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Village of
Elmwood Park

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John J. Dalicandro Village Manager	Carmen P. Forte
Michael Durkin Village Attorney	Alan T. Kaminski
	Jeff Sargent
	Angela Stranges

FREEDOM OF INFORMATION
REQUEST FOR PUBLIC RECORDS

Freedom of Information Officers:

Elsie Sutter
Village Clerk

From: Jessica Keavins do Asset Management
(Name - Please print)

John J. Dalicandro
Village Manager
Village of Elmwood Park
11 Conti Parkway
Elmwood Park, IL. 60707

12841 Fitzwater Dr.
(Address)

NOKESVILLE IA 20181
(City, State and Zip)

(703) 594-3100 x111
(Telephone)

DESCRIPTION OF REQUESTED RECORD(S)

Requesting information on cash/cash-convertible bonds, deposits and escrows collected for construction assurance purposes for Residential & Commercial projects as well as information on outstanding municipal-issued checks over 180 days old that have not been escheated to the state.

Please see attached.

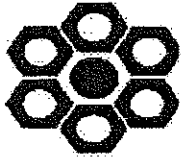
Please indicate if you wish to inspect the above captioned records or wish a copy of them.

Inspection Copy Both

Do you wish to have copies certified? Yes No

There is no charge for reproducing the first fifty copies. Over fifty 15 cents each.
Certified copies \$1.00 each
Copies can be picked up at 11 Conti Parkway, Elmwood Park, Illinois or mailed..

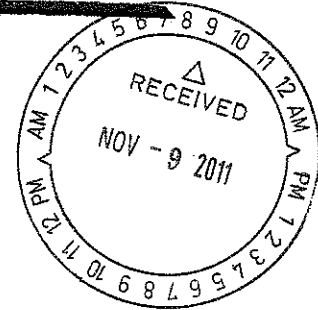
Date Received _____ Date Response Due _____



ASSET MANAGEMENT

Consultants

Attn: Mrs. Elsie Sutter
 Dept: Village Clerk
 Municipality: Elmwood Park
 Phone No: (708)452-7300
 Fax No: (708) 452-3957



Date: 11/9/2011

Subject: Request for Public Records

Dear Mrs. Sutter:

We are an auditing firm located in the Washington D. C. area. AMC is attorney-in-fact for most of the major oil companies, numerous fast food chains, eighty-five percent of the national builder-developers, and many of the national retail department stores, as well as many telecommunications and cable companies. We also serve as contractors for several national financial institutions, including the FDIC. Pursuant to the state public records law, please consider this to be AMC's request for the public records described below.

The norm in the construction business is to deposit sureties (whether they be work deposits, performance bonds, payment guarantees, or similar securities) with municipal agents when site and development plans are filed, and a record of each deposit (and, where applicable, subsequent reductions and/or refunds of same) usually is prepared by the municipality recipient. Consequently, although the municipality's chief financial officer eventually receives at least a general accounting of all of the sureties deposited with every municipality agency, any municipality agency that accepts such construction sureties (e.g., Engineering, Public Works) is likely to have a more detailed "intra-agency" financial accounting, which often is in the form of an Excel spreadsheet that can be retrieved and passed along as an email attachment.

AMC requests any financial spreadsheet, ledger or other record of the active cash and cash-convertible sureties and escrow accounts maintained by local agencies for financial instruments posted or deposited with them by companies and persons to ensure completion of private-sector residential and commercial construction projects in your area. Please show only open accounts for the cash and cash-convertible sureties, stale-dated checks, deposits, and other securities that have not been refunded to the payee. Such sureties could have been taken in any or all of the forms of performance and payment guarantees described on the following page, and are often recorded in ledger or spreadsheet format within the agency that initially accepts same from developers and builders. I do not seek records of non-negotiable third-party sureties (e.g., letters of credit, bonds), the release of which will not restore money to AMC's clients' accounts.

That being the case, you will probably find it helpful to distribute this request to the local departments and agencies that typically require or record surety deposits, such as Finance, Comptroller, Auditor, Public Works, Transportation (or Highway), Engineering, Community Development, Economic Development, Planning and Zoning, Parks and Recreation, and Arborist. The surety deposits typically are maintained within accounts, records and ledgers



ASSET MANAGEMENT

Consultants

that local departments and agencies might refer to as Escrows, Trusts, Security Deposits, Cash Bonds, and Performance and Maintenance Bonds.

What follows is a list of some performance guarantees, escrows, sureties, and deposits that typically may be required in your area, but this listing might not describe all of the types of securities your jurisdiction might require and hold:

- | | | | |
|--------------------|---------------------------|--------------------|--------------|
| 1. Subdivision | 7. Maintenance | 13. Demolition | 19. Trees |
| 2. Sidewalk/Curb | 8. Temporary Trailer | 14. Earth Moving | 20. Seeding |
| 3. Landscaping | 9. Grading/Paving | 15. Street Opening | 21. Erosion |
| 4. Conservation | 10. Traffic/Street Lights | 16. Right of Way | 22. Tap Fees |
| 5. Monuments | 11. Signs/Temporary Signs | 17. Storm Sewer | 23. Hydrant |
| 6. Winter Handling | 12. Wetlands Conservation | 18. Impact Fees | 24. Driveway |

The records AMC seeks should contain such specific identifiers as:

- | | |
|-------------------------------|-------------------------------|
| 1. Deposit Date and Amount | 7. Depositor Name and Address |
| 2. Purpose of Deposit | 8. Project Number and Address |
| 3. Project Block & Lot Number | 9. Project Parcel Map Number |
| 4. Project Tract Number | 10. Project Permit Number |
| 5. Escrow Account Number | 11. Bond Number |
| 6. Bond Account Number | 12. Check/Warrant Number |

AMC also seeks a record of all outstanding municipal checks, warrants and vouchers (the pre-escrow checks list), over 180 days old that have not yet been cashed or otherwise negotiated, or have become stale dated. AMC does not seek records of uncashed or stale dated payroll checks, child support checks, or any other checks not made payable to municipal vendors.

1. Uncashed/Stale Dated Check Number, Amount, Date, and Names of Payor and Payee

Please advise me by telephone, fax or email of your estimate of any costs associated with your fulfillment of our records request prior to your incurring same. If you have questions regarding this request, please do not hesitate to contact me at your convenience.

Sincerely,

Chris Hayes

Ms. Chris Hayes
Asset Management Consultants

Toll-free: (800) 336-1857
Email: chris.hayes@assetmc.com