



EST. 1960

Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton



Proud Member of the
Illinois Route 66 Scenic Byway

AGENDA

REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE TO BE HELD ON MONDAY, NOVEMBER 10, 2014, AT 6:00 P.M. AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES – October 13, 2014 Rescheduled Regular Meeting of the Municipal Services Committee
4. DISCUSSION – Proposal for Underground Storage Tank Removal, Environmental Consulting, and Early Action Remediation Service, 7760 Quincy Street – Metro Tank & Pump Company
5. REPORT – Municipal Services Department:
 - a. October Monthly Permit Activity Report
 - b. September Water System Pumpage Report
6. VISITOR'S BUSINESS
(Public comment is limited to three minutes per person)
7. COMMUNICATIONS
8. ADJOURNMENT

MINUTES OF THE RESCHEDULED REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 13, 2014 IN THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Mistele called the meeting to order at 5:00 PM.

2. ROLL CALL

Those present at roll call were Chairman Michael Mistele, Trustee Suzanne Berglund, Mayor Frank Trilla, Trustee Paul Oggerino, Executive Secretary Cindy Stuchl, and Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

After review of the draft minutes from the September 8, 2014 Regular Meeting of the Municipal Services Committee, Trustee Berglund made a motion to approve the minutes as presented. Chairman Mistele seconded the motion. Motion carried.

4. DISCUSSION – Village Hall Renovation Project: Office Furniture Proposals

Administrator Halik advised the committee that immediately after the start of construction on the new Village Hall began on July 23, 2014, staff started meeting with various office furniture vendors to solicit proposals. These meetings were held between July 29th and August 11th. Our project was reviewed, and each vendor was asked to develop a furniture layout plan, based on the same basic design, to include a mid-range furniture product. Once a preliminary plan was received, all employees were afforded an opportunity to provide feedback on the plan and final plan changes were made. Halik advised that all price proposals, based on the final plan, were then due on October 6, 2014. A total of five proposals were received which are included in the committee packet. Staff compiled a summary of each proposal, which is also included, to assist in comparing all proposals. Halik shared that rather than select a particular furniture manufacturer, such as Hon, Allsteel, Steelcase, National, Trendway, etc., and a particular series of furniture produced by that manufacturer, each vendor was merely asked to pitch a mid-market line of furniture product for our project. Halik said that in this way, a particular vendor would not be excluded from consideration, and we would be able to review all furniture options available, in the mid-market range. Vendors were advised that criteria used for selection would include: Furniture design features and available options, color and surface selections, durability, quality of workmanship, availability, and price. All proposals include installation. Halik said that staff is anxious to select a vendor, since given the lead time required, the furniture vendors are recommending that an order be placed by the end of October or Early November to receive the furniture and complete installation by the end of the year. Halik then advised the committee that Cindy Stuchl has been involved in this project, and asked Ms. Stuchl to review the details of the proposals. Ms. Stuchl stated that the staff preferred proposal was submitted by Rieke Office Interiors. She advised that Reike is a custom furniture manufacturer, so pieces are customized by size to provide increased workspace, etc. Pieces can also be added on later. Mayor Trilla asked, with regard to the other proposals, what "SPC" and TCPN" pricing is. Halik explained that "SPC" is an acronym for the Suburban Purchasing Cooperative, which the Village is a member of through the DuPage Mayors and Managers Conference, and "TCPN" is a state purchase

consortium which the Village is eligible to join. Both programs offer reduced pricing on the modular type furniture proposals. Trustee Berglund advised that she does not like the style of the proposed kitchen chairs in the Reike proposal. Chairman Mistele asked whether Rieke offers a warrantee on the chairs and also recommends the Village consider the installation of smart boards in each of the three conference rooms. Administrator Halik advised that each conference room is equipped with a/c power, phone, and data connections at the appropriate locations to potentially provide for smart boards in the future. However, the smart boards are expensive and are not included in the project at this time. Halik advised that they could be purchased and installed in the future at the Board's discretion. After reviewing the details of the Rieke proposal, Chairman Mistele asked whether there is anything that staff would also like to consider that is not in the Rieke proposal. Halik advised that there may be some additional high-capacity file storage cabinets, computer monitor arms, and ergonomically correct computer keyboard trays that staff would recommend be included. Trustee Oggerino requested that staff obtain some business references from Rieke. Trustee Berglund also requested that staff find out how long Rieke has been in business. Halik advised that staff will obtain the information. The Committee recommended that the proposal received from Rieke Office Interiors be accepted. Halik advised that the proposal would be considered by the full Board at either the October 27th or November 10th meeting.

(Cindy Stuchl left the meeting at 5:50 PM)

5. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for September 2014. The Village has taken in about \$44,000 in permit revenue for the month. Halik advised that in total for the first five months of fiscal year 2014/15, the Village has received approximately 50% of the anticipated FY2014/15 budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for August 2014. The report indicates that the Village pumped about 32,800,000 gallons in the month. At this point, we have pumped about 10.5% less water this year as compared to the same timeframe last year. Halik also advised that, although we are only four months into the fiscal year, we are about where we should be at in order to meet our estimated pumpage projection of 385,000,000 gallons.
- c. Administrator Halik shared the August and September 2014 mosquito abatement reports from Clarke Environmental. Halik advised that these two reports will close out the mosquito season for this year. Halik called to the Committee's attention the trap count figures on page two of the September report, noting that counts had dropped to almost zero during the second week of September.

6. VISITOR'S BUSINESS

(None)

7. COMMUNICATIONS

Chairman Mistele requested an update on project change orders for the Village Hall project. Halik advised that after much review and consideration, it was agreed that interior wood doors should be upgraded to walnut in order to obtain a stain color that matched the inside décor of the office. Halik said that there are

approximately forty interior doors in the facility, so this upgrade to walnut wood doors would cost about \$4,940, or about \$124 per door. Halik also mentioned that staff has requested a change order proposal to install a section of glass across the top of the lower level reception counter for security purposes. Halik advised that several employees approached him and shared that they thought the counter was too open, and that a disgruntled customer could easily jump behind the counter. He therefore asked the project architect to develop a design to include a glass portion of the counter to address the concern. Pricing has not yet been received for this extra.

8. ADJOURNMENT

Motion to adjourn was made by Trustee Berglund and seconded by Chairman Mistele. The meeting was adjourned at 6:10 PM.

