wide direction and control (EOC activation) is desirable when one or more of the following situations occur:
 - a. there exists an imminent threat to the public safety/health;
 - b. extensive multi-agency/jurisdiction response and coordination is necessary to resolve or recover from the emergency situation;

- c. local resources are inadequate/depleted and significant mutual aid, state and/or federal resources must be utilized to resolve the emergency situation;
 - d. the disaster affects multiple political jurisdictions within the Village which are relying on the same emergency resources to resolve the emergency situation;
 - e. local emergency ordinances are implemented to control the emergency situation.
5. The Village Emergency Operations Center serves as the central direction and control point for Village-wide emergency response activities.
 6. The primary Village Emergency Operations Center (EOC) is located in the Village of Palos Park Office Building at 8999 W 123rd Street. Our EOC operations room is in the adjoining office next to the Village's communications center (Village warning point).
 7. In the event the primary EOC is inoperable, an alternate EOC will be at the Recreation Center 8901 W 123rd Street or the Palos Fire Protection District Station #1

B. Assumptions

1. The designated EOC will be activated upon the threat or occurrence of a major emergency/disaster and designated personnel will report to the EOC as soon as possible.
2. The Village EOC facility and equipment is adequate for coordinating Village-wide emergency operations.
3. Sufficient procedures have been developed to effectively direct and control disaster operations/recovery.
4. Emergency operations and coordination at all levels of government will be carried out according to plans and procedures.

III. CONCEPT OF OPERATION

A. General

1. Emergency operations shall include all activities which are directed toward reduction of the immediate hazard, establishing situation control and restoration of normal operations within the Village.

2. The Emergency Management Coordinator (EMC) will activate, organize and operate the EOC in a flexible manner based on the magnitude of the situation.
3. The organizational structure of the EOC will be arranged according to the type of incident, agencies and/or jurisdictions involved, objectives and strategies selected to resolve the situation and the demands of the emergency. Municipalities will provide representation in the Village EOC for inter-jurisdictional coordination when the event severely affects the jurisdiction or as requested.
4. The Chairman of the Board of Commissioners will be notified by the Emergency Management Coordinator or Village Manager when EOC activation is warranted to direct and control emergency operations.
5. The EOC will be managed in accordance with the Village EOC Standard Operating Procedures.
6. On-scene activities of emergency response personnel will be managed utilizing the National Incident Management System (NIMS).

B. Staffing

Personnel assigned to the EOC will operate in one of five functional sections as assigned by the EMC.

1. The Executive Group, under the direction of the Chairman of Village Commissioners, consists of the elected officials, jurisdictional management and liaison officials, jurisdictional Public Information Officer (PIO) and is responsible for:
 - a. the approval of policies and strategies pertinent to the emergency/disaster situation.
 - b. conducting briefings of the EOC staff to assure coordination of information.
2. The Operations Group, under the direction of the Operations Officer (EMC) and consisting of the designated representatives of the agencies conducting emergency operations (law enforcement, fire, EMS, others as appropriate), is responsible for the direct supervision of on-scene operations including the allocation of

resources necessary to implement the approved strategies and policies.

3. The Planning Group, consisting of the radiological officer, the damage assessment officer and other technical advisors pertinent to the type of emergency/disaster, may be established to:
 - a. collect, evaluate, display and disseminate information regarding the incident and status of resources;
 - b. maintain a journal, post data and maintain status boards;
 - c. analyze the predictable probable course of emergency incident events;
 - d. develop strategies (action plans) and alternatives to control operations for the incident; and,
 - e. anticipate resource requirements.
4. The Logistics Group, consisting of the communications/warning supervisor, and representatives of emergency support agencies (i.e. shelter and mass care, public works, communications, etc.), may be established to coordinate the acquisition of supplies, equipment and other resources (public and private) necessary and approved to resolve/recover from the emergency or disaster situation.
5. The Finance Group, under the direction of the Village Finance Officer, may be established to:
 - a. compile and maintain documentation of purchases, acquisition and utilization of emergency supplies, equipment and other services;
 - b. perform financial and cost analysis to develop conclusions on efficient methods of resolving and recovering from the emergency/disaster situation.

IV. ORGANIZATION AND ASSIGNMENTS OF RESPONSIBILITIES

A. Organization

1. The onset of an emergency adds to the normal day-to-day role of existing agencies and organizations within the Village in order to

protect the population and property . Where possible, the emergency responsibilities in this plan have been assigned similar to the day-to-day responsibilities of the agencies/organizations.

2. Through the Village Office of Emergency Management, the Village Board of Commissioners exercises its emergency responsibilities during emergencies and disasters to provide for the health and safety of the public.
3. The Emergency Management Coordinator is appointed in accordance with Village personnel policy to manage the Village emergency management program.
4. When activated, the EOC serves as a central, coordinating point for obtaining, analyzing, reporting and retaining disaster related information.
5. The senior emergency response official responding to an emergency shall become the individual in charge of a site-specific National Incident Management System (NIMS). Each responding agency/organization shall send a senior representative with communications capability to remain at the Command Post and all activities and communications shall be coordinated and controlled through the individual in charge of the NIMS assisted by that senior official present for each organization.
6. For long-term emergency/disaster situations, the "Incident Commander" will be designated by the on-scene senior officials of the emergency response agencies, or by the Village EOC (when activated) based on the type, nature, or location of the incident.
7. In situations where the disaster effects are widespread (many incident sites), the EOC may select to establish the Village fire districts or any other distinguishable boundaries as the "incident sites" in order to achieve a manageable span of control.
8. **A single "Command Post" will be established near the scene of each emergency/disaster situation by the Incident Commander Patrol UNIT 236 NIMS, STARCOM & INTER OPS equipped.** Senior officials of the emergency agencies involved in the emergency response shall report to this location to afford optimum coordination. This location will serve as the central command and control point for all on-scene activities. The Staging Area, as well as the location for the media shall remain separate and apart from the Command Post.

V. DIRECTION AND CONTROL

- A. The responsibility for the direction and control of disaster situations is vested in the Village Board of Commissioners and is routinely exercised through the appointed Emergency Management Coordinator.
- B. The EOC is the operational area from which emergency response activities are directed, controlled and coordinated and utilizes the local communications center.
- C. The mechanics of the EOC operation are contained in the EOC Standard Operating Procedures (SOP).

VI. CONTINUITY OF GOVERNMENT

- A. Staffing assignments for positions in the EOC will allow for continuous 24-hour operations. Selection and assignment of personnel will be the responsibility of the agency. See Continuity of Government Operations.
- B. In the event that the primary EOC is not functional, the alternate EOC will be activated.

VII. ADMINISTRATION AND LOGISTICS

- A. Facilities to be used as an EOC are provided by Village of Palos Park. This includes furnishings, equipment and communications necessary for the operations staff. Expendable supplies and displays will be provided through the Emergency Management Office.
- B. The mechanics of activating, arranging and internal functioning of the EOC are contained in the EOC SOP.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The EOC SOP will address staffing, activation, internal functions and administrative and logistical support.
- B. Operational plans and procedures will be developed by service chiefs and department heads to support both this plan and the activities of their department personnel in the EOC.

- C. Periodic review and amendment of this plan will be identified in the plan by signature and change of the approval date of the plan. This action will be accomplished at least annually.

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX B

WARNING

I. PURPOSE

This annex describes the process for staffing, operating and maintaining a warning system in the event of an emergency. It also provides instructions for dissemination of warning information to response agencies and the general public throughout the Village.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Village Warning Point (Village of Palos Park's Central Communications SWCD) will normally initiate warning and notification.
2. Broadcast media will be relied upon as the primary means to assist in the dissemination of warning to the general public.
3. Operational telephone and/or radio communications may be utilized to notify public officials, EOC staff, emergency personnel and others as required.
4. Emergency service vehicles are available for back- up warning to the general public via siren and PA. Reverse 911 can be utilized and the E Alert system.
5. Special needs populations in health care facilities and those with vision, hearing or language needs will have to be provided special warning notification. These locations should be pre-identified and planned for to receive warning by on site assistance by emergency services personnel.

III. CONCEPT OF OPERATION

- A. Emergency warning may originate at the national, state or local level of government. Timely warning requires dissemination to the public by all available means.

- C. Dissemination of Warning to the General Public of major emergencies will be by:
 - 1. Emergency Information System
 - 2. Weather Alert Radios

- D. Dissemination of Warning to Special Populations
 - 1. Hearing impaired, special care groups, persons in group quarters and non-English speaking groups are notified by the most expedient means possible.
 - 2. Public schools, and other special warning locations are notified by emergency personnel from the Village Warning Point.

IV. ORGANIZATION

- A. Organization
 - 1. The Village Warning Point (Village of Palos Park's Central Communications SWCD), located in Palos Heights on a continuous 24-hour basis from which key officials and the public can be alerted. The Village Warning Point has the capability to simultaneously activate warning devices for the public.
 - 2. The Emergency Information System provides an operational public warning capability to national, state and local governments.

V. DIRECTION AND CONTROL

- A. The Chairman of the Village Board of Commissioners, or designee, has the authority to direct and control the Village warning system.
- B. The Director of Village of Palos Park Central Communications is designated as the Village Warning Coordinator and will follow established Village warning procedures.

VI. ADMINISTRATION AND LOGISTICS

- A. The Village has the following warning systems available for use in an emergency:
 - 1. Emergency Broadcast System
 - 2. NOAA Weather Radio System
- B. Special needs populations in the Village (e.g. handicapped; hearing impaired; non-English Speaking) will be identified to ensure that they are contacted during alert conditions.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex will be reviewed on an annual basis.
- B. Law enforcement agencies and fire departments with warning duties will develop and maintain departmental SOPs, mutual aid agreements, personnel rosters, emergency telephone lists and equipment inventories.
- C. The Village notification list will be updated as required.

D. VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX C

COMMUNICATIONS

I. PURPOSE

This annex describes the communications systems within the Village and presents available communications sources and policies to be used by local governmental agencies during emergency and disaster situations.

II. SITUATION AND ASSUMPTIONS

- A. Situation
 - 1. Communications play a critical role in emergency operations. Communications networks and facilities exist and operate throughout the Village. Properly coordinated, these facilities provide for effective and efficient response activities.

2. The Village Communications Center CCSPD PSAP.
- B. Assumptions: It is assumed that the communications system will survive and/or withstand the effects of a disaster. This annex will provide coordination of all communications systems during an emergency situation facilitating timely response activities.

III. CONCEPT OF OPERATIONS

A. General

1. Our main communications center is located within the City of Des Plaines CCSPD
2. The Village Warning Point is operated 24 hours a day and serves as the Emergency Communications Center.
3. The Emergency Communication Center will be expanded as required.
4. Emergency communications procedures will be implemented and backup capabilities activated as necessary.
5. Appropriate communications personnel will be notified.
6. Communications equipment is vulnerable during time of emergency particularly during periods of national emergency.
7. Communications personnel must possess appropriate security clearances to send or receive classified information.

2. Two-Way Radio Systems

- a. Two-way radio systems throughout the Village are designated to be used for direction and control of activities. They provide voice communications between mobile units operated by governmental agencies within the Village with the various Communications Centers. The principal operators are:

- (1) Law Enforcement, City and Village
- (2) Emergency Management
- (3) Fire Services

- (4) EMS/Rescue

- b.
 - c. d. Two-way communications systems which may be used to communicate with the State EOC during emergencies include:
 - (1) State Emergency Management FM Voice Radio Network
 - (2) Amateur Radio Emergency Service (ARES)
 - (3) Commercial Telephone and Fax Machine
 - (4) Cellular Phones

IV. ORGANIZATION

Organization

- 1. The Communications Directors are responsible for planning and developing emergency communications systems and operating procedures.
- 2. The Village Warning Point is the central control point for coordinating communications.

