



## Agenda Item Summary

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### **Submitted By**

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### **Agenda Item Title**

**Partner Agency 2019 Year End Reports and 2020 January Through June Reports**

### **Overview**

The Village of Oak Park assists in funding seven (7) partner agencies that serve residents and customers of Oak Park. The seven Partner Agencies include the following: Downtown Oak Park, Oak Park Area Arts Council, Oak Park Economic Development Corporation, Oak Park Housing Authority, Oak Park Regional Housing Center, Oak Park Residence Corporation and Visit Oak Park. These seven (7) partner agencies have submitted 2019 reports and 2020 report, attached hereto for review. Additional third quarter reporting will be forthcoming, from several partner agencies, in October.

### **Anticipated Future Actions/Commitments**

The seven (7) partner agencies are required to provide a varying degree of regular reporting to the Village Manager, as outlined below.

### **Report**

The Village assists in funding seven (7) partner agencies that serve residents and customers of Oak Park. The seven partner agencies include the following: Downtown Oak Park, Oak Park Area Arts Council, Oak Park Economic Development Corporation, Oak Park Housing Authority, Oak Park Regional Housing Center, Oak Park Residence Corporation and Visit Oak Park. The partner agencies are required to provide a varying degree of regular reporting to the Village Manager. Each partner agency is highlighted below and the 2019 reports and 2020 reports that they have submitted, if required, are attached for review.

**Downtown Oak Park.** President: Cindy Summers - The Downtown Oak Park organization has an operating agreement with the Village that is in full force and effect until May 18, 2022. Downtown Oak Park is required to provide the Village with an annual report due August 1<sup>st</sup> of each year. The "2019 Annual Report", submitted August 1<sup>st</sup>, 2019, is attached. Downtown Oak Park is not required to provide the Village with quarterly reports, hence only the item attached is DTOP's 2019 annual report.

**Oak Park Area Arts Council.** Executive Director: Camille Wilson White - The Oak Park Area Arts Council has an operating agreement with the Village that is in full force and effect until December 31, 2020. The Oak Park Area Arts Council is required to provide the Village with a report of expenditures, including year-to-date actuals compared to budget. In addition, the Council is to provide a quarterly report. Attached are both a 4<sup>th</sup> quarter 2019 report and the 2019 financial report. In addition, the required 2020 January through June quarterly report information is also attached.

Oak Park Economic Development Corporation. Executive Director: John Lynch - The Oak Park Economic Development Corporation has an operating agreement with the Village that is in full force and effect until August 31, 2021. The Oak Park Economic Development Corporation is required to provide the Village with quarterly financial reports and a year-end report. Attached are a 4<sup>th</sup> quarter 2019 financial report and the Corporation's 2019 year-end report. In addition, the required 2020 January through June quarterly report information is also attached.

Oak Park Housing Authority. Executive Director: David Pope - The Oak Park Housing Authority has an operating agreement with the Village that is in full force and effect until December 31, 2020. The Oak Park Housing Authority is required to provide the Village with a year-end report. Attached is the Authority's 2019 year-end report. The Oak Park Housing Authority is not required to provide the Village with quarterly reports.

Oak Park Regional Housing Center. Executive Director: Athena Williams - The Oak Park Regional Housing Center has an operating agreement with the Village that is in full force and effect until December 31, 2020. The Oak Park Regional Housing Center is required to provide the Village with a varying degree of regular reporting. The Regional Housing Center is to provide a year end profit and loss financial statement, a semi-annual submission documenting operating hours, an annual marketing plan report, a 2019 year-end activities report, quarterly CDBG reports, 2020 weekly activity reports, annual list of all funded positions with job descriptions, annual statement setting forth parameters and rates for program escort fees and rental bonuses and semi-annual financial statements. Attached are the reports that have been provided by the Oak Park Regional Housing Center. Because the total size of the documentation is close to 200 pages, the 2019 reports have been separated from the required Q1 and Q2 reports from 2020. Additionally, financial submittals from 2020 are also provided separately.

Oak Park Residence Corporation. President and CEO: David Pope - The Oak Park Residence Corporation has an operating agreement with the Village that is in full force and effect until December 31, 2020. The Oak Park Residence Corporation is required to provide the Village with a semi-annual program report. Attached is the Oak Park Residence Corporation's required 2019 report entitled "Small Condo Management Program - 2019 Annual Report..." Also attached is the Corporation's required 2020 "Small Condo Management Program - YTD Activities Status Report." The Oak Park Residence Corporation is not required to provide the Village with quarterly reports.

Visit Oak Park. President and CEO: Eric Wagner - The Visit Oak Park organization has an operating agreement with the Village that is in full force and effect until December 31, 2020. Visit Oak Park is required to provide the Village with quarterly activity reports and a year-end report. Attached is a combined 4<sup>th</sup> quarter and 2019 year-end report. Also attached is Visit Oak Parks Q1 report, ending March 31, 2020, and Q2 report, ending June 30, 2020.

## **Alternatives**

N/A