(Minutes transcribed by: Tim Halik, 11/6/14)

**MUNICIPAL SERVICES COMMITTEE MEETING
AGENDA ITEM SUMMARY SHEET**

AGENDA ITEM DESCRIPTION

DISCUSSION – PROPOSAL FOR UNDERGROUND STORAGE TANK REMOVAL, ENVIRONMENTAL CONSULTING, AND EARLY ACTION REMEDIATION SERVICE, 7760 QUINCY STREET – METRO TANK & PUMP COMPANY

COMMITTEE REVIEW

- Finance/Administration
- Municipal Services
- Public Safety

Meeting Date:

November 10, 2014

- | | |
|---|--|
| <input type="checkbox"/> Discussion Only | <input type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date) |
| <input type="checkbox"/> Seeking Feedback | <input checked="" type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board) |
| <input type="checkbox"/> Regular Report | <input type="checkbox"/> Report/documents requested by Committee |

BACKGROUND

The Village maintains two (2) - 2,000 gallon underground storage tanks (USTs) at the current Village Hall along with one (1) dispenser pump and all associated equipment in compliance with the Illinois Office of State Fire Marshall (OSFM) requirements. The maintenance of the fuel system, along with required compliance with changing OSFM regulations, is expensive. On October 7, 2014 our current fuel vendor, Warren Oil, advised that based on our limited fuel consumption they would be forced to apply a \$100 delivery charge per fill-up in order to maintain the account. For these reasons, the Village Board, during our FY 2014/15 budget discussions, directed staff to work towards the eventual elimination of the Village Hall fueling station.

REQUEST FOR FEEDBACK

Staff has met with several vendors and consultants to determine a plan for both the elimination of the Village Hall fueling station and a recommendation for obtaining fuel for Village equipment:

- 1) With regard to removal of the existing tanks and dispenser, staff recommends acceptance of the proposal received by Metro Tank & Pump. Under this proposal, Metro will evaluate the property and secure a Leaking Underground Storage Tank (LUST) incident number prior to applying for a removal permit from the OSFM. If contamination is identified, both the tank removal costs and removal of contaminated soil be eligible for LUST Fund reimbursement. The Village would pay a \$5,000 deductible. If no contamination is found during the evaluation stage, the remainder of the contract would be void. Our fuel consultant, Texor Petroleum, advises that this plan would be the most economical for the Village to remove the tank, if contamination is present.
- 2) With regard to obtaining fuel for Village equipment, staff recommends the use of a Fleet Card Program, such as the one offered by World Fuel Services – the Vantage Card. Under this program, fuel may be obtained from a number of fueling stations including Amoco, BP, Citgo, Marathon, Mobil, Phillips 66, Shell, Texaco, and others. Billing would be performed by World Fuel Services. Although the Village would pay the retail rate (minus Illinois sales tax) for fuel, there are accounting, control and tracking benefits with this program that will prove useful to the Village. Numerous reporting options are provided along with the ability to track and limit usage by cards. Purchase alerts can be set-up and cards can be quickly suspended if lost or if an abuse is identified.

STAFF RECOMMENDATION

Staff would recommend that the proposal submitted by Metro be accepted so that the site evaluation process can be performed as soon as possible before the onset of the winter season. Staff also recommends that the Village apply for a revolving credit account using the Vantage Card Program from World Fuel Services.

METRO

TANK AND PUMP COMPANY

1111 West Dundee Road Wheeling, IL 60090-3936

Phone: (847) 465-4000 Fax: (847) 465-1864

WEBSITE: WWW.METROTANK.COM EMAIL: INFO@METROTANK.COM

Mr. Andrew Passero
Village of Willowbrook
7760 Quincy Ave
Willowbrook, IL 60521

September 26, 2014

**RE: Tank Removal, Consulting Services Proposal, UST Removal and Early Action
Remediation / Reporting LUST Program, Facility # 2003593**

Dear Mr. Passero:

METRO Tank and Pump Company and Marlin Environmental, Inc. respectfully submit the following proposal for Tank Removal, Environmental Consulting Services and Early Action Remediation activities. Our proposal reflects a professional, cost effective and safety conscious approach to complete your remediation project.

IEPA EARLY ACTION ACTIVITIES

We will evaluate the property, provide UST notification, and secure a LUST incident number prior to sending in the OSFM removal permit application in order that the tank removal costs would be eligible for LUST Fund reimbursement. Marlin Environmental will help apply for and secure LUST Fund eligibility from the OSFM for the new incident number. Should contamination from the current USTs, not be found during property evaluation, the remainder of the contract will be void.

Under the IEPA allowable Early Action Remediation activities for your site, removal of 4 feet around the USTs of contaminated backfill soils should be allowed. This estimated maximum amount of cubic yards is determined based solely upon the volume of the leaking USTs removed. Early Action costs are reimbursable through the leaking underground storage tank fund and do not need prior IEPA approval. We will obtain landfill permit(s), excavate, remove and dispose of the contaminated backfill materials.

ENVIRONMENTAL CONSULTING

Marlin Environmental, Inc. will supervise and document the tank removal, contaminated soil removal activities in accordance with the IEPA protocols and utilize a photoionization detector to help determine the extent of contamination by field screening the soils for volatile hydrocarbon vapors. **METRO** Tank and Marlin will obtain soil confirmation samples and have them analyzed for the appropriate LUST indicator constituents.

Upon the receipt of the laboratory analytical results, we will compare the results with the current IEPA clean up objectives. Based on the analytical results, we will discuss the compliance options and provide recommendations to you for a course of action to successfully complete this project and work towards closing the LUST incident, as required based upon the results of the Early Action soil sampling.

Marlin Environmental, Inc. will complete the IEPA required 20 and 45-day IEPA reports.

Upon the actual completion of the UST removal and remediation, we will invoice the actual amounts and services performed to complete this project. Marlin will provide the documentation, paper work and receipts showing actual amounts of soil disposed, backfill material, number of samples obtained and professional services.

METRO

TANK AND PUMP COMPANY

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Should the IEPA require additional investigation and / or remediation based upon the results of the Early Action or subsequent sampling being in excess of applicable IEPA TACO Remediation Objectives (ROs), information, or modifications, Marlin Environmental, Inc. will provide environmental consulting services for approved and agreed upon IEPA compliance activities, as required by the sampling results based upon the IEPA Subpart H Maximum Payment Amounts specified in 35 IAC 734 as part of this contract.

We will commence work on this project once we receive a signed copy of this proposal, which will serve as our professional services agreement and Village of Willowbrook having agreed upon the following payment terms with regard to this proposal, exclusively.

Owner will be responsible for payment of the deductible (\$5,000.00). Marlin Environmental, Inc. will accept deferred payment on the outstanding invoiced amount for the IEPA approved remediation costs as detailed in this proposal, until such time as the IEPA approved reimbursement claim is paid by the UST Fund.

Village of Willowbrook agrees to assign all IEPA UST Fund approved reimbursement payments to be issued directly to Marlin Environmental, Inc., or to any bank, financial institution or lender designated by Marlin Environmental, Inc., as allowed in accordance with Section 57.8a of the Environmental Protection Act [415 ILCS 5/57, 8a].

If Village of Willowbrook is subject to any involuntary withholdings or deductions by the Illinois State Comptroller, Village of Willowbrook will be responsible for the payment of any amount withheld or deducted from the voucher amount approved by the LUST Fund. Unpaid balances from any withholdings or deductions shall accrue a service charge of one and one-half (1-1/2) percent of the unpaid compounded balance per month. In the event of any liens, suits, or other collection actions, the client shall pay Marlin Environmental, Inc., in addition to principal balance and interest, all attorney's fees, court costs, and other costs of collection deemed necessary by Marlin Environmental, Inc.