V. DIRECTION AND CONTROL

- A. The Village EMC will be notified when a major emergency situation has occurred or is imminent. The Village EMC will then inform Village officials in accordance with the Village procedures.
- B. Authority to direct and control the use of communications systems and services available to Village departments and agencies is delegated to the Communications Directors.

VI. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex will be reviewed on an annual basis.
- B. All departments/organizations within the Village providing emergency communications will develop and maintain communications SOP's, mutual aid agreements, personnel rosters, including 24-hour emergency telephone numbers and communications equipment inventories.

C. VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX D

EMERGENCY PUBLIC INFORMATION

I. PURPOSE

This annex presents a plan of action to provide prompt, authoritative and understandable emergency information to the public for natural and technological emergencies.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Village is vulnerable to a variety of hazards. Media outlets exist which, if effectively employed, can be used to inform the population of the events that are occurring and how they may best respond to them.
2. The Village is served by the news media outlets listed in the Village Resource Data Base.
3. During periods of emergency, the public needs and generally desires detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public is made aware of potential hazards and the protective measures that can be employed.
4. The public may accept as valid rumors, hearsay and half-truth information which may cause unnecessary fear and confusion.

B. Assumptions

1. Local print and broadcast media have agreed to cooperate in broadcasting and publishing detailed disaster-related instructions to the public.

2. Depending on the severity of the emergency, telephone communication may be disrupted. Local and regional radio/television stations without emergency power may also be off the air. If this occurs, public address systems and door-to-door sweeps may be initiated.

III. CONCEPT OF OPERATIONS

A. General

1. Emergency Public Information (EPI) efforts will focus on specific, event-related information.
2. This information generally will be of an instructional nature focusing on such things as warning, evacuation and shelter. It also is important to keep the public informed of the general progress of events. A special effort will be made to report the facts as accurately as possible and provide advice concerning necessary protective actions. Rumor control will be a major aspect of the information program and will operate from the EOC.
3. The PIO will be responsible for the coordination of special measures to warn the visually impaired, hearing impaired and non English speaking groups.
4. The PIO will serve as the single point of contact for the media during an emergency to ensure coordination of local public information activities with all local, state, and federal agencies, in conjunction with the Emergency Management Coordinator.

B. Execution

1. Ongoing public education programs will be conducted to increase public awareness of potential hazards and necessary responses.
2. The Village Public Information Officer (PIO) will coordinate with Village media to provide information and education programs relating to emergency management.
3. EPI documents for major hazards will be prepared and maintained during normal periods of readiness. When evacuation is imminent, public information will expand its capabilities to answer public inquiries and prepare new or modified public announcements.

IV. ORGANIZATION

Organization

1. A designated staff member (trained) will serve in the capacity of Public Information Officer (PIO).
2. The Village will establish an emergency information center at or near the EOC as a point of contact for the media during an emergency and provide necessary staff and equipment to support its operation.

V. DIRECTION AND CONTROL

- A. General - The Public Information Officer is responsible for all news releases and public information disseminated at the Village level. In times of emergency the PIO will operate from the EOC if appropriate.
- B. Educational and Public Information Programs - The PIO in conjunction with the Emergency Management Coordinator will provide the media with information on new developments affecting emergency management. The PIO also will utilize other types of information and programs on emergency management such as delivering lectures or presentations, organizing tours of the EOC, distributing education brochures and showing films.

VI. ADMINISTRATION AND LOGISTICS

- A. Media Organizations - A list of media organizations involved in local emergency management programs can be found in the Village Resource Data Base.
- B. Videos and Publications - videos and publications dealing with various aspects of emergency management are available from various sources including the local, area and State Office of Emergency Management and the Federal Emergency Management Agency
- C. Pre-scripted news releases for various natural and technological hazards are contained in this annex under the section titled SAMPLE NEWS RELEASES.
- D. Accounting procedures to recover costs incurred for emergency operations will be established by the Village Finance Officer.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Public Information Officer will develop and maintain PIO programs to support this plan.
- B. This annex will be reviewed on an annual basis.

SAMPLE NEWS RELEASES

- A. Shelters opened for Natural or Technological Hazard

SHELTERS OPENED FOR NATURAL OR TECHNOLOGICAL HAZARD VILLAGE OF PALOS PARK

Contact: _____ Date: _____ Time: _____

Phone: _____

_____, Chairman of the Village Commissioners, announced today that due to (the loss of electrical power) the Village of Palos Park Plan for Emergency Shelters would be implemented. Emergency shelters are being established at _____ and _____. The shelters are being set up in coordination with the Red Cross, Village Social Service and Health Departments and will provide shelter and food for () Village citizens who are without heat.

Chairman _____ pointed out that although the shelters are being opened, space is limited and a visit to friends or relatives who have electrical power and heat would be a good idea. Also he said that pets are not allowed in the shelters and should be left at the animal shelter, animal hospital, kennel, or other safe place.

_____, Emergency Management Coordinator for Village of Palos Park, said all persons coming to the shelter should bring bedding, special medicines and foods, including foods for babies and flashlights. If transportation is needed, call the Village Warning Point at telephone number _____.

Many disabled and elderly persons who live at home may require assistance in order to relocate to the reception area. If neighbors or nearby relatives are unable to assist you, please contact Village of Palos Park Department of Social Services, phone _____.

NOTE: Radio and television, please repeat release at 15 minute intervals.

B. Evacuation Plan

EVACUATION PLAN
VILLAGE OF PALOS PARK

Contact: _____ Date: _____ Time: _____

Phone: _____

The Governor has directed State and Local Emergency Management Personnel, Village officials and allied support services to begin preparation for possible implementation of the State and Village Evacuation Plans.

_____ have been designated as host areas for approximately _____ relocations from the _____ Village hazard area. Host Areas are considered to be safe from the direct effects of a nuclear weapon - heat and blast waves. School District 230 Carl Sandburg High School is federal De contamination site.

The Village Evacuation Plan contains details for moving residents out of the hazard area into the various shelters for a period of time. This plan also provides for a phased and orderly movement of people to be completed within three days. Movement of the hazard area residents would be initiated only by the Governor of Illinois. and only at the request of the President. Massive mutual aid supported by logistics, supplies, transportation, security and medical components comprised of local ,county, state and federal resources (CC EMA, IEMA, FEMA planning has been completed to prepare for this possibility.

C.

Initial News Release Format
EMERGENCY PUBLIC INFORMATION
VILLAGE OF PALOS PARK

Contact: _____ Date: _____ Time: _____

Phone: _____

Governor _____ today directed evacuation be implemented following the announcement of a national emergency by President _____.

Residents of _____ Village will begin arriving in _____ Village according to a spokesman for the _____ Office of Emergency Management.

The Governor said the evacuation plan will afford the maximum safety possible for those citizens asked to leave their homes and he assured them their property would be protected by law enforcement authorities.

Village officials asked that all residents of _____ Village assist those coming into the communities in any way possible. He said they would be traveling via car and bus and would be registered and assigned to emergency shelters at the reception centers located in _____ Village. He also noted that volunteers to serve as host families are needed. Anyone interested in serving in that role should contact the Office of Emergency Management located in _____.

Governor _____ also urged all residents to conserve resources, particularly fuel. He said he could not predict the duration of the evacuation, but he assured everyone it would end as soon as possible.

All residents of _____ Village should remain tuned to _____ for the duration of the crisis for current information.

D. Rumor Control

RUMOR CONTROL
VILLAGE OF PALOS PARK

Contact: _____ Date: _____ Time: _____

Phone: _____

Because of the uncertain inter-national situations and confusion that sometimes accompanies population evacuation, rumors are likely to spread. These stories could cause public panic and make an already strained situation worse.

Believe only official information released by the Village Public Information Officer, _____ and disseminated over radio, TV and in the local newspapers.

A number has been established to assist in correcting rumored information.

Any person who has a question about the validity of any information may call _____ 24 hours a day, during this crisis situation.

Again, believe only official information released through the Public Information Officer.

E. Information for "Stay Puts"

INFORMATION FOR "STAY PUTS"
VILLAGE OF PALOS PARK

Contact: _____ Date: _____ Time: _____

Phone: _____

Note: This should not be broadcast until after the evacuation phase is complete.

Those persons who have not relocated from the _____ hazard area are strongly urged to do so immediately. Preparations have been made to provide housing, food and other necessities in the reception areas.

Keep in mind that normal services in the hazard area will be severely curtailed. Essential supplies and services will be redirected to the host areas in _____.

If you decide not to relocate to the host areas, there is certain important information that you will need to know. Life-sustaining services will be maintained at only a few locations within the hazard area. Their primary purpose is to support key

personnel that are operating within the area to maintain essentials. If you need assistance, go to one of these areas _____.

F. Hazardous Materials

HAZARDOUS MATERIALS EMERGENCY
VILLAGE OF PALOS PARK

Contact: _____ Date: _____ Time: _____

Phone: _____

_____ have advised that an accident has occurred at the _____.

The accident involves the (potential) release of hazardous materials from the facility at a level which might be hazardous to the public.

(Select one or both options)

1. Those people living or working within _____ of the facility should remain indoors, close all windows and doors, turn off fans, air conditioners, and forced-air heaters, and move to the basement or part of the building that offers the most protection.

REPEAT:

2. Those people living or working within _____ of the facility should evacuate their homes and businesses. A shelter will be set-up for you at _____.
PLEASE REGISTER AT THIS SHELTER.

REPEAT:

If anyone in your area is working with loud machinery, please inform them of the emergency situation.

(If the emergency occurs at night, read: If your neighbors' houses are dark, try to wake them and inform them of the emergency situation.)

Stay tuned to a radio or television station serving your area for additional important information.

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX E

EVACUATION AND TRANSPORTATION

I. PURPOSE

This annex provides for an orderly, coordinated evacuation of the Village population during emergencies/disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Several emergency situations may require evacuation of all or part of the Village. Small-scale, localized evacuations may be needed as a result of a hazardous materials incident, major fire, or other incident. Large-scale evacuation may be needed in the event of a Village-wide disaster.
2. A hazard analysis has been completed which identifies the types of threats and the areas and population in the Village that are most vulnerable to these threats.
3. A demographic analysis has been completed. Facilities and populations within the Village that pose special evacuation problems have been identified.
4. An evacuation may require substantial physical resources for transportation, communication and traffic control. Available public and private resources have been identified.
5. Large scale disasters may necessitate the rapid evacuation of nursing/rest homes and non-ambulatory populations.

B. Assumptions

1. Sufficient warning time will normally be available to evacuate the threatened population.
2. The principal mode of transportation will be private vehicles supplemented by the Village Transportation Services (ACTS).

3. Particular areas of the Village, or special populations within the Village, will need additional time to accomplish an evacuation.
4. The public will both receive and understand official information related to evacuation. The public will act in its own interest and will evacuate dangerous areas promptly when advised to do so.
5. If there is sufficient advanced warning, some residents will evacuate prior to being advised to do so by public officials.
6. Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
7. Some residents may refuse to evacuate regardless of warnings.
8. Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities.

III. CONCEPT OF OPERATIONS

A. General

1. The ultimate responsibility for ordering an evacuation rests with local government. If a municipality is to be evacuated, the Mayor will issue the order. If the evacuation involves more than one jurisdiction, or an area outside of a municipality, the order will be issued on a Village level by the Chairman of the Village Commissioners, or his designated representative.
2. By monitoring the progress of the evacuation, any impediments to the evacuation can be recognized and contingency options can be implemented.

B. Specific

1. Movement Control and Guidance
 - a. The size of the threatened area to be evacuated will be determined by conditions at the time of the emergency.
 - b. Traffic movement during evacuation will be controlled by use of designated routes and traffic control points.
The evacuation area will identify at least two routes of

egress. One lane of each route will be kept open to permit ingress of emergency vehicles.

- c. Vehicles experiencing mechanical problems during the evacuation will be moved off the roads. Stranded evacuees will be picked up by other evacuating vehicles, or by emergency response personnel.

