



Request for Proposals

Village of Lincolnwood

Adjudication Software

Village of Lincolnwood, Illinois

Issued: April 8, 2019
Due: May 7, 2019 at 3:00 p.m. CST

Please submit all responses to:

Charles Meyer
Assistant Village Manager
Village of Lincolnwood
6900 North Lincoln Avenue
Lincolnwood, IL 60712



Request for Proposals

Village of Lincolnwood

Adjudication Software

This Request for Proposals (RFP) has been prepared by the Village of Lincolnwood ("Village") in order to retain the services of a qualified firm to provide Adjudication Software.

The selected contractor will be invited to enter into an agreement with the Village, in a form to be provided by the Village ("Agreement"), to provide the Services (as described in Section I) in accordance with the Project Scope/Specifications section of this RFP. The Village Board has the ultimate authority to approve any proposal and to authorize execution of the negotiated Agreement. A template of the Agreement is attached.

Section I: Project Background

The Village of Lincolnwood is a thriving community of approximately 12,590 people. The Village lies approximately 10 miles northwest of downtown Chicago. The Village is a full-service municipality that provides police, fire, emergency medical, public works, and parks and recreation services for the safety and enjoyment of residents and visitors.

The Village currently operates an Adjudication Hearing process that is administered by the Village's Finance Department, Police Department, and the Village Manager's Office. The Village currently utilizes a program called "DACRA" for the adjudication process. The Adjudication Hearing system includes 12 monthly hearings where citations are reviewed, evidence is presented, and a decision is made by a Hearing Officer. Once a decision has been made the DACRA system prepares and prints out a judgment. The citations, decisions, and records on the adjudication process are all maintained in DACRA.

The citations that are heard during the adjudication hearing include code violations, parking violations, vehicle sticker violations, local ordinance tickets, and red light camera tickets. Red light tickets are not handled by the DACRA system, but are still heard during the Adjudication process.

The purpose of this RFP is to solicit proposals from contractors to provide new Adjudication Software, which must include all necessary software ("Adjudication Software"), licensing, maintenance and support for the Adjudication Software in a manner that is compatible with the Village's current adjudication system (collectively, the "Services").

Section II: Project Scope/Specifications

A. The Village's Current Adjudication Software

The Village's current adjudication software, DACRA, has been in use since 2009 and contains all citations and decisions presented during the Adjudication Hearing process. DACRA is an Microsoft Access Database that has been configured to create dockets, issue citations, and issue judgments. The Village currently holds hearings once a month and, on average, adjudicates approximately 550 cases per year.

Adjudication Software

Village of Lincolnwood, IL



Currently, processing a citation often requires the Village to enter the citation into two software systems. The Community Development and Police Departments first enter the citation into its New World database developed by Tyler Technologies, and then must enter the citation into DACRA.

B. The Village's Desired Adjudication Software

The Village requires the following to be included in the Services for the Adjudication Software:

1. The ability to schedule hearings and develop a docket of previous and future cases.
 - a. The docket component of the software should allow for the creation of list of those cases to be heard
 - b. The docket should include information that identifies the type of ticket and citations to be heard.
2. The Adjudication Software shall support the scheduling of future hearings.
3. The Adjudication Software should have the ability to import and use records currently in the Village's DACRA system into the new adjudication system. The proposal should include information on how the Village will be able to transfer data from DACRA to the Adjudication Software.
4. The Adjudication Software shall provide methods for the quick recording of entries to allow real-time recording and printing.
5. The Adjudication Software shall provide for the recording of penalties and decisions by the Hearing Officer.
6. The Adjudication Software should provide a way to sign people into the adjudication hearings.

The Village is also interested in the Adjudication Software including:

1. The ability to issue citations in the field.
2. The ability, whether directly or indirectly, for citations issued by the Police Department and the Community Development Department that are heard during the hearings to be included in the software so that it may be presented as evidence during the hearing process.
3. The ability for the Adjudication Software to integrate with the Village's current systems.
 - a. The Village utilizes Public Stuff for tracking issues related to Code Enforcement but this system does not issue tickets or citations
 - b. The Police Department uses New World for tickets and citations. Currently the Police Department will issue their citations which are then manually entered into the adjudication system.

Section III: Submittal Requirements



All proposals must be signed by an authorized official of the proposer. Proposals that contain omissions, erasures, alterations, conditional quotes, or that contain irregularities of any kind may be rejected.