This cost proposal is valid for a period of thirty (30) days.

We appreciate the opportunity to submit this proposal to you for your approval. Should you have any questions or require additional information, please do not hesitate to call our office. We look forward to working with you on this project.

Respectfully,
METRO Tank and Pump Company
Larry Cherner
President

Payment Terms: 5,000 with Signed Contract.

The following Terms and Conditions between METRO Tank and Pump Company (hereafter Contractor) and Village of Willowbrook (hereafter Purchaser) are affixed and made a part hereof. Please sign in the appropriate place to indicate your acceptance.

TERMS AND CONDITIONS

PAYMENT TERMS

Upon Completion Of Work. All quotes are valid for thirty (30) days. After (30) days, Contractor reserves the right to adjust all prices according to current costs or conditions. All sums to be paid to Contractor under the terms of this contract, unless otherwise specified, in writing, shall be due upon completion of services, delivery of equipment, or installation work to be performed. Any accounts not fully paid within thirty (30) days of date of invoice shall be charged an additional sum of 1 - 1/2 percent per month on balance remaining unpaid. In the event of any liens, suits, or other collection actions of any type, Purchaser shall pay to Contractor, in addition to the principal balance and interest as aforesaid, all reasonable attorney's fees, court costs and other costs of collection. Contractor may suspend the Services under this Agreement, with no penalty and other provisions of this Agreement notwithstanding, at any time until Contractor has been paid in full for all amounts due, including interest charges. Notwithstanding any other provision of this contract, at any time when payment owed to Contractor is not paid within (30) days of date of invoice, Contractor may, without notice, suspend the services under this agreement with no penalty, until Contractor has been paid in full.

WARRANTY

a. Warranty. Contractor provides no warranty for any equipment or material. Purchaser recognizes that the only warranty provided with respect to material and equipment is the manufacturer's warranty. Contractor warrants that all labor shall be performed in a good workmanship like manner. All claims for defective workmanship must be made within (90) days.

b. Standard of Care Contractor will perform the Services in a professional manner in accordance with sound consulting practices and procedures. **CONTRACTOR MAKES NO OTHER WARRANTY EITHER EXPRESS OR IMPLIED. Specifically, Contractor makes no warranty that material and equipment purchased by Purchaser is either merchantable or fit for the use intended by Purchaser.**

TANK REMOVALS

a. Assumptions. Tank removal prices are based upon the following conditions: (a) concrete slab over tank not to exceed 8"; (b) no rebar in concrete; (c) no concrete vaults, removal of underground hold-down slab, saddles or straps; (d) tank to be empty of water, product, sludge, sand or other materials or liquids; (e) no contaminated material or remedial action; (f) no scrap value of tanks; (g) all excavated material to be returned to tank hole; (h) price is based on size of tank specified in quote: if tank is larger, additional costs will be added, if quantity of tanks is less than quoted, no credits; (i) no tank cars; (j) Contractor shall not be held liable for disturbance or damage to nearby tanks or piping; (k) no fiberglass-lined tanks; (l) no double wall tanks; (m) no hazardous material in tank or excavation; (n) above and below ground concrete slab to be put back into excavation; (o) Minimum one day charge for equipment and labor on location, if unable to perform contract job due to unforeseen conditions; (p) E.P.A. regulations require that residue, sediment, and sludge from the tank and sludge generated from the tank cleaning process must be properly disposed of: the charge for sludge handling and disposal, if required, is not included; and (q) no restoration to concrete, asphalt or landscape; sludge or #6 heavy oil.

b. Special Waste. Purchaser agrees that in the event special waste contaminated material is discovered, Contractor shall perform remedial action work, reports, forms and documentation, and Contractor agrees to perform said work in compliance with E.P.A. regulations, as per the attached environmental schedule. Purchaser recognizes and agrees that at no time will Contractor assume title or control of said materials. All payments to Contractor must be made in full prior to the release of any reports.

c. Quantity of Waste. Contractor and the Purchaser agree that the quantity of cubic yards/tons indicated on the waste manifests are subject to verification and acceptance by the landfill and that both parties agree to accept landfill's verification of cubic yards/tons as actual and final amount for purposes of billing. The quantity of cubic yards/tons removed will be determined by the measurement size of the backhoe bucket and/or truck load volume and not by in-ground measurement of excavation. Purchaser agrees to pay Contractor for the quantity of cubic yards/tons billed from the landfill at which the contaminated soil was disposed.

d. Escrow Account. Contaminated soil remediation payment terms will be handled on an escrow basis. Contractor will establish the escrow account. An estimated project cost will be funded by the Purchaser to the account from which Contractor will draw payments. Contractor will proceed with remediation based on monies available in escrow.

TESTING

The price specified in this contract, does not include any soil, liquid, tank, line testing or soil borings which may be required by state, local, and E.P.A. authorities or Purchaser, unless otherwise specified in writing. At Purchaser's request Contractor will obtain tests from an independent testing laboratory or service. The total cost of the test procedure will be billed to Purchaser. Contractor makes no claims as to any tests or results, shall not be held liable for the accuracy of the testing procedures or results, and shall not be held liable or responsible for any action taken due to any test results. All liquid test prices are based upon the accessibility of tank, no excavation is included. Should for any reason the testing is unable to be performed due to customer information inaccuracies or unpreparedness, Purchaser shall be liable for the fee of (1) test.

INDEMNIFICATION

Excepting only such liability as may arise out of the gross negligence of Contractor, the Purchaser agrees to hold harmless, indemnify, and defend Contractor and its officers, directors, agents, employees, contractors, and sub-contractors from and against any and all claims, losses, damages, liability, causes of action (including causes of action for personal injury or death), and costs, including, but not limited to, attorney's fees for counsel of Contractor's choice and other costs of defense, arising out of or in any way connected with:

the existence of contaminated materials on or near the project site. This includes, but is not limited to, the cost of clean-up, removal, hauling, disposal, pumping, reimbursement, reports and any other remedial actions that may be required.

the presence, discharge, release, exposure, or escape of petroleum impacted materials, asbestos or other hazardous substances or contaminants of any kind;

Purchaser's acts, operations, or responsibilities under this Agreement;

or the work of any third party hired by Purchaser to perform work at this site;

Purchaser agrees to hold Contractor harmless for damage to utilities or subterranean structures which are not correctly located by Purchaser;

UTILITIES

Purchaser shall be responsible for designating the location and depth of all utility lines, piping, conduits and subterranean structures within the property lines of the Work Order scope. Contractor will request responsible utilities to locate on and off-site utility lines when necessary and applicable.

CHANGE ORDERS

Additional work requested by Purchaser, other than unit work, will require signed change orders. All other changes in work scope will be billed and/or credited at negotiated prices.