2. Evacuation of Special Populations (Institutions, Facilities and Special Care Individuals)

- a. Institutions within the Village should develop procedures for evacuation.
- b. Most patients and staff of the Village's medical facilities will be evacuated by buses. Ambulances and vans will be provided for evacuation of non-ambulatory individuals. Procedures for rapid evacuation and/or in-place sheltering have been included for facilities in the danger zone from hazardous materials spills.
- c. Schools will develop evacuation procedures. Predesignated buses will be utilized for students without their own vehicles. Schools within the danger zone for hazardous materials spills will develop procedures for in-place sheltering and "walk-away" evacuations. Parents will be advised of the location of reception centers.
- d. The public will be given a telephone number(s) for handicapped or disabled persons without transportation. The Village Emergency Management Coordinator will plan for help to come from the Village Transportation Resources to arrange pick-up of these citizens. The Village Department of Social Services will need to advise the EMC of individuals known to need transportation assistance.
- e. The jail and detention center within the Village will develop procedures for the relocation of prisoners to jails outside of the threatened area.
- f. Evacuation from Village parks and recreation areas will be coordinated by the Emergency Management Coordinator.
- g. Large employers within the Village have procedures for evacuation of their employees. These procedures include, if needed, the temporary shut-down of their facilities.

4. Emergency Public Information Procedures

Warnings to the public and information concerning evacuation will be broadcast over the EBS network and/or by emergency vehicles equipped with sirens, warning lights, and/or loud-speakers moving through the threatened areas. For localized evacuations, warning and evacuation instructions may also be given door-to-door.

IV. ORGANIZATION

A. Organization

1. Law Enforcement in the Village is responsible for implementing the Village Evacuation Annex to facilitate the evacuation process during emergencies.
2. During an evacuation, Village emergency operations will be directed by the Chairman of the Village Commission and coordinated by the Village Office of Emergency Management. The Village Transportation Services Director will provide coordination of all transportation resources.

V. DIRECTION AND CONTROL

- A. Direction and control of evacuation is the responsibility of the Chairman, Village Board of Commissioners. In the Chairman's absence, the commissioner next in line of succession will serve as replacement representative.
- B. During large scale evacuations involving the relocation of the population from an entire municipality, Village, or several counties, the Governor may declare a State of Disaster. At that point the Governor assumes direction and control of the situation and evacuation operations will be coordinated by the State Emergency Response Team (SERT) upon activation of the State EOC.
- C. When an emergency situation requires timely evacuation and before the EOC can be activated, the "on-scene" commander can call for evacuation in accordance with the Village's State of Emergency ordinance.

VI. ADMINISTRATION AND LOGISTICS

- A. Instructional materials identifying evacuation zones, routes, parking facilities and shelters will be developed for evacuees.

- B. Emergency public information instructions (EPIs) for a nuclear attack/disaster will be prepared in advance and distributed as necessary.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex will be reviewed on an annual basis.
- B. Emergency response forces which participate in an evacuation effort are responsible for maintenance of departmental SOPs, mutual aid agreements, equipment inventories and personnel rosters including 24-hour emergency notification telephone numbers.

Police, EMA & Local Government Aid Channels:

155.3700 000.0 Point to Point Base stations only (Except Wisconsin)
155.4750 000.0 ISPERN Illinois State Police Emergency Radio Network
155.0550 000.0 IREACH Illinois Radio Emergency Answering Channel
155.0250 000.0 ESMARN Emergency Service Mutual Aid Radio Network
045.4400 103.5 EMA ESDA/EMA Statewide Channel
045.3600 103.5 IESRN IL Emergency Services Radio Network
045.5600 103.5 EMA ESDA/EMA

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX F

SHELTER AND MASS CARE

I. PURPOSE

This annex provides for the protection of the population from the effects of hazards through the identification of shelters and provision of mass care and social services in shelters.

II. SITUATION AND ASSUMPTIONS

A. Situation

Based upon the Village's hazard analysis, there are several emergencies for which shelters may be required including severe storms, tornadoes, floods, hazardous material accidents and fires.

B. Assumptions

1. Sufficient in-Village sheltering exists to meet the needs of an evacuation during emergencies or disaster.

2. For out-of-Village evacuation, sufficient shelter capacity exists in adjacent counties and shelter locations can be arranged and made available.
3. A high percentage of evacuees will seek shelter with friends or relatives rather than go to public shelter.

III. CONCEPT OF OPERATIONS

A. Shelter and mass care matters. The American Red Cross through written agreements with the State of Illinois CC EMA, SMART, IEMA, MABAS and ILEAS, may provide shelter and mass care to the general population in non-war caused emergencies. Shelter care is made available to complement American Red Cross services, and in those situations in which American Red Cross cannot provide shelter and mass care.

B. Village social services efforts, arrange for shelters at 8901 W. 123rd st., and/or 12313 Forest Glen and/or 10700 W. 131 (Stand by sites Holy Family Village and Cook County Forest Preserve Police parking area 123rd west of Will Cook Road

Social services personnel to the affected area as needed and will work in conjunction with the American Red Cross, Salvation Army and volunteer organizations to provide care for disaster victims.

C. In conjunction with the Village Emergency Management Coordinator, the Village and the American Red Cross will coordinate shelter location and operation, and will mutually support shelter operations with shared personnel and support services whenever possible. These agreements will be included in the local written plan.

D. Public and private providers of institutional care (medical and residential) remain responsible for having shelter plans which are approved by land emergency management, and for continued care of their clientele when in shelter.

IV. ORGANIZATION

A. Organization

1. The Emergency Management Coordinator is responsible for developing a comprehensive shelter program.

2. DSS is designated as the lead governmental agency for shelter activation and operation.
3. When the local American Red Cross provides shelter care, it will be administered in accordance with a Letter of Understanding between the Red Cross, the Village and the CCDPH.
4. The Village remains responsible for answering the provision of shelter care as follows:
 - a. for special needs groups within the general population;
 - b. for the general population in which American Red Cross does not provide shelter and mass care;
 - c. for all citizens in the event of a war caused situation.
5. Resources support of local emergency management by all public and private special needs care providers plan for shelter and mass care needs of their populations and that public shelter is provided when necessary for comprehensive shelter care.

V. DIRECTION AND CONTROL

- A. Shelter/mass care operations for the Village with the American Red Cross will direct and control American Red Cross shelter/mass care operations.
- C. Assumption of financial responsibility dictates direction and control.

VI. ADMINISTRATION AND LOGISTICS

- A. Shelter supplies consisting of appropriate forms, handbooks and identification will be provided by the Red Cross. The shelter supplies will include, but not be limited to shelter registration forms, shelter occupancy reports, inventory reports and event log forms.
- B. The primary communications link between shelters and the EOC will be telephone. Amateur radio operators and/or law enforcement personnel assigned to the shelters will provide additional radio support. The Red Cross will also have access to portable radios with local government frequencies.
- C. Shelters will be stocked with appropriate supplies, as time allows.

- D. Sheltering will follow a non-discrimination policy; however shelter assignments may be required for evacuees with special needs.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex will be reviewed on an annual basis and after each exercise where this function is tested and evaluated.
- B. All involved agencies will maintain departmental SOP's, letters of agreement, personnel rosters and resource inventories.

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX G

LAW ENFORCEMENT

I. PURPOSE

This annex provides for crime prevention, maintenance of law and order and traffic control during emergency situations.

II. SITUATION AND ASSUMPTIONS

- A. Situation - During emergencies law enforcement agencies must expand their operations to provide the increased protection required by disaster conditions. Numerous federal, state and Village law enforcement agencies are available to support local law enforcement agencies within the Village.
- B. Assumptions - Activities of local law enforcement agencies will increase significantly during emergency operations. Adequate law enforcement resources and services will often be available through existing mutual aid agreements. If local capabilities are overtaxed, support will be obtained from state and federal law enforcement agencies.

III. CONCEPT OF OPERATIONS

- A. Emergency law enforcement operations will be an expansion of normal functions and responsibilities. These responsibilities will include maintenance of law and order, traffic control, crowd control and security.
- B. Law enforcement activities will remain under the control of the senior law enforcement officer for the jurisdiction in which the emergency has occurred. Using NIMS and ILEAS protocol.
- C. Law enforcement agencies will have responsibility for warning the public, for traffic control and security in and near an evacuated area and in other areas of emergency or disaster operations.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. Organization
 - 1. The Chief of Police is responsible for coordinating law enforcement operations within the Village. The Village will coordinate law enforcement activities under mutual aid ILEAS & SMART jurisdictions.

2. Other law enforcement agencies will support emergency law enforcement activities.
3. Routine law enforcement procedures will be followed during emergency situations if feasible.

B. Responsibilities

1. Police

- a. Develop and update on an annual basis the SOPs to support this annex.
- b. Obtain mutual aid agreements with other law enforcement agencies.
- c. Maintain current internal notification/recall rosters and communications systems.
- d. Provide direction and control for law enforcement operations.
- e. Assist in warning and notifying the affected population of an existing or impending emergency.
- f. Provide traffic control during emergencies.
- g. Assist in evacuation of the disaster area and movement to shelter.
- h. Provide security and protection for the damaged area and critical facilities and control access to affected areas.
- i. Provide security in the EOC, reception centers, shelters, lodging and feeding facilities during emergency operations.
- j. Relocate and house prisoners when necessary during periods of evacuation.
- k. Coordinate additional law enforcement support with County and State Police and other counties and/or municipalities during response activities ILEAS.
- l. Limit access to the evacuation area during response and recovery operations.

2. Municipal Law Enforcement Agencies ILEAS Box Alarm

- a. Maintain law and order within local jurisdictions.
- b. Provide mobile units for warning operations.
- c. Provide security for essential facilities.
- d. Provide vehicle security in reception center parking areas.

V. DIRECTION AND CONTROL

- A. The Sheriff is responsible for the direction and control of law enforcement activities during emergencies that occur outside the municipalities.
- B. The Chief of Police for each municipality will be in charge of law enforcement for their municipality.

VI. ADMINISTRATION AND LOGISTICS

- A. Records and Reports -The Sheriff/Police Chief will maintain records and reports including expenditure reports, detailing law enforcement operations and activities during the emergency.
- B. Communications - The communications network between Village and municipal law enforcement agencies will make maximum use of available radio and telephone communication resources.
- C. Vehicle Passes - The decision to require passes will rest with the Chairman, Village Board of Commissioners. The order for requiring passes will be issued from the EOC. The law enforcement agencies will be responsible for issuing passes upon the direction of the EOC.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex will be reviewed on an annual basis.
- B. Departments within the Village that have a role in this annex will maintain SOPs, personnel rosters and telephone numbers

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX H

FIRE SERVICES

I. PURPOSE

This annex provides for the coordination of fire services activities to ensure the safety of life and property within the Village during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

Fire prevention, fire suppression, and hazardous materials operations are daily problems faced by fire service personnel.

B. Assumptions

Existing fire personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements. When additional support is required, assistance can be obtained from state and federal agencies.

III. CONCEPT OF OPERATION

- A. During emergencies, fire services must be prepared to support each other utilizing available expertise, equipment and manpower.
- B. In an emergency which requires a number of emergency services (eg. fire, rescue, law enforcement, etc.) to respond, all units, regardless of service, will be coordinated by an incident commander.
- C. On scene, the chief officer of the district in which the incident occurred is the incident commander.
- D. Under the Illinois Hazardous Material Right to Know Law, the Fire Chief should survey facilities within his jurisdiction to identify types and volume of hazardous materials located within the Village. He should consider this information when developing response plans for hazardous materials accidents within the Village. Coordination of facility emergency response plans with the Local Emergency Planning Committee will be included in fire service planning.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Palos Fire District (Lemont FPD) is made up of organized and trained units utilizing paid or volunteer personnel and serve a specific geographical area, providing service to local governments. The primary concern of these departments is structural fires within their jurisdictions. All fire departments include personnel with Rescue, ALS, EMS and EMT training.
2. The control and prevention of forest fires is the responsibility of the Cook County Forest Preserve District with local fire resources.