The proposal should contain, without limitation, the following information at a minimum:

A. Contact Information

1. Name of the proposer; and
2. The office address, main telephone and fax numbers, e-mail address, and website address.

B. List of Qualifications and Certifications, and Required Licensing. The proposer shall provide the following:

1. General information about the proposer, its history and services;
2. The resumes of the owners/supervisors of the proposer and the persons responsible for overseeing and completing the Services, including these individuals' certifications, degrees, and experience.

C. References.

The proposer shall provide a list of at least three references for customers that purchased similar Services. Preferably, the references should include any municipal and government customers with similar-sized environments and number of end-users. The proposal must include the contact information for these references.

D. Proposed Hardware, Software, Licenses, and Services to be Provided.

1. The proposer must describe all hardware, software, licenses, and other Services to be provided to the Village, which description should include, as applicable, the names of manufactures, software providers, model numbers, specifications, and catalogue numbers of each item or Service.
2. The proposer shall include any applicable literature from the manufacturer or software provider for hardware, software, licenses, and other Services to be provided to the Village.
3. The proposer must provide a description of any maintenance and support services that apply to the proposed hardware, software and Services.
4. The proposer must provide a description of all proposer and manufacturers' warranties that apply to each piece of hardware, software, and any other Services. The proposer shall also include any extended warranty options available and price for each warranty option.



E. Proposed Fee Structure

1. The proposer must describe all the costs and fees associated with the provision of the Services, including an itemized list of the costs for all pieces of hardware, software, licenses, and support and maintenance services. The price for each category should be broken down by components.
2. The pricing shall be inclusive of all costs and fees, including, without limitation, all shipping and delivery costs, taxes, licenses, and royalties.

F. Schedule

Proposers should include a proposed schedule for providing the Services. Such schedule shall account for design, installation, data migration, and testing so that the project is complete no later than October 1, 2019.

G. Letter

Each proposal shall include a letter indicating that all information in the proposal is true and complete and signed by the authorized owner, partner, officer of the corporation, or manager of the limited liability company submitting the proposal, with said signature duly notarized by a notary public.

Section IV: Evaluation of Proposals

A review and selection committee ("Selection Committee") consisting of representatives of the Village will review and evaluate all proposals. As part of the selection process, the Selection Committee may interview none, some, or all of the proposers for the Agreement. The Selection Committee will then make a recommendation to the Village Board as to which proposer should be awarded the Agreement.

The following criteria shall aid the Selection Committee in recommending which proposer should be awarded:

- A. The proposer's understanding of the project to be performed and a description of the technical approach to be taken to accomplish the project.
- B. The proposer's technical competencies, as evidenced by the professional qualifications and related work experience of the proposer. This includes the specific professional qualifications, training, and experience of the assigned and committed personnel for the satisfactory performance of the Services.
- C. The proposer's price offer to provide the Services.
- D. The proposer's proposed schedule for providing the Services.
- E. The proposer's references.



Section V: Submittal Procedures

A. Questions and Clarifications

All questions regarding this Request for Proposals should be directed in writing to:

Charles Meyer
Village of Lincolnwood
6900 N. Lincoln Avenue
Lincolnwood, IL 60712
cmeyer@lwd.org

Questions will be accepted until **5:00 p.m. CST on April 24, 2019.**

All questions and responses will be compiled and submitted electronically in one general response memorandum on **April 26, 2019.** In order to enable the Village to equitably respond to requestor questions, the Village requests that prospective proposers register in advance with the Village via e-mail at cmeyer@lwd.org.

B. RFP Submittals

Please deliver one digital copy of the proposal via flash drive and four printed copies to the Village at the following address:

Charles Meyer
Assistant Village Manager
Village of Lincolnwood
6900 N. Lincoln Avenue
Lincolnwood, IL 60712

All proposals must be submitted in a sealed envelope and clearly marked "2019 Adjudication Software RFP."

Proposals must be received no later than **3:00 p.m. CST on May 7, 2019.** Proposals will not be opened publically. Proposals submitted after this time will not be opened. No oral, telephone, e-mail, or facsimile proposals will be considered.

C. Standard Terms and Conditions

Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the proposers submitting proposals. Issuance of this RFP does not obligate the Village to pay any costs incurred by a proposer in its submission of a proposal or making any necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFP.