PROJECT DELAYS

Should work be held up and/or delayed by Purchaser, his employees, agents, consultants or other parties under the guidance of Purchaser, Contractor shall receive a minimum of (1) day charge as compensation for said delays. If such delays, Acts of God, or unforeseen delays from suppliers occur, then Contractor shall receive an extension on completion time.

EXCAVATION CLAUSE

All excavation is based upon normal soil and sub-soil conditions. In the event that rocks, vaults, cables, lines, frozen ground, sand, water, contaminated materials, etc. are found, and cause a delay in the progress of the project, and/or an expense is incurred, to repair and/or relocate utilities or lines. Contractor shall not be held responsible or liable, and such costs shall be billed to Purchaser as an extra to this project. Shoring of tank holes or any other structure is not included in contract.

TANK INSTALLATION, REPAIRS AND UPGRADES

Purchaser acknowledges that the signing and acceptance by Contractor and Purchaser does not guarantee work will be completed prior to E.P.A. compliance deadlines.

New tank installations are based upon normal excavation conditions pertaining to weather conditions, concrete, and backfilling. Installation prices are also based upon excavation size being 2 feet greater than the tank in all directions and a 3 foot burial. If, due to unforeseen conditions the tank hole is larger, Purchaser will be billed an extra.

Except only as shall arise through gross negligence of contractor, contractor shall have no responsibility for unforeseen existing equipment malfunctions, piping or conduits.

All fuel for tanks is the responsibility of the Purchaser. Water for tank ballast shall be provided by owner. In the event that any tank shall float, Contractor shall have no liability or responsibility. It shall be the Purchaser's obligation to restore or repair any damage due to tank floating and/or other causes of a release. Contractor shall have no responsibility or obligation due to spills that may occur by fuel suppliers, from accidents, releases and/or negligence.

PERMITS & TAXES

All fees and penalties for permits, registration, or licensing is the responsibility solely of Purchaser. Contractor will assist Purchaser in obtaining permits and will bill Purchaser for all fees and time spent in obtaining permits, unless specifically stated otherwise. Where applicable, sales tax will be billed as a line item unless specifically stated otherwise.

LIABILITIES

Any claims pursuant to this agreement must be in writing, must be within (1) year of work, and may not be for more than the value of the work contracted. No claims may be made in excess of contract work performed.

ATTACHMENTS The attached Contractor proposal/contract, consisting of 4 printed pages and dated 09/26/2014 is hereby incorporated into this agreement.

IN WITNESS WHEREOF, Purchaser and Contractor acknowledge having read and reviewed the above and all pages of this Agreement and agree to be bound by it.

Dated this _____ day of _____, 2014.

CONTRACTOR:
Metro Tank And Pump Company
(Company Name)

PURCHASER:
Village of Willowbrook
(Company Name)

(Print Name)

By: _____

By: _____

Purchase Order #, if applicable

If your company/firm is Tax Exempt, provide you Tax Exemption identification #: _____, and attach a copy of your exemption certificate to ensure accurate invoicing.



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Uniquely positioned to help fleets of any size become more efficient and successful.

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More than just a fuel card, The Complete Fleet Card stands out because it allows for control at the card level, as well as at the account level, giving fleet administrators the ability to customize every card. Within a single account, the fleet card can be assigned to individual drivers, vehicles or entire organizations. A unique personalized identification number (PIN) can also be assigned for security. In addition, cares may be set up to require drivers to enter their vehicle or driver number, as well as odometer readings.

Fleet administrators appreciate the sophisticated purchase controls and expense monitoring features that reign in excess spending. Easy-to-read, comprehensive transaction data reports help manage expenses and can be used in vendor negotiations and summary report options monitor and track negotiated discounts.

Purchases can be limited by:

- Product (fuel only or all products)

- Number of transactions per day
- Dollars per month
- Number of transactions per month

With all this functionality, the fleet card program is truly a client's answer to a complete and comprehensive fuel and maintenance fleet solution.

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wfsfleetcard@wfscorp.com



5 Reasons to Choose The Complete Fleet Card

- **Experience** - World Fuel Services (WFS) has partnered with U.S. based Voyager Fleet Systems. With 20 years of experience, Voyager® offers the second largest fleet card program in the U.S., with more than 18 million cardholders.
- **Cost Savings** - WFS has the power to help our clients leverage savings for their company in the form of merchant discounts, tax exemptions and flexible payment/billing options.
- **Convenience** - The card is accepted at more than 230,000

major and regional fuel and maintenance locations nationwide, with new sites added daily.

- **Card Controls** - Our fleet card provides full, flexible control over purchases.
- **Customer Service** - Outstanding service is the single most important benefit we can offer 24/7. WFS maintains the highest quality standards for prompt responses and accuracy of information provided.



The Complete Fleet Card



Comprehensive reporting is a vital component of effective fleet operations.

▶ Flexible Reporting Options

With The Complete Fleet Card, clients can turn raw transaction data into useful information for compliance management and strategic planning. Using online reporting tools, clients can run standard, or create ad-hoc, reports each month.

In addition, these reporting tools generate various management reports regarding card usage, price-per-gallon, fuel type, number of gallons, sales amount, odometer readings, date and time of sale, retailer and retail location.

Clients can also customize daily and monthly spending limits on a card-by-card basis. This exclusive functionality provides great value and strategic risk management controls to fleet administrators who would prefer not to establish blanket transaction levels to their entire accounts.

▶ Exception Monitoring

Exceptions are identified on vehicle, driver and exception

reports. All reports are based on customer defined specifications. Some exceptions include:

- Mile-per-gallon variances
- Pattern discrepancies for time or date
- Product variances
- Fuel purchases in excess of customer-defined capacity

▶ Learn More and Get Pre-Qualified

wfsfleetcard.com

wfsfleetcard@wfscorp.com



▶ Reporting Options

- Detailed Invoice Report
- Unusual Activity/Limits Report
- Fuel Management Report
- Vehicle and Driver Report
- Site Report with Price per Gallon
- Tax Details and Exemptions Report
- Electronic Data Options



The Complete Fleet Card



Fleet Commander Online is one of the Industry's more robust and user-friendly fleet management websites.

▶ Online Fleet Management

Fleet Commander Online is a secure, web-based fleet and fuel management program.

Fleet Commander Online provides total access for clients to view, track and manage fleet operations and accounts. Complete Level III data capture gives fleet administrators all the control to manage fleet and account activity from any location and at any time with the security of an encrypted, online portal.

Update information at the individual card level or for an entire account. Fleet Commander Online can also schedule, save and delete outdated reports per user settings.

▶ Learn More and Get Pre-Qualified

wfsfleetcard.com

wfsfleetcard@wfscorp.com



▶ Features

Fleet Commander Online can be customized to give fleet administrators the control to manage their fleet in greater detail. Fleet administrators can evaluate costs, customize reports to their own specifications or use pre-formatted templates.