B. Responsibilities

1. Fire Chiefs

- a. Analyze fire potential and identify fire service requirements.
- b. Assist in the preparation of SOPs for coordination of fire fighting during emergencies.
- c. Develop mutual aid agreements.
- d. Prepare inventories of fire equipment and personnel resources.
- e. Report to EOC, as necessary upon activation, and coordinate fire services operations.
- f. Assist in warning and notifying the affected population of an existing or impending emergency.
- g. Deploy fire personnel and equipment during emergencies.
- h. Provide for protective equipment, and clothing to perform assigned tasks in a hazardous chemical situation.
- i. Provide fire equipment and personnel to supplement staging areas for emergency personnel.
- j. Direct and dispatch fire fighting aid from municipalities (if applicable) and other counties to the disaster site.

- k. Designate staging areas for mutual aid and volunteer forces responding from other areas.
- l. Alert all emergency support services to the dangers associated with technological hazards and fire during emergency operations.
- m. Advise decision makers on the hazards associated with hazardous materials.
- n. Support rescue operations.
- o. Provide radiological and hazardous material decontamination and monitoring support.
- p. Provide fire protection for emergency shelters.
- q. Assist in handling inquiries and informing families on the status of individuals injured or missing due to a disaster event.
- r. Provide support personnel to assist in traffic control and damage assessment operations.
- s. Conduct fire safety surveys during recovery.

V. DIRECTION AND CONTROL

- A. Direction and Control of local fire district is exercised by the executive branch of government under the supervision of the Village of Palos Park and Fire Protection District during EOC activation and under the Fire Chief of the Fire Districts.
- B. Coordination of fire services in an emergency is accomplished by the Fire Chiefs, utilizing mutual aid agreements developed with local units; and statewide, through the State Emergency Response Team.

VI. ADMINISTRATION AND LOGISTICS

- A. A listing of personnel and equipment for fire services located in the Village will be maintained by the Village Emergency Management Office.
- B. Reports and records of fire services activities during an emergency/disaster will be collected and maintained by the Village Emergency Management Office.

- C. Agreements between fire services and related organizations will be kept on file in the Village Emergency Management Office.
- D. Fire services will maintain current maps and charts and current notification/recall rosters.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Each fire department will maintain procedures that reflect their operational capabilities.
- B. This annex will be reviewed on an annual basis.

C. VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX I

HEALTH AND MEDICAL SERVICES

I. PURPOSE

This annex provides for protection of the public health and provisions for medical services during natural and technological emergencies.

II. SITUATION AND ASSUMPTIONS

A. Situation CCDPH & IDPH

1. Most emergency situations can lead to public health and medical problems.
2. A well-planned health and medical support network is essential during emergency situations.
3. Existing medical facilities located in the Village are listed in the Village Resource Manual.
4. Depending on the nature of the incident, complications may include general health problems, traumatic injury, communicable disease, contamination of food and water and mental health ailments.
5. The release of toxic or hazardous materials may result in air, water or soil contamination.

B. Assumptions

1. A large-scale emergency may result in increased demands on hospitals, EMS, health and medical personnel.
2. Many injuries, both minor and relatively severe, will be self-treated by the public.
3. Many of the injured will be transported to medical facilities by people other than medical personnel.
4. EMS is most critical within the first 30 minutes of the emergency. Mutual aid assistance usually arrives after this critical period.
5. Resources available through area and regional medical, health and mortuary services mutual aid agreements will be provided.
6. When local resources can no longer meet the demand of the situation, State agencies will be contacted to provide additional resources and/or to assume control of the response.
7. Catastrophic disasters may affect large areas of the Village and medical resources may be damaged, destroyed, or unavailable.
8. In an attack or disaster situation it may be necessary to relocate hospital facilities and seriously ill patients.

III. CONCEPT OF OPERATION

A. General

1. Emergency operations for public health and medical services will be an extension of normal agency and facility duties.
2. Coordination between Health/Medical providers is necessary to ensure emergency operational readiness.

B. Health

1. The primary concern of public health is disease control. The County Department of Health will implement effective environmental health, nursing and health education practices to minimize the incidence of disease.
2. Frequent inspections of damaged housing and emergency shelters will be necessary to determine the need for emergency repairs, pest control, sanitation, or other protective procedures.

C. Medical

1. EMS will provide ALS care as needed during emergency situations and coordinate necessary medical transportation.
2. EMS capabilities will be supported by the Rescue Squad and fire departments serving their respective response districts.
3. During mass casualty incidents, EMS will establish patient triage, holding, treatment and transportation areas.
4. When necessary an EMS official will be located at an established command post to coordinate responding medical units and establish communication links with hospitals and the Village Communications Center (or EOC).
5. Transfer of authority on-scene will be in accordance with established procedures.

D. Mortuary - The Medical Examiner will identify and take charge of the proper recovery of human remains.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The CCDPH and IDPH will coordinate, organize and supervise emergency public health operations.
2. The EMS Director will coordinate emergency medical service operations.
3. The Medical Examiner will coordinate activities relating to the identification of the dead and mortuary services.
4. Emergency health and medical teams will be provided with safety and health equipment for response to hazardous materials incidents.
2. Emergency Medical Services Director MABAS POD Hospitals
 - a. Develop EMS procedures and mutual aid agreements.
 - b. Coordinate with all medical facilities and air medical services; as well as maintain field communications with other response groups.

- c. Maintain liaison with American Red Cross (ARC) and other volunteer service agencies to support first aid and supplement medical resources in shelters and other disaster situations.
- d. Provide for the dispatch of ambulances and the transport of victims to medical facilities.
- e. Coordinate response capabilities utilizing the emergency rescue, medical and ambulance units.
- f. Maintain a casualty tracking system.
- g. Provide for nursing care to the extent that local medical standing orders allow.

3. Rescue Squad Chief

- a. Provide trained personnel to support EMS as first responders and back up personnel to operate EMS unit.
- b. Provide trained personnel to conduct search operations, in conjunction with local EM and local Law Enforcement agencies.
- c. Conduct rescue operations as deemed necessary by the Incident Commander or the EOC.
- d. Provide personnel and equipment to respond to Aquatic Emergencies, both on and below the surface.
- e. Assist in traffic control as necessary.
- f. Assist other agencies with personnel and expertise as needed in a disaster situation.

4. Hospital Disaster Coordinator

- a. Maintain listing of medical facilities.

- b. Provide direction and control for hospital staff during emergencies, coordinating transportation of casualties and medical resources to health care facilities.
- c. Identify facilities that could be expanded into emergency treatment centers.
- d. Prepare procedures for reducing patient populations (e.g., discharge of less critically ill patients.)
- e. Implement hospitals disaster plans.
- f. Maintain liaison with EMS Coordinator and provide medical guidance as needed to field units.
- g. Establish and maintain field and inter-hospital medical communications.
- h. Provide for emergency treatment and hospital care of disaster victims and arrange for a hospital triage team when appropriate.
- i. Dispatch triage physician teams to disaster site as requested.
- j. Provide for medical care centers in the hazard area and provide for the medical care and preventative medical treatment of essential workers and injured persons.
- k. Arrange for the restocking of medical supplies and equipment during the recovery phase.
- l. Provide for medical care of relocated persons at shelters and congregate care/reception centers.

5. Cook County Medical Examiner

- a. Develop procedures for the recovery, identification, registration and disposition of the dead. These procedures should include use of professionals and volunteers to sort, document, identify dead and the establishment of a morgue.
- b. Identify resource equipment and supplies (e.g., refrigerated trucks; body bags.)
- c. Coordinate with search and rescue teams.

- d. Determine cause of death and issue death certificates.
- e. Notify next of kin and release remains and personal effects of the deceased.
- f. Issue press releases in conjunction with the Village Emergency Public Information Officer (PIO).
- g. Coordinate with funeral directors, ambulance services, pathologists, ARC, dentists, X-ray technicians and law enforcement in a mass casualty incident.
- h. Ensure continuity of mental health treatment and medication for relocates.
- i. Provide crisis counseling to professionals and support staff working with the relocated population.
- j. Arrange Critical Incident Stress Debriefings for emergency workers and disaster victims.

8. Superintendent of Schools

- a. Provide trained medical/health personnel (e.g., school nurses, counselors, etc.) as available.
- b. Provide school facilities for temporary medical treatment facilities, as needed.
- c. Provide buses and drivers, on request, for evacuations of medical and health care facilities.

9. American Red Cross Liaison (ARC)

- a. Provide food for emergency workers and patients.
- b. Maintain a medical evacuee tracking system.
- c. Provide blood through blood donor program.
- d. Provide nursing staff and nursing aides as requested.
- d. Support the emergency response by medical/health and mental health agencies as requested.

- e. Provide volunteers to assist in the care of special needs population.
 - f. Answer inquiries and inform families on status of individuals injured or missing.
10. Volunteer Groups (e.g., Salvation Army, Ministerial Association)
- a. Provide support personnel for counseling services for disaster victims.
 - b. Provide appropriately trained personnel, as available, to response teams.
 - c. Assist ARC in handling inquiries and informing families on the status of individuals injured or missing.

V. DIRECTION AND CONTROL

- A. Emergency public health operations will be directed from the EOC by the Health Director.
- B. The EMS Director will direct and control EMS operations. For on-scene incidents, the senior officer will assume direction and control.
- C. The Medical Examiner will direct and control all activities connected with identification of the dead and mortuary services.
- D. The Health Director and EMS Director will maintain communications with their field forces and will keep the EOC informed of activities performed along with personnel and equipment needed to maintain adequate response and recovery efforts.

VII. ADMINISTRATION AND LOGISTICS

- A. General
 - 1. The CCDPH and IDPH will arrange for the collection and processing of vital statistics and other documentation.
 - 2. Data related to disease outbreaks will be collected and forwarded to appropriate State and Federal officials.
 - 3. Health inspections will be conducted with increased frequency.

4. The Health Director and EMS Director will determine what operating records will be essential for post disaster analysis and will require maintenance of these records.

B. Logistical Support

1. Arrange for mutual aid medical response teams.
2. Provide for augmentation personnel to support medical response teams.
3. Provide for the acquisition of medical/health equipment and supplies.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Health Director, EMS Coordinator and Medical Examiner will develop/maintain procedures to support this Annex.
- B. Involved agencies will maintain current internal notification/recall rosters.
- C. This annex will be reviewed on an annual basis.

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX J

RESOURCE MANAGEMENT

I. PURPOSE

This section provides for the identification and management of resources that may be utilized during emergency/disaster situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Many of these resources would be critical to the immediate emergency response following a major emergency/disaster event, and others may be critical for long term recovery operations.
2. Several categories of resources have been identified in Village of Palos Park and its municipalities to include:
 - Personnel
 - Equipment
 - Facilities
 - Information
3. Village of Palos Park Emergency Management maintains a list of public and private sector resources that could be utilized during an emergency/disaster response.
4. Village of Palos Park's resource inventory is updated on a regular basis.

B. Assumptions

1. During or following an emergency/disaster situation, the initial emergency response will be dependent upon local public and private resources.
2. Adequate local resources do not exist to cope with a catastrophic emergency/disaster response.

3. Identified public and private sector resources will be available when needed for emergency/disaster response.
4. Necessary personnel and supplies will be available to support emergency resource response.

III. CONCEPT OF OPERATIONS

- A. Village of Palos Park Municipal Departments and Agencies will use their own resources and equipment during emergency/disaster situations and will have control over the management of the resources as needed to respond to the situation.
- B. The commitment of resources from outside Village government will be initiated by the Emergency Management Coordinator with operational control being exercised by the on-site commander of the service requiring that resource.
- C. Resource management will be coordinated by the Village of Palos Park Emergency Management Office and the Village of Palos Park from the Village EOC during Village wide emergency/disaster situations and by local officials from Palos Park in the EOC during smaller in-town emergencies.

