

**INTERGOVERNMENTAL AGREEMENT
FOR YOUTH SERVICES
BETWEEN
OAK PARK AND RIVER FOREST TOWNSHIPS**
Fiscal Year 2021 - Fiscal Year 2022
April 1, 2020 to March 31, 2022

The Oak Park and River Forest Townships (hereinafter OAK PARK and RIVER FOREST, respectively) have parallel responsibilities for enhancing the well-being of youth in the communities. Through the individual and joint Youth Services Committees, each Township works to support and implement programs and services that address youth needs. OAK PARK and RIVER FOREST are desirous of high quality and cost effective administrative services to assist in meeting their responsibilities. In order to maximize the quality of the services and achieve cost effective administration of the services provided, OAK PARK and RIVER FOREST agree to enter into this Agreement as follows:

OAK PARK/RIVER FOREST JOINT YOUTH SERVICES COMMITTEE

OAK PARK and RIVER FOREST agree to establish a Joint Youth Services Committee to be known as the Oak Park/River Forest Joint Youth Services Committee (the “Joint Committee”).

A. The Joint Committee will be structured as follows:

1. The Joint Committee will be comprised of the nine (9) members of the Oak Park Youth Services Committee and the seven (7) members of the River Forest Youth Services Committee acting as a committee of 16. Voting on joint projects will require at least a quorum of each individual committee to be present: minimum five (5) Oak Park and four (4) River Forest members. Liaisons will report Joint Committee recommendations to their respective township boards.
2. Subcommittees of the Joint Committee will be formed by requesting members to volunteer for the subcommittee. If an insufficient number of member’s volunteer, the Chair will appoint members with the recommendation of the Director of Youth Services.

B. The Joint Committee will conduct of business as follows:

1. The Joint Committee will meet the first Wednesday of each month at Oak Park Township.
2. The sitting Joint Committee will determine the order of business for the meeting agenda.

ADMINISTRATION

OAK PARK and RIVER FOREST agree that OAK PARK will provide administrative support for RIVER FOREST as follows:

- A. OAK PARK will operate an administrative office at the Oak Park Township building.
- B. OAK PARK will employ one full-time executive director and provide administrative support to the executive director. Part-time secretarial staff and full-time or part-time program staff may be employed at the discretion of OAK PARK.
- C. Services will be available on all regular business days of OAK PARK.
- D. Through its administrative staff, OAK PARK will provide the following administrative functions of RIVER FOREST:
 1. Management of telephone inquiries, in-person inquiries and correspondence;
 2. Establishing and developing an ongoing relationship with River Forest agencies connected with youth in the community, such as, River Forest Elementary School District 90, the River Forest Park District and the River Forest Public Library;
 3. Ongoing monitoring of all funded agencies – joint and by each township separately – and representation of RIVER FOREST interests regarding service needs;
 4. Assistance in development of budget recommendations for RIVER FOREST Youth Services;
 5. Representation of RIVER FOREST at the state and local level by attendance at meetings that relate to youth initiatives, needs, planning, and more.
 6. Public notification of all committee meetings for the Joint Committee;
 7. Taking and preparation of minutes for the Joint Committee;
 8. Attendance at the monthly Joint Committee meeting;
 9. Record keeping and maintenance of a system of computerized and non-computerized files.

INTERNAL PROGRAMS

OAK PARK will provide RIVER FOREST with access to all internal Youth Services programming, including:

- A. T.I.M.E. community service program;
- B. Other Youth Services programming developed and implemented by OAK PARK Youth Services staff, including the activities of the Director of Youth Services.

FINANCIAL

OAK PARK and RIVER FOREST agree that the cost will be as follows:

A. Administration:

- 1. RIVER FOREST shall pay OAK PARK a fee for administration (salary, benefits and operations) expenses of **\$33,169.00** for the period April 1, 2020 to March 31, 2021.
- 2. Administration fees shall increase for FY 2022 (April 1, 2021 to March 31, 2022) based on the Consumer Price Index used in the Property Tax Extension Limitation Law (PTELL), not to exceed 5% increase per year.