▶ System Tools

Merchant Locator

Flexible Management and Transaction Reports

Save Reports, Parameters and Formatting

Schedule Report Delivery

Advanced Internet Banking Security Features



The Complete Fleet Card



The Complete Fleet Card is one of the nation's most widely accepted payment cards for fuel and fleet-related services.

▶ Fueling and Maintenance

Currently accepted at more than 230,000 fueling and maintenance locations, with new locations added daily, The Complete Fleet Card is the ideal solution for operating fleets of any size that need a payment and reporting solution for fueling, maintenance and service needs.

Fleet administrators fully benefit from controls, online account maintenance, report billing and informational tools. Drivers, in turn, can operate their vehicles with the assurance that they will have convenient access to fuel, maintenance and related services wherever they drive.

a convenient and innovative product that allows fuel and maintenance vendors to be set up quickly and easily without POS equipment. This allows access to your local preferred vendors, while still maintaining the reporting you need.

▶ Acceptance Options

World Fuel Services works with major fuel and maintenance vendors to ensure that they accept the card electronically.

In addition, The Complete Fleet Card is accepted via TeleTrans,

▶ Learn More and Get Pre-Qualified

wfsfleetcard.com

wfsfleetcard@wfscorp.com



▶ Features & Benefits

- Acceptance at Over 230,000 Locations
- Fuel and Maintenance Vendors
- National, Regional and Local Vendors
- Timely Capture of Level III Data
- Process Transactions Through TeleTrans
- Timely Online Access to Your Data



EST. 1960

Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

MONTHLY REPORT
MUNICIPAL SERVICES DEPARTMENT
Permits issued for the month of October, 2014

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Alarm System	1
Asphalt Driveway	1
Asphalt Parking	3
Concrete	3
Drainage Pipe	1
Electric Service	1
Emergency Building Repair	1
Fence	2
Lawn Sprinkler	1
Lighting Alternation	1
Parking Lot	2
Plan Review	3
Pool	1
Remodel	1
Reoccupancy	2
Reroof	7
Sealcoat	1
Sign	2
Single Family Residence	1
Water Heater	1
Window Replacement	5

TOTAL 41

Village Administrator

Tim Halik

Final Certificates of Occupancy	0
Temporary Certificates of Occupancy	1

Chief of Police

Mark Shelton

Permit Revenue for October, 2014	36,457.55
Total Revenue Collected for Fiscal Year To Date	125,251.39
Total Budgeted for Fiscal Year 2014/15	175,000.00
Total Percentage of Budgeted Revenue Collected to Date	71.57

Respectfully submitted,

Timothy Halik
Village Administrator



Proud Member of the
Illinois Route 66 Scenic Byway

MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

Fiscal Year 2014/15

MONTH	CURRENT FISCAL YEAR	PRIOR FISCAL YEAR
MAY	\$ 12,317.12	\$ 21,169.24
JUNE	\$ 8,573.76	\$ 19,335.70
JULY	\$ 15,008.48	\$ 48,123.47
AUGUST	\$ 8,890.90	\$ 17,977.86
SEPTEMBER	\$ 44,003.58	\$ 18,865.93
OCTOBER	\$ 36,457.55	\$ 12,371.02
NOVEMBER		\$ 26,381.46
DECEMBER		\$ 8,539.90
JANUARY		\$ 19,495.36
FEBRUARY		\$ 20,254.23
MARCH		\$ 19,318.62
APRIL		\$ 26,032.69
COLLECTED REVENUE	\$ 125,251.39	\$ 258,000.48
BUDGETED REVENUE	\$ 175,000.00	\$ 150,000.00
REVENUES COLLECTED- (OVER)/UNDER BUDGET	125,251.39	\$ (108,000.48)
PERCENTAGE OF BUDGETED REVENUE COLLECTED	71.57	172

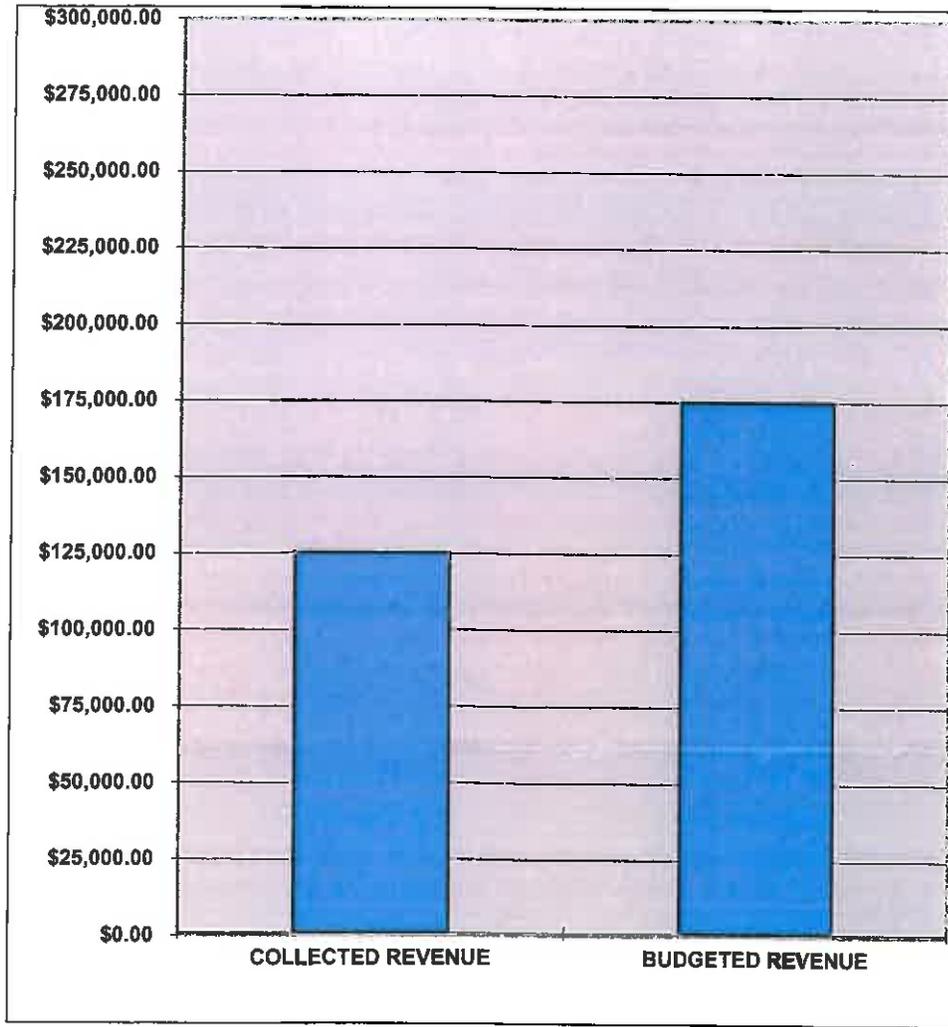
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

	Fiscal Year 14/15	Fiscal Year 13/14
COLLECTED REVENUE	\$ 125,251.39	\$ 258,000.48
BUDGETED REVENUE	\$ 175,000.00	\$ 150,000.00