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX K

ANIMAL PROTECTION AND CONTROL

I. Purpose Statement:

To protect wild and domesticated animal resources, the public health, the public food supply, the environment, and to ensure the humane care and treatment of animals in case of a large-scale emergency, including hurricanes, tornadoes, floods, wind driven water, drought, fire, explosion, building collapse, commercial transportation accidents, chemical spills, nuclear power plant accidents, foreign animal disease outbreaks, incidents of bioterrorism, or other situations that cause animal suffering.

II. Scope:

This Plan is intended for use by local government to take immediate action in providing a means of care and control to minimize animal suffering in the event of a large-scale emergency. This action will be aimed at all animals that may need help whether such animals are owned, stray, domestic, and/or wild. Within Village of Palos Park, the Emergency Management Coordinator or his authorized representative(s) may place into effect established plans and procedures and direct both the emergency and recovery aspects of the incident. One may deviate from these procedures when, in his judgment, immediate and direct action is necessary to protect the public safety.

III. Affected Agencies/Responsibilities:

IV. Primary Agencies:

A. Village of Palos Park, Cook County Animal Control, PAWS, Chicago Ridge Animal Welfare League:

1. Coordinate support agencies to manage animal protection in large-scale emergencies.
2. Provide and coordinate personnel, equipment, and shelter as required to protect displaced, sick, and/or injured domestic and non-domestic animals.

B Village of Palos Park Emergency Management:

Activate the Emergency Operations Center, if necessary. Responsible for overall direction and control of the emergency incident.

V. Support Agencies:

A. Village of Palos Park, Cook County Animal Control & Private Vendor
Coordinate the disposal of deceased animals that may impact the public health. Provide services to control injuries / bites / diseases related to the protection of animals. Investigate all potential rabies exposures.

B. Village of Palos Park. When possible, provide personnel, equipment, and shelter as required to shelter and care for pets of evacuated citizens and in cases when established shelters are filled or destroyed.

C. American Red Cross:
Provide volunteers to assist in the protection of animals during an emergency shelter situation. Work with Emergency Management personnel in the coordination of animal shelters in Village of Palos Park.

VI. Additional resources:

A. Illinois Veterinary Medical Association:
Provide personnel to aid in the medical treatment of animals. Activate regional Veterinary Medical Assistance Teams (VMAT).

B. Humane Society of the United States:
Provide personnel and equipment as required to rescue and care for domestic and nondomestic animals.

C. American Humane Association:
Provide personnel and equipment as required to rescue and care for domestic and nondomestic animals.

D. Illinois Department Natural Resources:
Provide personnel and equipment as required to protect wildlife.

E. Private Boarding Kennels, Stables, Dog Clubs, and Horse Clubs:

Provide personnel, equipment, and shelter as required to shelter and care for pets from evacuated citizens and in cases when established animal shelters are filled or destroyed.

F. Private Farms:

Provide shelter and supplies to care for displaced livestock.

VII. Planning

Assumptions:

- A. The owners of pets or livestock, when notified of an upcoming emergency, will take reasonable steps to shelter and provide for animals under their care and/or control.
- B. Natural, technological, or manmade disasters could affect the well-being of domesticated or non-domesticated animals.
- C. The Village should plan both for emergency situations and to carry out response and recovery operations utilizing local resources. Outside animal care and rescue assistance would likely be available in most large-scale emergencies affecting the Village.
- D. Animal protection planning should ensure the proper care and recovery of animals impacted during an emergency. These plans may include measures to identify housing and shelter for animals, communicate information to the public, and proper animal release.
- E. Public information statements will be issued through the various media outlets. This information will include locations where domestic and nondomestic animals (including livestock and wild animals) may be accepted during emergency situations.
- F. A large-scale emergency in Village of Palos Park may warrant immediate response from State and local personnel, agencies, and organizations. However, emergency situations may become compounded due to the nature of the emergency and also require activation of additional specialized agencies through mutual aid.
- G. Through effective animal protection planning and organization, disaster relief efforts would be more expedient.

VIII. General:

- A.** The primary and support agencies identified in this Standard Operating Procedure will manage and coordinate local animal protection activities. These agencies will use established animal control and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resource needs in the event of a large-scale emergency lies primarily with the Village of Palos Park Emergency Management in cooperation with the Sheriff's Department, Animal Control Division, Cook County Health Department, and local resources, Fitzjoy Farms, and The Center Children's Farm.

- B.** Requests for animal protection assistance and resources such as food, medicine, shelter material, specialized personnel, and additional veterinary medical professionals, will be transmitted from the local Emergency Management Office to the State Emergency Management Office. Should the need for Federal or State resources exist, the State Emergency Operations Center will coordinate the requests for assistance.

- C.** Animal protection operations will be managed under the Village of Palos Park National Incident Management System (NIMS). Public health concerns will be managed in accordance with appropriate Village of Palos Park Health Department plans and procedures.

- D.** Animals Included Under the Plan:
 - 1.** The sheltering and protection of domestic and non-domestic animals (including livestock) are the responsibility of their owners.

 - 2.** Domestic and non-domestic animals that are lost, strayed, incapable of being cared for by their owners, or in danger to themselves or the public will be the responsibility of municipal or Village of Palos Park animal control officials, or other identified agencies. These animals will be sheltered, fed, and, if possible, returned to their owners. If the animals cannot be returned to their owners, they will be disposed of in accordance with established animal control procedures.

 - 3.** Wild animals should be left to their own survival instincts. Wild animals out of their natural habitats that are in danger either to themselves or the public will be the responsibility Illinois Department of Natural Resources personnel, in cooperation with local animal control officials, and returned to their natural habitat if possible.

IX. Notification:

This plan and implementing procedures will be activated in the event of a large-scale emergency causing a significant need for animal protection. The Village of Palos Park and County Animal Control Supervisor will determine when these procedures will be implemented and notify the appropriate primary, support, and mutual aid agencies. The Village of Palos Park and Cook County Animal Control Division will maintain a call down notification system. Notifications/activations will be coordinated through.

X. Communications:

Communications between the primary and support agencies will occur primarily through telephone, facsimile and cellular telephone transmission. EMA and Fire personnel, when available, will accompany field units to provide both tactical support and communications with the EOC. Amateur radio will be used as a backup system if other communication is impossible due to the nature of the emergency situation.

XI. Public Information (PI):

A spokesperson from Village of Palos Park will be responsible for the coordination of all media activities and press releases associated with the protection of animals.

PI responsibilities may include:

1. Notifying the public of appropriate shelters to drop lost/stray animals, animals that they cannot care for, or animals that need immediate medical assistance.
2. Delivering instructions to the public to prepare their pets for an impending emergency (See attached Annex A) and/or instructions for minor "at home" medical responses for pets injured in an emergency situation (Annex to be developed).
3. Initiating a system to direct inquiries on lost pets to the appropriate animal shelters.
4. Other information as appropriate to the situation.

XII. Response:

The owners of pets or livestock, when notified of an emergency, will take all reasonable steps to shelter and provide for animals under their control.

A. Search and Rescue:

1. Domestic Pets:

Domestic pets at large, or in need of assistance due to the emergency or to the death or evacuation of their owners, will be the responsibility of municipal or county animal control officials.

2. Stranded Animals:

In the event that animals cannot be rescued due to the emergency situation, food and medical assistance may be delivered to the animals by the appropriate agency when possible.

3. Additional Aid:

In the event that municipal and Cook County Animal Control are unable to meet the need for search and rescue personnel, a representative from Village of Palos Park may request search and rescue assistance from the American Humane Association, the Humane Society of the United States, or other available rescue groups.

B. Shelters:

1. Evacuated Domestic Pets:

a. Private Resources:

Domestic pets from evacuated citizens will be sheltered at the Animal Welfare League Shelter, private boarding kennels, or veterinary hospitals as close to the evacuation shelters as possible.

Upon the activation of evacuation shelters for citizens, a representative from a local Veterinary Medical Association will be contacted by the shelter manager and requested to initiate the opening of prearranged private

boarding kennels and veterinary hospitals as boarding facilities.

b. Animal Evacuation Shelter:

If possible and if the need arises, the Village may try and open an evacuated pet shelter. Pets of evacuated citizens will be transported to this shelter as citizens arrive with their pets at the citizen's evacuation shelters.

c. Evacuated Citizens with Special Needs:

Citizens with special needs (individuals with mental or physical handicaps who require evacuation assistance) may require assistance in evacuating their pets.

2. Stray/Lost Domestic Pets:

All stray/lost domestic pets recovered by Animal Control will be sheltered PAWS or Chicago Ridge Animal Shelter, or temporary shelters set up for this purpose. Any pets whose owners cannot care for their pets or domestic pets found by citizens will also be sheltered at these locations. Private boarding kennels and veterinary hospitals may serve as overflow shelters and will be requested to open through the Village of Palos Park

3. Wild Animals:

If possible, wild animals outside of their natural habitat endangering the public, will be transported back to their natural habitat. If the responsible agencies are unable to transport the animal back to its natural habitat due to the nature of the emergency or to injuries that the animal may have sustained, the animals may be transported to an Animal Shelter, a local licensed wild animal rehabilitator, U of I Veterinary Medicine for shelter or medical treatment or disposed of in accordance with established animal control procedures.

5. Incapacitation of Shelters:

In the event that established shelters are destroyed or incapable of functioning due to the nature of the emergency situation, private boarding kennels, veterinary hospitals, stables, may be requested to open as boarding and/or medical facilities. In rare cases, during large-scale emergencies, animals may be moved outside Village of Palos Park for care and protection.

C. Medical:

1. Hospitals:

The Village of Palos Park and Cook County Animal Control Division will coordinate the resources for a medical facility for domestic animals which cannot be accommodated by the various shelters due to the animals' injuries.

2. Staff:

Volunteers from the Village of Palos Park Veterinary Medical Association and others will assist in providing the veterinary medical care in these shelters.

XIII. Recovery:

A. Release/Destruction:

1. Domestic Pets:

The Village of Palos Park and Cook County Animal Control will support efforts to identify owners of stray/lost animals. If owners cannot be found, PAWS and Chicago Ridge Animal Welfare, with the assistance of the Humane Society will attempt to adopt or sell those animals according to established animal control procedures.

B. Disposal of Animal Carcasses:

Disposal of deceased animals will be the responsibility of the Village of Palos Park Health Department, Environmental Services Section. They will arrange for disposal of:

1. Euthanized animals

2. Animals killed in the emergency situation

XIV. Review and Update

On a regular basis, this procedure will be reviewed and updated as appropriate by the Village of Palos Park and Cook County Animal Control Division, and the Village of Palos Park Emergency Management, and other affected agencies.

Village of Palos Park Disaster Planning Tips For Pets, Livestock, Wildlife & Domestic Pets

- If you evacuate your home, **DO NOT LEAVE YOUR PETS BEHIND**. Pets most likely cannot survive on their own, and if by chance they do, you may not be able to find them when you return.
- For public health reasons, many emergency shelters cannot accept pets. Find out which motels and hotels in your area allow pets. Include your local animal shelter's number in your list of emergency numbers—they will be able to provide information concerning pets during a disaster.
- Make sure identification tags are up to date and securely fastened to your pet's collar. If possible, attach the address and/or phone number of your evacuation site. Make sure you have a current photo of your pet for identification purposes.
- Make sure you have a secure pet carrier, leash or harness for your pet so that if the animal panics, it cannot escape.
- Take pet food, bottled water, medications, veterinary records, cat litter/pan, can opener, food dishes, first aid kit and other supplies with you in case they are not available later.
- Make sure you have a copy of your pet's medical records. If you are unable to return to your home right away, you may need to board your pet. Most boarding kennels, veterinarians, and animal shelters require that your pet's vaccinations are current.
- If it is impossible to take your pet with you to temporary shelter, contact friends, family, veterinarians, or boarding kennels to arrange for care. Make sure medical feeding information, food, medicine and other supplies accompany your pet to its foster home.