B. Internal Programming:

- 1. RIVER FOREST shall pay OAK PARK a fee for internal programming of up to **\$2,409.00** for the period April 1, 2020 to March 31, 2021.
- 2. Internal Programming fees will be shared on an 80/20 ratio (80% Oak Park and 20% River Forest) except where an Internal Program is defined as exclusively serving either Oak Park or River Forest. If no charges are incurred during a fiscal year by Oak Park Township for an internal program, then no charges will be assessed to River Forest Township for that program.
- 3. Costs for current programming and staff shall increase for FY 2022 (April 1, 2018 to March 31, 2019) based on the Consumer Price Index used in the Property Tax Extension Limitation Law (PTELL), not to exceed 5% increase per year. Increases in Internal Programming costs each year due to Oak Park documented program or staff expansion will be shared 80/20 as above.
- 4. OAK PARK will notify RIVER FOREST by December 1st of any documented changes to internal programming for the next fiscal year, so that adjustments in cost sharing can be anticipated and reflected in the RIVER FOREST budget and levy.

C. Joint External Programming:

1. RIVER FOREST shall pay 20% of the total cost for joint external programming during the period April 1, 2020 to March 31, 2021, unless otherwise recommended by the Joint Committee.
2. OAK PARK shall pay 80% of the total cost funds available for joint programming during the period April 1, 2020 to March 31, 2021.
3. Prior to the beginning of each fiscal year of the agreement, the Joint Youth Services Committee will review and recommend a total budget for joint programming to the two Townships' Boards of Trustees. All contracts for the joint programming are subject to approval by the two Townships' Boards of Trustees.
4. Funding of external programs for OAK PARK residents only and RIVER FOREST residents only will be the responsibility of the respective Townships.

D. Payment:

1. Payment for the period April 1, 2020 to March 31, 2021 shall be made by RIVER FOREST in equal installments at the end of each fiscal quarter beginning September 30, 2020.
2. Payment shall be due upon receipt of an invoice from Oak Park within 30 days following each quarter of service.

EVALUATION AND RENEWAL

- A. An evaluation of the Joint Committee structure and process, program outcomes, and the administration and budget relationship between the OAK PARK and RIVER FOREST will be conducted through Joint Committee review and recommendation to the respective township boards each year in January.
- B. Renewal of this contract will be considered for approval by each board by March 2020 based on this evaluation and may be for a 2-year renewal April 1, 2020 to March 31, 2022.

TERMINATION

Either OAK PARK or RIVER FOREST may terminate this agreement as of the end of any fiscal year (March 31st) upon ninety days written notice.

CONFIDENTIALITY AND HOLD HARMLESS

Oak Park Township, as the administrative manager of this Intergovernmental Agreement, agrees:

- A. To maintain confidentiality of information shared informally regarding the activities of youth individuals of interest in the combined effort to counter the adverse effects of sharing such information could negatively effect and harm individual youth and community well-being.
- B. To accept sole responsibility for the program's administration and staff activities and hold harmless River Forest Township of any liability for program-related or individual staff activities.
- C. That any River Forest Township may terminate this agreement in the event of any court judgment against Oak Park Township arising from the conduct of the program or individual staff.

NOTICE

Any concerns regarding the administration, implementation, interpretation or renewal of this Agreement should be directed to:

Oak Park Township
 Gavin W. Morgan, Manager
 105 South Oak Park Avenue
 Oak Park, Illinois 60302
 (708) 383-8005

River Forest Township
 Carla Sloan, Supervisor
 8020 Madison Street
 River Forest, Illinois 60305
 (708) 366-2029

AUTHORIZATION

In witness whereof, OAK PARK and RIVER FOREST townships have entered into this Agreement by their duly authorized representatives.

 Clarmarie Keenan,
 Oak Park Township Supervisor

 Carla Sloan,
 River Forest Township Supervisor

Date _____

Date _____