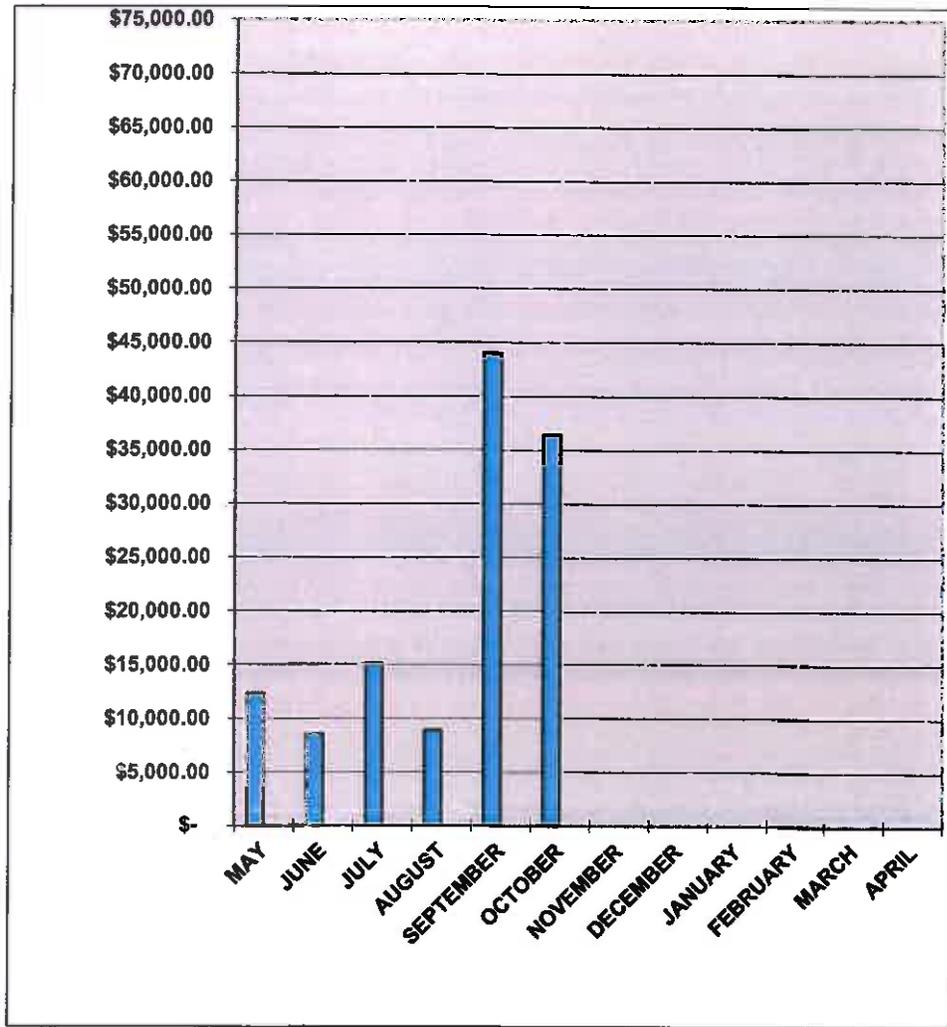
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



2012-13-14

Permit	Date Issued:	Name:	Address:	Permit Purpose:	Business Name:	Fee:	RES / COMM:	Date Released:	Date Permit Expires:
14-292	10/31/14	Carrie Navins	238 79TH	Alarm system		\$ 50.00	R	10/31/14	10/31/15
14-339	10/23/14	Thomas Harvey	304 Chataleine	Asphalt Driveway		\$ 75.00	R	10/23/14	10/23/14
14-295	10/09/14	Steven Patzer	830 Midway Drive	Asphalt Parking	Stergenics	\$ 400.00	C	10/09/14	10/09/15
14-294	10/09/14	George Rediehs	7775 S. Quincy Street	Asphalt Parking	Stergenics	\$ 400.00	C	10/09/14	10/09/15
14-345	10/31/14	Hinsdale Lake Com.	6300 Kingery	Asphalt Paving		\$ 300.00	R	10/29/14	10/29/15
14-317	10/09/14	Wingren Plaza	7420 Quincy Street	Concrete	Wingren Plaza	\$ 100.00	C	10/09/14	10/09/15
14-308	10/16/14	Tony Marino	600 Executive Drive	Concrete		\$ 350.00	R	10/16/14	10/16/15
14-335	10/31/14	Colleen McCormick	6401 Clarendon Hills Rd	Concrete Driveway		\$ 125.00	R	10/31/14	10/31/15
14-293	10/01/14	George Rediehs	7775 S. Quincy Street	Drainage Pipe	Stergenics	\$ 200.00	C	10/01/14	10/01/15
14-307	10/31/14	Lombardi Electric	650 Executive Drive	Electric Service	Wholesome Tea Co.	\$ 100.00	C	10/31/14	10/31/15
14-348	10/31/14	Panera Bread	7165 Kingery	Emergency Bldg Repair	Panera Bread	\$ 400.00	C	10/29/14	10/29/14
14-305	10/01/14	Thomas Essenther	225 Midway Dr	Fence		\$ 50.00	R	10/01/14	10/01/15
14-341	10/31/14	Catherine Gleason	7911 Brookbank Road	Fence		\$ 50.00	R	10/31/14	10/31/15
14-327	10/14/14	Nenad Radondic	503 W. 64th Street	Lawn Sprinkler		\$ 75.00	R	10/09/14	10/09/15
14-337	10/23/14	Lake Hinsdale Village	601 Lake Hinsdale	Lighting Alterations		\$ 100.00	R	10/23/14	10/23/15
14-324	10/08/14	Bob Piccirillo	50 W. 75th Street	Parking Lot	Willowbrook Office	\$ 300.00	C	10/08/14	10/08/15
14-301	10/09/14	Stan Bouzoukis	7155 Kingery Hwy	Parking Lot	Town Center	\$ 75.00	C	10/09/14	10/09/15
14-304	10/01/14	Steve Filim	6174 Knoll Lane Ct	Patio Door		\$ 75.00	R	10/01/14	10/01/15
	10/15/14	Midtronics	7000 Monroe	Plan Review	Midtronics	\$ 6,000.00	C	10/15/14	
	10/16/14	Willowbrook Business	650 Willowbrook Center	Plan Review	Willowbrook Bus. Ctr	\$ 6,000.00	C	10/16/14	
	10/20/14	Trane	7100 S. Madison	Plan Review	Trane	\$ 2,000.00	C	10/20/14	10/20/15
14-312	10/01/14	John Buonavolanto	6635 Wedgewood Lane	Pool		\$ 410.00	R	10/01/14	10/01/15
14-329	10/20/14	Woodland Park	535 Plainfield	Remodel	Woodland Park	\$ 2,235.38	C	10/20/14	10/20/15
14-322	10/08/14	Mark Teele	7420 Quincy Street	Reoccupancy	Hinsdale Teachers	\$ 200.00	C	10/08/14	10/08/15
14-307	10/09/14	TRP Willowbrook	650 Executive Drive	Reoccupancy	Wholesome Tea Co.	\$ 200.00	C	10/09/14	10/09/15
14-315	10/09/14	Franc Tividar	7800 Sugarbush Lane	Reroof		\$ 35.00	R	10/09/14	10/09/15
14-323	10/23/14	John Prochut	7622 Cherry Tree	Roof		\$ 35.00	R	10/23/14	10/23/15
14-313	10/23/14	Bob Fink	140 Somerset Drive	Roof		\$ 35.00	R	10/23/14	10/23/15
14-349	10/31/14	Antonio Lopez	335 Ridgemoor	Roof		\$ 35.00	R	10/31/14	10/31/15
14-319	10/31/14	Mr. Jiracek	6536 Stough	Roof		\$ 35.00	R	10/31/14	10/31/15
14-338	10/31/14	Konrad Horvath	620 67th Street	Roof		\$ 35.00	R	10/31/14	10/31/15
14-296	10/31/14	Al Froemel	229 Midway	Roof Replacement		\$ 35.00	R	10/31/14	10/31/15
14-331	10/15/14	Jaimin Shah	7800 Kingery	Sealcoat	Willowbrook Office	\$ 75.00	C	10/15/14	10/15/15
14-320	10/09/14	Shell Oil	7000 Kingery	Sign	Shell Oil	\$ 88.13	C	10/09/14	10/09/15
14-340	10/23/14	Willowbrook Sq. Ctr.	100 W. 63rd	Sign	Willowbrook Sq. Ctr.	\$ 1,226.80	C	10/29/14	10/29/15
14-311	10/03/14	Ivan Colakovic	645 63rd Street	Single Family		\$ 14,121.39	R	10/03/14	10/03/15
14-330	10/20/14	Sharon Moran	7 Kane Court	Water Heater		\$ 50.00	R	10/20/14	10/20/15
14-287	10/03/14	Shehren Ozkapan	6169 Knoll Wood Road	Window Replacement		\$ 75.00	R	10/03/14	10/03/15
14-318	10/08/14	Jovita Vanagas	20 Kent Court	Window Replacement		\$ 75.00	R	10/08/14	10/08/15
14-336	10/20/14	Nina Emmenegger	6123 Bentley Ave	Window Replacement		\$ 75.00	R	10/20/14	10/20/15
14-334	10/23/14	Bob Lissak	7819 Virginia	Window Replacement		\$ 75.00	R	10/23/14	10/23/15
14-346	10/31/14	Takashi Nishida	845 Cramer Court	Window Replacement		\$ 75.00	R	10/31/14	10/31/15