Wildlife

- Wild animals often seek higher ground which, during floods, eventually become submerged (i.e., island) and the animals become stranded. If the island is large enough and provides suitable shelter, you can leave food appropriate to the species. Animals have a flight response and will flee from anyone approaching

too closely. If the animal threatens to rush into the water, back away from the island.

- Wildlife often seek refuge from floodwater on upper levels of a home and may remain inside even after the water recedes. If you meet a rat or snake face to face, be careful but don't panic. Open a window or other escape route and the animal will probably leave on its own. Never attempt to capture a wild animal unless you have the training, protective clothing, restraint equipment and caging necessary to perform the job.
- Beware of an increased number of snakes and other predators who will try to feed on the carcasses of reptiles, amphibians and small mammals that have been drowned or crushed in their burrows or under rocks.
- Often, during natural disasters, mosquitoes and dead animal carcasses may present disease problems. Outbreaks of anthrax, encephalitis and other diseases may occur. Contact your local emergency management office for help.

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX L

DONATIONS MANAGEMENT

I. PURPOSE

This section describes the management of goods donated as disaster relief to the people of Village of Palos Park, as well as the collection and shipment of goods donated by the people of Village of Palos Park to victims in other areas.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Historically, persons not directly affected by an emergency/disaster are eager to render aid to disaster victims through donations of money, goods, and services.
2. Lack of an organized system of management for the identification, receipt, organization, and distribution of donations will result in chaos.
3. The timely release of information to the public regarding needs and points of contact is essential to management of donated goods.

4. Donated goods are essential to recovery in most cases.
5. Suitable facilities, equipment, and personnel are needed for the management of donated goods.
6. The coordination of the collection, packaging, and shipment of goods to a disaster area is best accomplished at the Village level.
7. The Salvation Army has been designated as the lead agency in Village of Palos Park to manage the collection, handling, storage, and distribution of donated goods. Working in conjunction with other service organizations IE.. Red Cross, private sector partners
8. Monetary donations, staple goods, and those items specifically requested best serve the needs of victims.
9. Distribution of donated goods must be coordinated with the identification of unmet needs.

B. Assumptions

1. Suitable space and equipment will be available to receive, sort, and store the influx of donated goods.
2. Adequate personnel for donated goods operations will be available.
3. Local distribution sites will be convenient to the affected populations.
4. A regional reception and distribution site for donated goods will be established by the State.
5. Unsolicited donations of goods can be expected.
6. Donations of non-useful and unwanted goods can be expected; these include loose, unsorted clothing, extremely perishable items, and worn-out items.
7. People unaffected by the disaster will seek to receive donated goods.
8. Some donors will seek to bypass the distribution system established by the Village.
9. An aggressive public information effort will expedite the distribution of goods as well as limit an influx of unwanted items.
10. Citizens and businesses of Village of Palos Park will elect to donate money and goods to disaster victims elsewhere; they will need and seek guidance on methods of participation.
11. Transportation will be available to ship donated goods from the Village to other destinations.
12. It is inevitable that there will be a surplus of some donated goods which will require disposal.

III. CONCEPT OF OPERATIONS

A. Receipt of Donated Goods for Village of Palos Park

1. The Salvation Army will serve as the lead agency for the reception and distribution of donated goods.

2. The magnitude of the disaster and the severity of local need will dictate the amount of space and personnel required for the reception and distribution of donated goods.
3. Ideally, a central reception and sorting center for donated goods should be established, and separate locations convenient to the affected areas of the Village should be utilized as distribution centers.
4. The Salvation Army will coordinate with other relief agencies working on the disaster to ensure needs are met without duplication of effort.
5. Operational personnel will be solicited from the Volunteer Coordinator's list of available personnel resources.
6. Public information regarding distribution sites, needed goods, volunteers, and other pertinent matters will be coordinated by the Public Information Officer.
7. Requests for needed goods and re-supply of needed goods will be channeled through the State EOC.
8. Upon receipt, donated goods must be sorted and packaged in a manner suitable for distribution.
9. When identified as not needed, unwanted goods should be refused.
10. Surplus donated goods will be sold or otherwise disposed of in a manner consistent with the donor's apparent intent.

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX M

RECOVERY/DAMAGE ASSESSMENT

I. PURPOSE

This section presents a system to coordinate damage assessment and reporting functions, estimate the nature and extent of the damage, and provide disaster recovery assistance.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Most hazardous events which may affect Village of Palos Park have the potential for causing damage. A planned damage assessment program is essential for effective response and recovery operations.
2. If a significant emergency/disaster occurs, a series of damage assessment activities will be required in the following order:
 - a. The Village Immediate Situation Report results in notification to the State EOC, information on the severity of the problems and the determination of need for further assistance.
 - b. The State supported Impact Assessment results in the identification of immediate life support needs.
 - c. Federal/State supported Damage Assessment precedes the delivery of a Presidential Disaster Declaration and defines the specific needs for long term recovery.
3. Following a significant disaster/emergency occurrence, a multitude of independent damage assessment activities will be conducted by a variety of organizations including Village Damage Assessment Teams, American Red Cross, Insurance Companies, Utility Companies, Federal Agencies (Fish and Wildlife), etc. Village of Palos Park will utilize the personnel from the Village and County Departments, fire departments and the American Red Cross to conduct the official Village of Palos Park Damage Assessment.
4. Recovery from a significant disaster will be managed in two identifiable phases as follows:
 - a. Phase One is the emergency reaction phase and the implementation of emergency plans. Actions under this phase include emergency security, debris removal, mass care, and restoration of essential services. The Village Emergency

Management Office will assume the lead role in coordination of this phase.

- b. Phase Two is the long term reconstruction phase. Actions under this phase include: rebuilding of damaged public buildings, rebuilding of roadways and bridges, rebuilding of private homes and private businesses, etc. The lead roles in this phase will be assumed by the Village Manager, Building / Code Department, the Village Finance Officer, and the Emergency Management.
5. If the magnitude and severity of the emergency or disaster warrants it, a Presidential Disaster Declaration can be granted thus making Federal Government Assistance available to Village of Palos Park.

B. Assumptions

1. The Village will continue to be exposed to various hazards resulting in damage to both public and private property.
2. A significant response of both solicited and unsolicited resources from outside the impacted area can be expected, and preparations must be made in order to manage this assistance.
3. Emergency public information is a critical tool in immediate post disaster response for informing the public about actions being taken, and for requesting help from outside the area of impact.
4. Damage to the utility systems and to the communications systems may hamper the recovery process.
5. Routine government agency operations such as delivery of social programs, legal processes, elections and cultural events may be postponed as a result of the disaster.
6. A major disaster could have a significant long term economic impact on the Village.
7. A major disaster affecting the Village could result in the severance of a main transportation artery resulting in a significant alteration of lifestyle in the Village.

III. CONCEPT OF OPERATIONS

A. General

Responsibility for Immediate Situation Reports/Phase One of recovery operations lies with local government.

B. Specific

1. Emergency and recovery operations will initially be coordinated from the

2. Accurate emergency logs and expenditure records must be kept from the onset of the disaster by each response agency/organization.
3. The Damage Assessment Officer with assistance from the American Red Cross, will coordinate the compilation of damage survey data, prepare damage assessment reports for the Emergency Management Coordinator, and plot damaged areas on local maps.
4. The Emergency Management Coordinator (EMC) will review, with other appropriate local officials, the damage assessment reports to determine if any outside assistance will be necessary to recover from the disaster.
5. The EMC will forward damage assessment reports and any requests for assistance to IEMA & FEMA.
6. By Executive Order, the Illinois State Police is authorized to commit any state resources to assist with the emergency/recovery efforts.
7. Based upon the local damage assessment reports, the State Emergency Operations Team will determine what recovery capabilities are available to meet the anticipated requirements.
8. The Governor may request a Presidential Declaration of a "major disaster", "major emergency", or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local/private disaster relief efforts.
9. The President, under a "major emergency" declaration may authorize the utilization of any federal equipment, personnel and other resources.
10. The President, under a "major disaster" declaration may authorize two basic types of disaster relief assistance:
 - a. Individual Assistance (IA)
 - i. temporary housing (100% federal dollars);
 - ii. individual and family grants (IFG) [75% federal, 25% state/local funds];
 - iii. disaster unemployment assistance;
 - iv. disaster loans to individuals, businesses, and farmers;
 - v. agricultural assistance;
 - vi. legal services to low-income families and individuals;
 - vii. consumer counseling and assistance in obtaining insurance benefits;
 - viii. social security assistance;
 - ix. veteran's assistance;
 - x. casualty loss tax assistance.

- i. debris removal;
- ii. emergency protective measures;
- iii. permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities, public recreational facilities, etc.

11. In the event a major disaster or emergency is declared:

- a. A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate the federal efforts.
- b. A State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) will be appointed by the Governor to coordinate the state efforts.
- c. A Disaster Field Office (DFO) will be established within the state (central to the damaged areas) from which the disaster assistance programs will be administered.
- d. For IA only, Disaster Application Centers (DACs) will be established central to the affected areas where individuals may apply for assistance.
- e. If the area is declared eligible for Public Assistance programs, an Applicant's Briefing will be conducted for officials of the Village, cities, and private nonprofit organizations to explain eligibility criteria. The Emergency Management Coordinator will be requested to assist with identifying and notifying eligible applicants

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX N

HAZARDOUS MATERIALS

I. PURPOSE

This section provides information for a response in Village of Palos Park to hazardous material emergencies, and assists the Local Emergency Planning Committee in meeting its requirements under the Emergency Planning/Community Right to Know Act - SARA Title III.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The threat of a major disaster involving hazardous materials has escalated due to the increase in everyday use and transportation of chemicals by the various segments of our population. Our Village has some facilities storing hazardous materials and many trucks hauling hazardous materials along populated routes of our Village and has presented a lot of problems in emergency planning.
2. Hazardous materials emergencies could occur from any one of several sources including shipping, roadway and rail transportation, aircraft accidents, or fixed facility accidents. Over 90% of our hazardous material incidents involve hydro-carbon products.
3. Evacuation or sheltering in place may be required to protect portions of the population of Village of Palos Park.
4. Certain hazardous material incidents may require additional response capabilities that are not currently available in Village of Palos Park.
5. Victims of a hazardous materials incident may require unique or special medical care not typically available in Village of Palos Park.
6. The release of hazardous materials may have short and/or long term health, environmental and economic effects depending upon the chemical composition of the substance
7. Hazardous materials emergencies may occur without warning requiring immediate emergency response actions.
8. The local Fire Department and Emergency Services will respond to the incident in the initial phase without assistance from outside the jurisdiction. This includes notification and warning of the public, evacuation or sheltering in place, immediate first aid, and isolation of the scene.
9. Currently Palos Fire District and CART has trained hazardous materials teams to response to hazardous materials incidents. The State Regional Response Team and the state RRT can be accessed through the State EOC.

B. Assumptions

1. Planning and training prior to an incident will significantly reduce the risk to personnel.
2. Emergency response personnel are knowledgeable in the use of available resources.
3. The U. S. DOT Emergency Response Guidebook, alone or in combination with other information sources, is used as a guide for initial protective action at incidents involving hazardous materials.
4. Response time for resources requested from outside the Village will require a minimum of two hours.
5. Incidents in which the military can be identified as the responsible party, will generally be resolved by Federal resources.
6. Hazardous materials incidents that occur in which the responsible party cannot be identified will be resolved at the expense of the jurisdiction in which the event occurred.