- A. A proposer may withdraw its proposal, either personally or by written request, at any time prior to the scheduled deadline for submittals. No proposal shall be withdrawn for 60 days after the date set for opening proposals. Proposals shall be subject to acceptance during this period.
- B. The Village reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the Village and to the public; to reject the low price



proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the RFP process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposers should not rely upon, or anticipate, such waivers in submitting their proposal.

Section VI: Anticipated Project Timeline

Selection Process Step	Estimated Date(s)
Release of the <i>Request for Proposals</i> (RFP)	April 8, 2019
April Adjudication (Optional Attendance) <ul style="list-style-type: none"> - Vendors can observe a portion of Adjudication Hearings - Hearing times are 9:30 am, 10:30 am, and 1:00 pm - Vendors will not be allowed into the Adjudication Hearings during any cases involving minors 	April 23, 2019
Final Date for Vendors to Submit Questions (5:00 PM)	April 24, 2019
Date for Publishing Answers to Vendor Questions	April 26, 2019
Proposals Due	May 7, 2019 at 3:00 PM
Possible Vendor Interviews	Week of May 13, 2019
Final Vendor Selection	June 1, 2019
Estimated Board Approval	June 2, 2019
Implementation Start (See Implementation Schedule Section for restrictions regarding on-site work)	June 15, 2019
Project Completion Date	October 1, 2019

Attachments – Agreement Template
 Ticket Template
 Docket Template
 Judgment Template
 Ticket Template

**VILLAGE OF LINCOLNWOOD
PROFESSIONAL SERVICES AGREEMENT**

This **AGREEMENT** is dated as of the ____ day of _____, 20__ (“**Agreement**”), and is by and between the **VILLAGE OF LINCOLNWOOD**, an Illinois home rule municipal corporation (“**Village**”), and **[NAME] [ADDRESS]** (“**Consultant**”).

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in the Agreement, and pursuant to the Village’s statutory and home rule powers, the parties agree as follows:

SECTION 1. SCOPE OF SERVICES. The Village retains the Consultant to perform, and the Consultant agrees to perform, all necessary services to perform the work in connection with the project identified below (“**Services**”), which Services the Consultant shall provide pursuant to the terms and conditions of this Agreement:

[INSERT DESCRIPTION OF THE PROFESSIONAL SERVICES BEING PROVIDED]

SECTION 2. TIME OF PERFORMANCE. The Consultant shall perform the Services on or before ***[INSERT DATE]*** (“**Time of Performance**”).

SECTION 3. COMPENSATION.

A. Agreement Amount. The total amount billed by the Consultant for the Services under this Agreement shall not exceed ***[INSERT NOT TO EXCEED PRICE]***, including reimbursable expenses, without the prior express written authorization of the Village Manager. The terms for payment to the Consultant shall be as follows:

[INSERT TERMS FOR PAYMENT]

B. Taxes, Benefits, and Royalties. Each payment by the Village to the Consultant includes all applicable federal, state, and Village taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties, and fees arising from the use of, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

SECTION 4. REPRESENTATIONS OF CONSULTANT. The Consultant represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consultants in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications

expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the Village.

The Consultant further represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the Services in a manner consistent with the standards of professional practice by recognized consultants providing services of a similar nature. The Consultant shall provide all personnel necessary to complete the Services.

SECTION 5. INDEMNIFICATION; INSURANCE; LIABILITY.

A. Indemnification. The Consultant proposes and agrees that the Consultant shall indemnify, save harmless, and defend the Village against all damages, liability, claims, losses, and expenses (including attorneys' fee) that may arise, or be alleged to have arisen, out of or in connection with the Consultant’s performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications set forth in Section 4 of this Agreement.

B. Insurance. The Consultant acknowledges and agrees that the Consultant shall, and has a duty to, maintain adequate insurance, in an amount, and in a form and from companies, acceptable to the Village. The Consultant’s maintenance of adequate insurance shall not be construed in any way as a limitation on the Consultant’s liability for losses or damages under this Agreement.

C. No Personal Liability. No elected or appointed official, or employee of the Village shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 6. GENERAL PROVISIONS.

A. Relationship of the Parties. The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed to (1) create the relationship of principal and agent, employer and employee, partners, or joint venturers between the Village and Consultant; or (2) to create any relationship between the Village and any subcontractor of the Contractor.