VILLAGE OF WILLOWBROOK

PRCT. OF YR: 50

RUN: 11/03/14 4:11PM

REVENUE REPORT FOR OCTOBER, 2014

PAGE: 1

ACCT. NO.	DESCRIPTION	RECEIVED THIS MONTH	RECEIVED THIS YEAR	BUDGET AMOUNT	PERCENT COLLECTED	BUDGET REMAINING
<u>GENERAL CORPORATE FUND</u>						
<u>Operating Revenue</u>						
<u>Property Taxes</u>						
01-310-101	PROPERTY TAX LEVY-SRA	2,365.05	69,322.89	71,135.00	97.45	1,812.11
01-310-102	PROPERTY TAX LEVY-RD & BRIDGE	3,359.22	95,007.42	95,000.00	100.01	-7.42
01-310-103	PRIOR YEAR TAX COLL	0.00	0.00	0.00	0.00	0.00
*TOTAL	Property Taxes	5,724.27	164,330.31	166,135.00	98.91	1,804.69
<u>Other Taxes</u>						
01-310-201	MUNICIPAL SALES TAX	318,630.94	1,823,055.66	3,450,000.00	52.84	1,626,944.34
01-310-202	ILLINOIS INCOME TAX	91,808.96	479,263.46	787,000.00	60.90	307,736.54
01-310-203	AMUSEMENT TAX	9,654.21	46,992.52	88,500.00	53.10	41,507.48
01-310-204	REPLACEMENT TAX	245.36	765.19	1,220.00	62.72	454.81
01-310-205	UTILITY TAX	78,849.50	510,482.44	1,075,000.00	47.49	564,517.56
01-310-207	TELECOMMUNICATION LEASE	0.00	1,224.50	34,380.00	3.56	33,155.50
01-310-208	PLACES OF EATING TAX	40,479.03	253,317.63	450,000.00	56.29	196,682.37
01-310-209	WATER TAX	10,550.10	73,054.67	174,013.00	41.98	100,958.33
01-310-210	WATER TAX - CLARENDON WATER CO	287.59	572.52	1,000.00	57.25	427.48
*TOTAL	Other Taxes	550,505.69	3,188,728.59	6,061,113.00	52.61	2,872,384.41
<u>Licenses</u>						
01-310-301	VEHICLE LICENSES	0.00	0.00	0.00	0.00	0.00
01-310-302	LIQUOR LICENSES	7,250.00	11,500.00	60,750.00	18.93	49,250.00
01-310-303	BUSINESS LICENSES	25,064.75	26,959.00	68,000.00	39.65	41,041.00
01-310-305	VENDING MACHINE	840.00	945.00	2,000.00	47.25	1,055.00
01-310-306	SCAVENGER LICENSES	1,000.00	2,250.00	6,000.00	37.50	3,750.00
*TOTAL	Licenses	34,154.75	41,654.00	136,750.00	30.46	95,096.00
<u>Permits</u>						
01-310-401	BUILDING PERMITS	36,457.55	125,251.39	175,000.00	71.57	49,748.61
01-310-402	SIGN PERMITS	1,226.80	1,226.80	5,000.00	24.54	3,773.20
01-310-403	OTHER PERMITS	54.00	324.00	400.00	81.00	76.00
01-310-404	COUNTY BMP FEE	2,655.00	2,655.00	0.00	0.00	-2,655.00
*TOTAL	Permits	40,393.35	129,457.19	180,400.00	71.76	50,942.81
<u>Fines</u>						
01-310-501	CIRCUIT COURT FINES	12,490.55	74,600.85	120,000.00	62.17	45,399.15
01-310-502	TRAFFIC FINES	2,308.33	17,116.66	25,000.00	68.47	7,883.34
01-310-503	RED LIGHT FINES	53,975.00	337,155.00	540,000.00	62.44	202,845.00
*TOTAL	Fines	68,773.88	428,872.51	685,000.00	62.61	256,127.49