III. CONCEPT OF OPERATIONS

- A. There are several types of incidents involving hazardous materials: (1) incidents at fixed facilities, (2) Shipping incidents, (3) Roadway or Rail transportation accidents, and (4) unknowns materials on the Cal Sag shore, railroad, or roadway.
- B. The level of response required for an incident is determined by:
 1. the quantity, quality and the toxic effects of the material involved in the release;
 2. the population and/or property threatened;
 3. the type and availability of protective equipment required for the released material, and;
 4. the probable consequences should no immediate action be taken.
- C. Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include in place sheltering, evacuation, and/or isolation of the contaminated environment.
- E. Response procedures for each incident will be according to local policies and procedures in compliance with worker safety standards.

- E. This plan recognizes that a hazardous materials incident can change with time, and necessitate escalating the response, or downgrading the response as the situation dictates.
- F. The Local Emergency Planning Committee has been established at the Village level to identify the magnitude of the local hazard, assess the vulnerability of the community to that hazard, and provide planning guidance for emergency response. The LEPC is responsible for the following:
- Develop procedures to ensure a perpetual chemical hazard identification and risk assessment program within the jurisdiction.
 - Ensure development of procedures for notification and warning in the event of an incident involving hazardous materials.
 - Maintain status of training for all responders to hazardous material incident (including management) in accordance with applicable laws, policies, procedures and standards.
 - Identify resources needed for response to hazardous material incidents from public and private sources to make recommendations to the Village/Municipal Officials about emergency response matters.
 - Support an on-going cooperation for plan implementation, maintenance, training and exercising.
 - Ensure that facility personnel are trained in emergency response procedures, including but not limited to, determining that a release has occurred and notifying appropriate facility personnel.
- G. Specific hazardous materials facility information has been gathered and is available to the response community through the Fire District & Village of Palos Park Office of Emergency Management.
- H. Coordination between jurisdictions will be achieved through regional coordination with the Central Branch Office or through direct contact with towns and other counties.
- I. Training programs for emergency responders in the Village will be through individual agency in-service training, community college courses, and other offerings of related training. Exercise schedules for this plan are developed and maintained by the emergency management office.

VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX O

VITAL FACILITIES

I. PURPOSE

This section provides for the identification and management of critical/vital facilities.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Many of these identified facilities would be vital to emergency response during a major emergency or disaster event. Other facilities would be critical for immediate and long-term recovery operations.
2. Several categories of vital facilities and resources have been identified in Village of Palos Park including:

Vital Facilities:

- a. Shelter Facilities
- b. Health/Medical Facilities
- c. Government Facilities
- d. Communications Facilities
- e. Public Buildings
- f. Emergency Service Facilities

Vital Utilities:

- a. Communications network components
- b. Electric distribution system components
- c. Transportation networks
- d. Water distribution/waste water facilities

Special Needs Facilities:

- a. Correctional Facilities
- b. Congregate Care Facilities

Vital Resource and services sites:

- a. Private Shelter/Reception Centers
 - b. Landfill and debris collection sites
 - c. Public/Private supply centers
 - d. Helicopter landing sites
3. Village of Palos Park Emergency Management maintains a list of public and private sector resources that could be utilized during an emergency/disaster response.
 4. Village of Palos Park vital facility information is updated on a regular basis.

B. Assumptions

1. Identification of vital facilities will make it possible to predict the consequences of disaster, and to expedite the response of necessary resources from outside the area of impact.
2. Knowledge of vital facilities will reduce the dependence on "unwritten" and "assumed" information.
3. Knowledge of vital facilities will expedite damage assessment and loss estimation.
4. The identification of vital facilities allows for the prioritization of post-disaster areas and restoration.

III. CONCEPT OF OPERATIONS

- A. Information pertaining to vital facilities and resources will be maintained in the Village of Palos Park Emergency Management Office, and accessible to agencies in Village of Palos Park that would have a need to use it.
- B. Continuous update of the vital facilities inventory will be maintained.
- C. Vital facilities may serve as the basis for establishing mutual aid and statements of understanding with other governmental or non-governmental agencies.
- D. Knowledge of vital facilities allows for the implementation of planned mitigation approaches/projects in an attempt to reduce vulnerabilities.

ANNEX P
PUBLIC WORKS

I. PURPOSE

The purpose of this annex is to provide essential public works services during an emergency/disaster to reduce the impact of the emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. In an emergency, there is frequently a need for manpower and equipment to remove obstructions or clear a way to an accident site for emergency debris removal and for restitution of essential utilities.
2. The public works presently have capabilities for building, grounds and street maintenance, water, utility services, equipment maintenance and an outside contractor handles trash collection. Cook County Highway Department and IDOT also has numerous resources to maintain and clear roadways in Village of Palos Park.

B. Assumptions

1. The Village may require extensive assistance during disaster operations for debris removal and restoration of essential utilities.
2. Additional public works resources will be available from surrounding Cities and towns, local contractors, contiguous counties through mutual aid, CCHD, IDOT and the Federal government.

III. CONCEPT OF OPERATION

During emergencies, the public works function expands and the coordination of public works emergency operations is essential. Public works arranges for support services for emergency response agencies and coordinates with the private sector.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. During emergencies, public works in Village of Palos Park will be coordinated by the Public Works Director/s of the various support staff, Village Engineer etc...
2. Public works must be prepared to assist in lengthy operations which start in response and continue through recovery involving clean-up activities and the return of resources.

1. Public Works Director

- a. Prepare procedures to provide public works functions during emergencies.
- b. Develop and maintain resource lists with source, location, availability of equipment, fuel, and operational personnel to support response/recovery operations.
- c. Develop mutual aid agreements.
- d. Jointly with the CCHD IDOT, direct and dispatch public works mutual aid from other jurisdictions and the state.
- e. Maintain emergency power, water and sanitation resources at vital facilities in the village during emergencies.
- f. Prepare required reports and forward to the Village EOC.
- g. Conduct debris clearance operations.
- h. Provide emergency potable water.
- i. Store and provide fuel for emergency vehicles.
- j. Provide sanitation services during emergencies.
- k. Assist in damage assessment operations and relay damage assessment information to the EOC.

V. DIRECTION AND CONTROL

- A. The Public Works Director will direct and control public works activities during emergencies and coordinate with the EOC and other response forces.
- B. The Public Works Director will maintain direct communication with on-site personnel via the public works communications system.
- C. When notified of an emergency situation, the Public Works Director will determine the resources to be committed and alert appropriate personnel.

VI. ADMINISTRATION AND LOGISTICS

- A. Records and Reports
 - 1. Records of personnel and equipment will be maintained.
 - 2. Informational data and maps pertaining to City and Village facilities, streets and utility systems will be maintained.

3. Records and reports regarding expenditures incurred during emergency response/recovery activities (i.e. personnel, equipment, supplies) will be kept.

B. Communications

The communications system will make maximum use of available radio and telephone communications.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Review of this annex on an annual basis will insure that needed changes are made.

- C. The Public Works Director and the Village Emergency Management Office will develop and maintain procedures as well as personnel notification and recall rosters to support this annex. WCD

D. VILLAGE OF PALOS PARK EMERGENCY OPERATIONS PLAN

ANNEX Q

WEAPONS OF MASS DESTRUCTION/CHEMICAL/BIOLOGICAL ATTACK

I. PURPOSE

The purpose of this document is to provide guidance to responders of local government to an incident involving terrorist activity. It is meant as guidance only.

II. SCOPE

It is imperative that each level of government and each response organization (at all levels) be aware of the roles and responsibilities that are required for a professional response.

The legal foundation for this plan can be found in the Presidential Decision Directive (PDD) PDD-39 dated June 1995 and PDD-62 dated May 1998.

III. CONCEPT OF OPERATIONS

As part of the awareness program associated with acts of terrorism, the first responders must first ensure their own protection and the protection of all responding departments.

IV. COMMAND AND CONTROL

This function is perhaps the most critical for ensuring a successful operation. It is **Absolutely Imperative** that a team approach for command and Control be used for response.

The person(s) in charge of the first arriving Emergency unit shall be considered in charge and will assess the incident situation, report conditions, request necessary mutual aid and remain in charge until properly relieved by an

The Incident Command (IC) will determine the best place for staging area(s), and direct that responding resources report to the staging area, unless otherwise directed.

V. ROLES, RESPONSIBILITIES, AND CHECKLISTS

This section outlines the primary areas of responsibility for the primary responding organizations. The checklist will identify critical items of concern for all organizations.

All responding organizations will implement the alerting of their people to the following areas of concern.

All Agencies (Local):

- Develop internal notification procedures for responding departmental personnel
- Ensure internal distribution of response plan
- Follow directions of IC and EOC
- Adhere to site entry protocols
- Ensure adequate training programs are implemented in their department
- Adjust work schedules for 24-hour operations for a minimum of 96 hours (4 days)
- Develop control measures for Chain-of-Evidence process
- Provide department representatives to incident site and EOC
- Document all response activities from time of notification until termination
- Participate in Command and Control team as directed by IC or EOC
- Be ready to commit all available departmental resources to responses and recovery effort
- Provide department needs assessment for operation to IC or EOC
- Develop a need-to-know list for internal operations
- Other as directed by IC or EOC

Law Enforcement Agencies - will have the responsibility for both warning and assisting the public relative to an evacuation, crime scene investigation, and scene control.

- Develop or enhance intelligence gathering capability for acts of terrorism

- Initiate notification process to all participating organizations
- Maintain open lines of communication on intelligence with state and federal agencies
- Review Personal Protective Equipment (PPE) requirements and site entry Protocols
- Initiate a meeting of organizations based on assessment of conditions
- Establish site security based on **Hot zone, Warm zone, and Safe areas**
- Assist in site evacuation of personnel
- Provide shelter security for activation of shelters resulting from incident
- Provide guidance or training for maintaining Chain-of-Evidence process
- Establish ICS if first on scene
- Provide standby capability for security at hospitals and medical facilities
- Other as identified by local law enforcement

Fire and Rescue Services - responsible for scene operations to include recovery, rescue, HAZMAT, and operations.

- Provide fire suppression at site and surrounding location as required
- Determine **Hot zone, Warm zone, and Safe areas**
- Provide rescue and search resource operation
- Provide Emergency Medical Technician (EMT) level for medical assistance
- Assist in evacuation of personnel from site
- Determine area to be evacuated for public safety
- Work with law enforcement for preservation of site evidence
- Interface with EMS provider on medical assistance issues
- Develop new site entry protocols
- Identify, to maximum extent possible, injured personnel and fatalities
- Assist medical examiner with remains recovery
- Establish ICS if first on scene
- Be prepared to assume IC position as conditions change
- Arrange to assist with medical coverage at shelter
- Provide for medical monitoring of response personnel
- Train personnel in signs and symptoms of chemical and biological agents
- Observe site entry protocols
- Assist with mass decontamination of on-site personnel

Emergency Medical Service - responsible for mass casualties' recovery, triage, and transportation of medical patients.

- Assume lead role for on-site medical assistance
- Develop interface with medical doctors for on-site triage of patients
- Develop procedures for notification of medical service providers
- Identify, to maximum extent possible, injured personnel and fatalities
- Assist medical examiner with remains recovery
- Establish ICS if first on scene
- Be prepared to assume IC position as conditions change
- Provide or arrange for medical coverage at shelter site
- Provide for medical monitoring of response personnel
- Train personnel in signs and symptoms of chemical and biological agents
- Provide IC or EOC with needs assessment for incident resolve

- Assist with mass decontamination of on-site personnel

Village Emergency Management - responsible for state and federal coordination of resources, consequence management, and recovery. Emergency management will develop, organize and maintain a Weapons of Mass Destruction (WMD) Standard Operation Procedures', Radiological Protection (RADPRO) Systems, and HAZMAT response data for Village Resources.