B. Conflicts of Interest. The Consultant represents and certifies that, to the best of its knowledge, (1) no Village employee or agent is interested in the business of the Consultant or this Agreement; (2) as of the date of this Agreement neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. **No Collusion.** The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the Village for all loss or damage that the Village may suffer, and this Agreement shall, at the Village's option, be null and void.

D. **Termination.** Notwithstanding any other provision hereof, the Village may terminate this Agreement at any time upon 15 days prior written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed.

E. **Compliance with Laws and Grants.** Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* Consultant shall also comply with all conditions of any federal, state, or local grant received by the Village or Consultant with respect to this Contract or the Services. Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Consultant's, or its subcontractors, performance of, or failure to perform, the Services or any part thereof. Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

F. **Default.** If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement ("***Event of***

Default"), and fails to cure any such Event of Default within ten business days after the Consultant's receipt of written notice of such Event of Default from the Village, then the Village shall have the right, without prejudice to any other remedies provided by law or equity, to (1) terminate this Agreement without liability for further payment; or (2) withhold from any payment or recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default by the Consultant or as a result of actions taken by the Village in response to any Event of Default by the Consultant.

G. **Assignment.** This Agreement may not be assigned by the Village or by the Consultant without the prior written consent of the other party.

H. **Notice.** All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or by (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. Notices and communications to the Village shall be addressed to, and delivered at, the following address:

Village Hall
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712
Attention: Village Manager

With a copy to:

Holland & Knight LLP
131 S. Dearborn, 30th Floor
Chicago, Illinois 60603
Attention: Steven M. Elrod, Corporation
Counsel

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

(to be filled in)

I. **Waiver.** Neither the Village nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the Village or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the Village's or the Consultant's right to enforce such rights or any other rights.

J. **Third Party Beneficiary.** No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the Village.

ATTEST:

VILLAGE OF LINCOLNWOOD

By: _____
Beryl Herman, Village Clerk

By: _____
Robert Merkel, Interim Village Manager

ATTEST:

CONSULTANT

By: _____

By: _____

Title: _____

Its: _____



Date of Service: [REDACTED]

NOTICE OF VIOLATION AND SUMMONS TO APPEAR

STATE OF ILLINOIS, in the County of Cook for the Municipality of the Village of Lincolnwood

To: [REDACTED]

Type of Service

First Class Mail Certified Mail Express Mail Overnight Mail Personal Service Posted

Location of Hearing:

VILLAGE OF LINCOLNWOOD
COUNCIL CHAMBERS
6900 N LINCOLN AVENUE
LINCOLNWOOD, IL 60712

Hearing Date and Time: [REDACTED]

Docket #: [REDACTED]

Violation Date: [REDACTED]

Violation Time: [REDACTED]

Issued By: Michael Brumm

Location: [REDACTED]

The Respondent(s) must appear before the Hearing Officer at the time and place specified above. The hearing is held to determine liability. You are required to have all evidence with you to support your defense (e.g., photographs, witnesses, repair invoices, receipts, contracts, etc.). An extra copy, for the Hearing Officer, of any such documents is desirable. Parties offering any audiotape or video evidence must provide their own electronic equipment. Failure to appear may result in your being held in default and penalties imposed against you in your absence.

IT IS OUR POLICY NOT TO GRANT CONTINUANCES.

Questions on payments or on hearings: (847) 673-1540.

FAILURE TO APPEAR AT YOUR HEARING DATE WILL RESULT IN THE MAXIMUM PENALTY IMPOSED BEING DOUBLED.

Violation:

Count	Code	Description
1	304.1.1	Exterior Structure. Unsafe Conditions. 304.1.1 Unsafe conditions.

The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the international Building Code or the International Existing Building Code as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Siding and masonry joints including joints between the building envelope and the perimeter of windows, doors and skylights are not maintained, weather resistant or water tight;

5. Structural members that have evidence of deterioration or that are not capable of safely supporting all nominal loads and load effects;
6. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects;
7. Exterior walls that are not anchored to supporting and supported elements or are not plumb and free of holes, cracks or breaks and loose or rotting materials, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects;
8. Roofing or roofing components that have defects that admit rain. Roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of deterioration, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects;
9. Flooring and flooring components with defects that affect serviceability or flooring components that show signs of deterioration or fatigue, are not properly anchored or are incapable of supporting all nominal loads and resisting all load effects;
10. Veneer, cornices, belt courses, corbels, trim, wall facings and similar decorative features not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects;
11. Overhang extensions or projections including, but not limited to, trash chutes, canopies, marquees, signs, awnings, fire escapes, standpipes and exhaust ducts not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects;
12. Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including guards and handrails, are not structurally sound, not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects; or
13. Chimneys, cooling towers, smokestacks and similar appurtenances not structurally sound or not properly anchored, or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. When substantiated otherwise by an approved method.