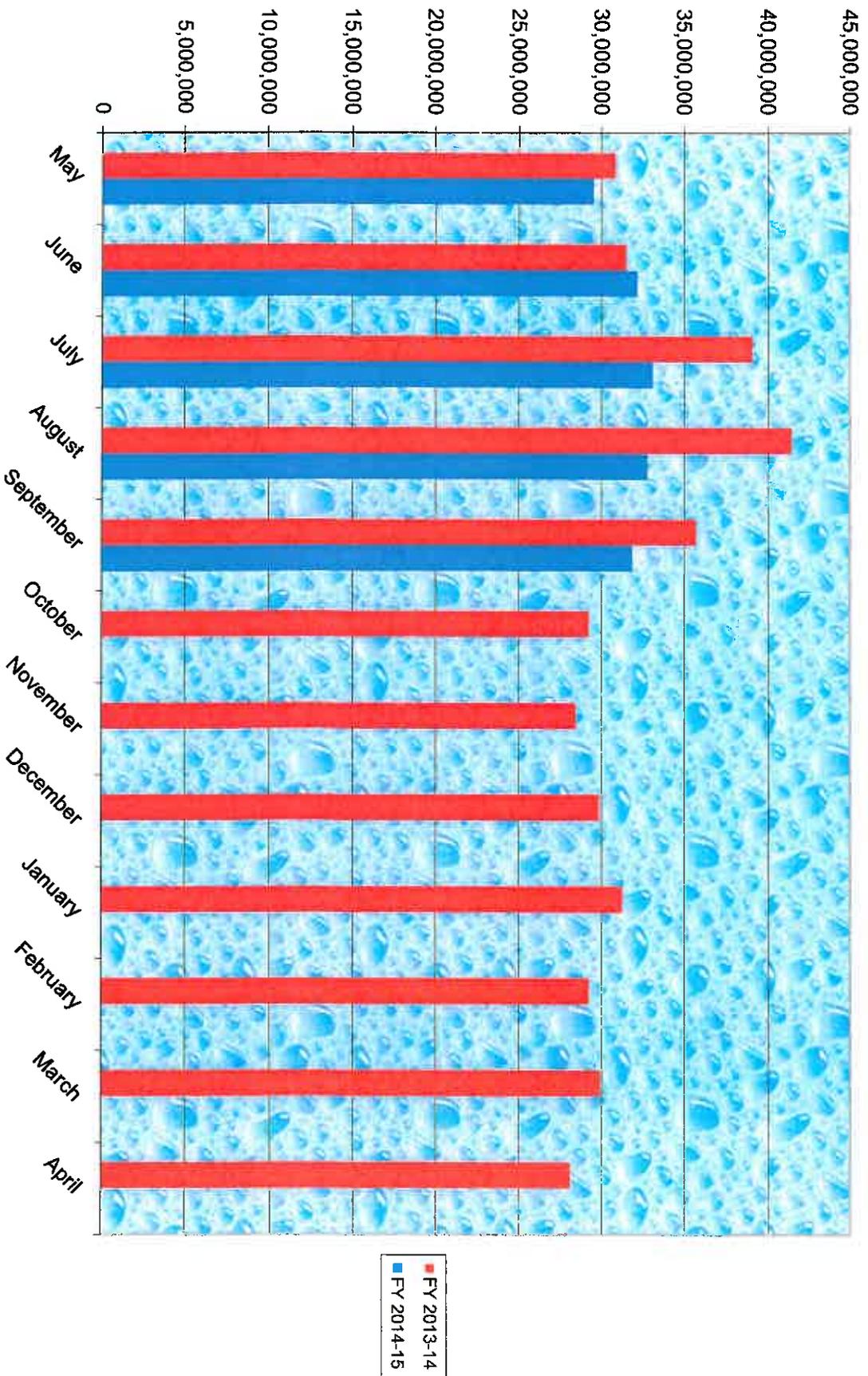
VILLAGE OF WILLOWBROOK - PUMPAGE REPORT
TOTAL GALLONS PUMPED
FY 2002/03 - FY 2014/15

Month	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
May	32,267,000	33,518,000	35,018,000	35,919,000	35,162,000	36,696,000	33,890,000	31,322,000	31,715,000	30,725,000	34,220,000	30,860,000	29,547,000
June	38,911,000	38,691,000	35,447,000	48,511,000	42,471,000	43,700,000	33,817,000	32,087,000	31,799,000	32,620,000	44,635,000	31,512,000	32,193,000
July	52,100,000	39,116,000	41,248,000	52,479,000	43,279,000	44,574,000	41,463,000	36,819,000	38,513,000	41,371,000	49,498,000	39,106,000	33,122,000
August	44,167,000	40,433,000	41,059,000	47,861,000	41,114,000	38,778,000	43,017,000	38,516,000	38,745,000	35,639,000	40,272,000	41,448,000	32,796,000
September	40,838,000	36,275,000	39,658,000	43,906,000	32,998,000	42,013,000	33,418,000	34,331,000	33,992,000	32,273,000	33,657,000	35,737,000	31,869,000
October	33,128,000	31,667,000	33,765,000	35,009,000	31,937,000	34,612,000	30,203,000	28,919,000	33,789,000	29,892,000	30,283,000	29,226,000	
November	28,560,000	28,260,000	30,106,000	29,515,000	29,153,000	29,847,000	28,054,000	26,857,000	28,125,000	27,138,000	27,535,000	28,446,000	
December	30,503,000	29,133,000	32,786,000	31,086,000	30,102,000	31,435,000	29,568,000	28,931,000	29,257,000	28,643,000	27,863,000	29,847,000	
January	30,343,000	29,602,000	31,223,000	29,411,000	30,340,000	32,444,000	29,383,000	28,123,000	28,401,000	28,846,000	28,427,000	31,265,000	
February	27,216,000	28,755,000	26,768,000	27,510,000	29,078,000	29,470,000	26,629,000	25,005,000	24,988,000	26,635,000	24,308,000	29,230,000	
March	29,488,000	30,315,000	30,025,000	29,905,000	30,362,000	31,094,000	28,408,000	27,945,000	27,909,000	28,911,000	27,862,000	29,917,000	
April	29,845,000	29,350,000	29,478,000	30,452,000	29,468,000	30,239,000	27,193,000	27,793,000	27,145,000	34,220,000	27,514,000	28,101,000	
TOTAL	417,366,000	395,115,000	406,581,000	441,564,000	405,464,000	424,902,000	385,043,000	366,648,000	374,378,000	376,913,000	396,074,000	384,695,000	159,527,000

YEAR TO DATE LAST YEAR (gallons):	178,663,000
YEAR TO DATE THIS YEAR (gallons):	<u>159,527,000</u>
DIFFERENCE (gallons):	-19,136,000
PERCENTAGE DIFFERENCE (+/-):	-10.71%
FY14/15 PUMPAGE PROJECTION (gallons):	385,000,000
FY14/15 GALLONS PUMPED TO DATE:	<u>159,527,000</u>
CURRENT PERCENTAGE PUMPED COMPARED TO PROJECTION	41.44%

All table figures are in millions of gallons sold on a monthly basis per fiscal year.

Village of Willowbrook Pumpage Report



Monthly Pumpage Chart