Health Department – responsible for coordinating public health response

- Consult and act as liaison with state and federal (CDC) public health authorities
- Provide recommendations regarding decontamination and medical management for biological agents, including post exposure prophylaxis
- Provide agent-specific medical information and medical counseling to exposed individuals and general public as necessary.
- Conduct necessary surveillance and epidemiologic investigations in conjunction with state and federal (CDC) public health authorities.
- Interpret, implement, and enforce required communicable disease control measures (including any necessary isolation and quarantine orders) as required/provided for by NC G.S. 130A-135; 130A-144; and NC AC T15A: 19A.0201 or other appropriate authority
- Together with EMS, act as liaison with medical community regarding incident and recommendations for further medical management and follow-up.

Private Industry

- Develop a Standard Operating Guide (SOG) for terrorism related events at your facility based on hazard analysis's.
- Advise law enforcement of any planned events that would be considered high profile such as strikes, credible threats etc.
- Develop internal notification procedures for mass evacuations of facilities and assure the plan addresses staging areas for employees.
- Make immediate notification to 911 of the threat with as much details as available.
- Make notifications to Senior Management of the threat.
- Provide on site personnel to local public safety officials for facility intelligence and general information. Safety professionals and Human Resource professionals should be available to provide information to local public safety officials.
- Have Maintenance and Engineering available for assistance as needed (items such as water supplies, utilities, chemical reactions, facility layouts, etc.)
- If chemicals are involved, assure proper access Material Safety Data Sheets and other chemical specific information is available including personnel such as chemist.
- For major process facilities, have a schematic of the process available for public safety officials (Risk Management Plan (RMP), Process Safety Management (PSM) plans, etc.).
- Appoint a Public Information Officer (PIO).
- Assist public safety officials with establishing Hot, Warm, and Cold Zones.
- Provide resources as requested if available.

VI. MASS DECONTAMINATION

The ability to conduct mass decontamination of large numbers of people in a very short period is imperative to limit exposure, possible burden to hospitals, and spread contamination. The primary department assigned to this program is The Palos Fire Protection District. And MABAS Assist Units (DOE, DOD, NRC)

Mutual aid fire departments for:

- . Dependable source of clean water
- . Adequate resources to conduct operation
- . Adequate workforce to perform mission
- . Ability to conduct operations at multiple locations

VII. DEMOBILIZATION/DEACTIVATION

This part of response to and from terrorist incidents will be determined by the Incident Commander based on feedback and information from law enforcement agencies and will be based on the threat level as defined by the FBI.

VILLAGE OF PALOS PARK DEPARTMENT OF EMERGENCY MANAGEMENT

COORDINATION/RESPONSE

(Be prepared to handle on own for 72 hours)

Coordination/Response:

1. Park vehicle upwind/upgrade and in a **Safe Zone**
2. Set up the command post in a place away from direct involvement with casualties and personnel.
3. Consider need for a forward command post.
4. Give detailed situation report and establish incident command:
 - Estimate the number of casualties and designate an exclusion zone
 - Alert all personnel to use their SCBA and personal protective clothing
 - **Don your own SCBA and be prepared to use it.**
5. Contact Chicago Field office of the FBI;
6. Request more resources immediately.
7. Assign radio tact channels to sectors to improve both operational control and efficiency.
8. Establish and Maintain direct telephone line or discreet radio tactical channel to the EOC.
9. Assign company(ies) to the command post for staff and command support.
10. Request the senior ranking law enforcement officer to report to and remain at the command post to: coordinate evacuation; cordon area; provide scene security; designate and maintain

scene access for arriving and departing ambulances, medic units, and other emergency apparatus; and serve as liaison with the FBI.

11. Establish sectors immediately and ensure use of vests/tagging system:
 - EMS (triage, treatment, disposition, EMS communications, transportation, and resources)
 - Safety
 - Hazmat
 - PIO
 - Decontamination (SOT/Hazmat)
 - Accountability
 - Law enforcement
 - Rehabilitation
 - Staging
 - Operations
 - Fire/Rescue
12. Alert Regional Medical Centers EMS Coordinator, CCDPH IDPH to imminent mass casualties. (Many may arrive in their own vehicles.)

Assess whether patients are symptomatic. (Depending on the particular agent, symptoms do not show until hours or days after exposure. People who complain of "symptoms" may be psychogenic, have other unrelated ailments or have been chemically exposed.)
13. Suppress boundary fires
14. Emphasize possibility of secondary devices
15. Consider impact of using fixed ventilation system to control the spread of chemical agent vapors. Determine where vapors will be exhausted and cordon area.

Assess the physical state of the suspect material. (Biological agents do not pose an immediate respiratory threat if in liquid form. If the agent is in powdered form and is not disturbed, it does not pose a respiratory threat.)
16. Use Public Works to set-up corridor to help better control scene.
17. Search for victims in surrounding area. Determine the **time** between when people were first "exposed" and when the accident was reported. Was it immediate? Delayed?
- 18 Set up (Buses if possible), to transport ambulatory patients. School District 118 Buses
- 19 Set up Morgue area - removal of bodies

Crime Scene:

- 20 Remember that the incident is also a crime scene. Preserve suspected evidence where applicable. Find containers such as, Dumpsters to store material and evidence from sectorred areas. Set-up evidence tents if needed.

Decontamination:

- 21 Establish pre-decon areas to temporarily control citizens who may need decontamination. Separate people who are symptomatic from those who are not.

22. Use tank water from one or more pumpers for gross decontamination of patients.
23. Set up and staff separate decontamination sites for civilians and emergency services personnel.

Rehabilitation:

24. Request rehydration fluids
25. Designate port of entry for deliveries
26. Control quality of food. Keep food separate from bathroom facilities.
27. Use volunteers to clean up areas, especially sleeping areas.

Administration:

28. Be prepared to direct and/or coordinate the inflow of resources from local, state, and federal agencies. Assign a liaison officer to assist with coordination.
29. Make arrangements for replacement of contaminated personal protective equipment (PPE). Provide Tyvek/suits for protection from body fluids.
30. Consider the need for interpreters
31. Keep track of donated, borrowed, bought supplies.
32. Conduct pre-diffusing briefing before allowing people on site
33. Prepare to handle mail. NOTE: Must account for currency donations.
34. NO non-prescription drugs. Keep control of this.
35. Review/Set-up contracts with /for unusual equipment (Cranes, dumpsters, etc..)
36. Provide tours for VIP's
37. Provide information to local media - Media Center/PIO

VILLAGE OF PALOS PARK

SPECIFIC THREAT

Responding to Anthrax Letters/Threats/Hoaxes

1. Park vehicles upwind/upgrade and not too close to the scene. The first arriving unit (police, fire, EMS) should attempt to isolate and evacuate the area where the suspected mail/package is found. Treat the area as a "Hot Zone" until proved otherwise by competent authorities.

Medically evaluate, Decontaminate (if necessary) and debrief (by local law enforcement authorities) all personnel evacuated from the "Hot Zone".

2. Handling of mail or packages that are suspected of containing potential chemical or biological materials should be kept to an absolute minimum. **Be cautious of any potential secondary devices.**
3. Notify: Palos/ Lemont Fire Haz-Mat Team
 - Haz-Mat will be utilized to retrieve the evidentiary Nuclear, Biological, Chemical, or Radiological threat items.
 - Contact FAA to "clear airspace" and declare a no-fly zone over potential or real WMD release scene.
4. In incidents involving known or suspected "weapons of mass destruction" (WMD), contact:
 - FBI Headquarters (Chicago) .
5. Set-up an effective multi-jurisdictional command post to coordinate the actions of all agencies on the scene.
6. Triple bag threat item(s) in plastic and place in a clean evidence/arson paint can (Assuming it will fit). Send item(s) to laboratory for results. Results of laboratory's analysis may take 72-96 hours.
7. **Decontamination:** At the scene, obtain the names, addresses and phone numbers of persons who were potentially exposed to the alleged anthrax and have them remain at the scene until Incident Command has determined decontamination status. Additionally, obtain the names, addresses and phone number of other persons in the affected facility for future interview and medical monitoring. They should also remain at the scene until Incident Command has determined whether there is a potential they also will need decontamination conducted.

Persons who require decontamination will be under the supervision of HAZMAT personnel and will be provided a location to:

- remove their clothing and personal effects
- place their clothing and personal effects in a plastic bag sealing the bag tight
- placing their name, contact phone number and inventory of contents on the bag on a label firmly attached to the outer area of the plastic bag
- then take a shower utilizing lots of soap and warm water

HAZMAT personnel will direct the operation and provide guidance if further decontamination procedures are to be followed.

Personal items may be kept as evidence in a criminal trial or returned to the owner if the threat is unsubstantial. For incidents involving possibly contaminated letters, the environment in direct contact with the letter or its contents should be decontaminated with a 0.5% hypochlorite solution (i.e., one part household bleach to 10 parts water) following a crime scene investigation. Personal effects may be decontaminated similarly.

8. Be prepared for massive media interest. Past incidents have drawn reporters, helicopters, and

mini-cams from miles around. Institute an effective Public Information effort early in the incident. This will help to minimize panic among citizens and benefit scene management activities.

Important Notes:

In many cases, post exposure preventive treatment may not be indicated. Consult with SORT and/or public health authorities prior to releasing any possibly exposed individuals from the scene. Possibly exposed persons should also be provided with a point of contact with either the local hospital or health department and advised to report any illness they suspect may be associated with their suspected anthrax exposure. Medical evaluation will then be conducted on a case by case basis.

TELECOMMUNICATIORS

PROTOCOLS

REPORTS OF CHEMICAL/BIOLOGICAL TERRORISM

911 Dispatchers must be involved in this entire process, as they will take the initial reports and are in a vital position to ascertain details that will aid investigators and /or alert responders to the possibility of a potential WMD incident. Dispatchers must be trained in WMD recognition and be familiar with responder's objectives and responsibilities.

Chemical/Biological Terrorism

Callers Voice:

Male Female

Estimated Age _____

Probable Race _____

Accent Detected?

Mood of Caller: Rate of Speech:

Calm: Slow:

Angry: Normal:

Excited: Fast:

Loudness of Voice: Attitude of Caller:

Soft: Sincere:

Normal: Disguised:

Voice Characteristics:

Accent: Decent:

Lisp:

Intoxicated:

Alcohol and/or Drugs

Other: _____

For Threat

Reported to: _____ Telephone: _____

1. When will this happen? _____
(How long do I have) _____
2. Where will this happen? _____
3. What kind is it? _____
4. What does it look like? _____
5. What will cause it to explode? _____
6. Why did you do this? _____
7. Who is your target? _____
8. Are you acting alone or as a group? _____
9. Who do you represent? _____
10. What is your address? _____
11. What is your name? _____

For Actual Incidents

1. What is happening? _____
2. Where is this happening? _____
3. How many people are involved? _____
4. What do you see? _____
5. What is your name? _____
6. What is your phone number? _____
7. What is your address? _____

FACILITIES RECEIVING THREATS

ACTIONS TO TAKE

If You Receive An Actual Threat:

1. Dial 9-1-1 and report the threat to proper Agencies.
2. Notify Agency/Plant Manager.
3. Make decision to evacuate building/area to a safe distance of location.
4. Try to keep a clear recollection of the threat so you can advise investigators on the incident.
 - A. Callers voice _____
 - B. Callers mood/rate of speech _____
 - C. Callers loudness/attitude _____
 - D. Voice characteristics _____
 1. Accent _____
 2. Lisp _____
 - E. Background noises you heard _____
 1. Street noises _____

2. Railroad/airport noises _____

3. Bar noises _____

4. Household noises _____

5. Other _____

F. What did the caller actually say? _____

If You Have An Actual Incident:

1. Be prepared to give some important information.

1. What's happening? _____

2. Where did it happen? _____

3. When did it happen? _____

4. How many are hurt/injured or needs assistance? _____

5. What do you see? _____

6. What is your Name? _____

Phone#? _____

Address? _____