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November 18, 2022

Tammie Grossman - Director  
Village of Oak Park  
Development Customer Services  
123 Madison Street  
Oak Park, IL 60302-4272

Re: Professional Service Agreement between the Village of Oak Park and HR Green, Inc.

Dear Ms. Grossman,

We would like to thank you and your staff for meeting with us to discuss Fee alternatives to our current Professional Services Agreement between the Village of Oak Park and HR Green, Inc., As previously discussed, the staffing market has changed in an unprecedented manner since the COVID pandemic. HR Green has lost staff due to retirements, moving to other states, medical reasons and competitors "stealing" our highly experienced staff by offering exorbitant salaries and other benefits.

HR Green has implemented numerous items to retain our highly experienced staff including, granting higher than normal salary / merit increases, giving retention bonuses, granting additional PTO benefits and monetary stipends for personal overhead cost for staff to work remote or a hybrid. In addition, HR Green has been diligently marketing including hiring third-party agencies trying to find experienced staff since the COVID pandemic with no success. It is unknown or unclear where all the experienced technical staff has gone. We are therefore committed to doing all that we can to retain our current staff to continue to provide excellent customer service.

Based on our meeting discussions, it is our understanding that increasing the hourly bill rates of our primary highly experienced staff that has provided services to the Village of Oak Park for many years would be reviewed for consideration. Please consider this letter as written notification request to increase the hourly bill rates beginning January 1, 2023, for the following HR Green staff:

CBO/Licensed Architect Emilio Miniscalco from a current hourly rate of \$127.70 to \$175.00. per hour.  
Master Code Professional Plan Reviewer Ken Welch from a current hourly rate of \$122.50 to \$155.00 per hour.  
Electrical Inspector Brian Brace form a current hourly rate of \$88.50 to \$110.00 per hour.

Sincerely,

**HR GREEN, INC.**

A handwritten signature in black ink that reads "Timothy J. Hartnett".

**Timothy Hartnett**  
Principal / Vice President

A handwritten signature in blue ink that reads "Frank Urbina".

**Frank Urbina NCARB, AIA**  
Group Leader / Licensed Architect