2. Demolition of unsafe conditions shall be permitted when approved by the code official. Exterior Structure. Exterior walls. All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

Village of Lincolnwood
Docket for 3/26/2019, 09:30 AM Judge:David Eterno

Docket #	Orig Tkt #	Issue Dept	Cont	Evidence	Respondent Name/Address	Violation Date	Violation Time	Occurrence Address	Issuer	# of Violations
		Police							Irsuto, Nicholas	1

Count # Violation/Min Max Fines

1	8-7-11	\$50	\$100	NO VILLAGE TAG	Display of License. Upon delivery of said license, it shall be the duty of such applicant to firmly affix such license sticker on the lower left corner of the interior side of the front windshield.					
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		Police							Irsuto, Nicholas	1
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Count # Violation/Min Max Fines

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		Police							Martin, Sandra	1
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Count # Violation/Min Max Fines

1	7-2-27(B)	\$30	\$50	RESIDENT PARKING ONLY	Resident only parking. Parking in resident-only parking areas. Parking in areas designated for resident-only parking pursuant to Section 7-2-27(A) of this Code shall be limited to: (a) vehicles displaying a current Village vehicle license or a valid temporary visitor parking permit; and (b) service or delivery vehicles whose operators are doing business with residents of the area so designated. All vehicles parked in resident-only parking areas shall comply with all applicable laws and regulations governing the parking of vehicles.					
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* = continuance # = evidence



**IN THE VILLAGE OF LINCOLNWOOD, ILLINOIS
ADMINISTRATIVE HEARING DIVISION**

(847) 673-1540

VILLAGE OF LINCOLNWOOD, Petitioner
An Illinois Municipal Corporation

v.

██████████
██████████
████████████████████

) **Docket #:** ██████████
) **Orig Tkt #:** ██████████
)
) **Re:** ██████████
)
) **Issuing Dept.:** Police

Respondent(s),)

FINDINGS, DECISIONS & ORDER

This matter coming for Hearing, notice having been given and the Administrative Body being fully advised in the premises, having considered any motions, evidence and arguments presented, IT IS ORDERED: As to the count(s), this Administrative Body finds by a preponderance of the evidence and rules as follows:

<i>Count #(s)</i>	<i>Disposition</i>	<i>Reason</i>	<i>Fines, costs & other penalties</i>
1	Liable/Default		\$200.00
			Court Costs: \$ 40.00
			JUDGMENT TOTAL: \$240.00

Respondent is further ordered to correct immediately any and all outstanding above found violation(s).

Respondent being noticed for failing to appear at hearing date: 2/26/2019 09:30 AM

Respondent is hereby ordered to remit payment of the judgment total or file an appeal with the Cook County Circuit Court within 35 days of the date of this notice, and to immediately correct any other code violation(s) identified above. PLEASE BE ADVISED 5% INTEREST WILL ACCRUE EVERY TEN (10) DAYS UNTIL THE LIABILITY IS PAID IN FULL OR SENT TO COLLECTIONS.

You must remit payment, payable to the Village of Lincolnwood, along with a copy of this notice or evidential documents indicating an appeal has been filed with the Cook County Circuit Court within 35 days of the date of this notice to:

Village of Lincolnwood
6900 North Lincoln Avenue
Lincolnwood, IL 60712

Failure to respond within 35 days will give the Village of Lincolnwood cause to refer this case to a collection agency.

RESPONDENT BEING FOUND LIABLE BY DEFAULT HAS 21 DAYS FROM THE ABOVE STAMPED MAILING DATE TO FILE A PETITION TO VACATE (VOID) THIS DEFAULT FOR GOOD CAUSE, WITH THE DEPARTMENT OF ADMINISTRATIVE HEARINGS.

ENTERED:



Administrative Law Judge

March 11, 2019

YOU MAY APPEAL THIS ORDER TO THE CIRCUIT COURT OF COOK COUNTY WITHIN 35 DAYS BY FILING A CIVIL LAW SUIT AND BY PAYING THE APPROPRIATE STATE MANDATED FEES.