

A G E N D A

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, FEBRUARY 8, 2016, AT 6:30 P.M. AT THE **BURR RIDGE POLICE DEPARTMENT TRAINING ROOM, 7700 COUNTY LINE ROAD, BURR RIDGE, DUPAGE COUNTY, ILLINOIS**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITOR'S BUSINESS - Public comment is limited to three minutes per person
5. OMNIBUS VOTE AGENDA:
 - a. Waive Reading of Minutes (APPROVE)
 - b. Minutes - Regular Board Meeting - January 25, 2016 (APPROVE)
 - c. Minutes - Executive Session Meeting - January 25, 2016 (APPROVE)
 - d. Warrants - \$160,475.70 (APPROVE)
 - e. Monthly Financial Report - January 31, 2016 (APPROVE)
 - f. Ordinance - An Ordinance Declaring Surplus Property and Authorizing the Sale of the Same (PASS)
 - g. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept a Proposal from Clarke Aquatic Services, Inc. to Provide Aquatic Weed and Algae Control Services throughout the 2016 Season - Prairie Trail Park & Willow Pond Park (ADOPT)
 - h. Resolution - A Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code to Appropriate \$443,500 of Motor Fuel Tax Funds for the Maintenance of Streets in 2016 (ADOPT)
 - i. Resolution - A Resolution Waiving the Competitive Bidding Process and Authorizing the Mayor and Village Clerk to Accept the Proposal from NJ Ryan Tree & Landscape to Complete the Village's 2016 Parkway Tree Trimming Program (ADOPT)

- j. Resolution - A Resolution to Adopt Municipal Legislative Positions and Priorities for the 2016 Legislative Session of the Second Year of the 99th General Assembly (ADOPT)
- k. Resolution - A Resolution Authorizing the Chief of Police to Purchase Twenty-Three Avon C50 Masks from Pro-Tech (ADOPT)
- l. Plan Commission Recommendation - Zoning Hearing Case 16-01: Petition for a Special Use Permit and Other Relief to Allow a 7,216 Square Foot Commercial School - Holtz Educational Center, 800-900 S. 75th Street (Willowbrook Plaza Shopping Center) (RECEIVE)

NEW BUSINESS

- 6. ORDINANCE - AN ORDINANCE ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2015 TO PAY THE PRINCIPAL AND INTEREST ON THE \$4,930,000 GENERAL OBLIGATION BONDS (ALTERNATIVE REVENUE SOURCE), SERIES 2015 OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS
- 7. RESOLUTION - A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT BY AND BETWEEN THE VILLAGE OF WILLOWBROOK AND EHLERS & ASSOCIATES, INC. REGARDING THE ROUTE 83/PLAINFIELD ROAD BUSINESS DISTRICT

PRIOR BUSINESS

- 8. COMMITTEE REPORTS
- 9. ATTORNEY'S REPORT
- 10. CLERK'S REPORT
- 11. ADMINISTRATOR'S REPORT
- 12. MAYOR'S REPORT
- 13. EXECUTIVE SESSION:
 - a) Consideration of Collective Negotiating Matters Between the Village and Its Employees and Their Representatives Pursuant to Chapter 5 ILCS 120/1(C)(2)
- 14. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JANUARY 25, 2016 AT THE BURR RIDGE POLICE DEPARTMENT, TRAINING ROOM, 7700 COUNTY LINE ROAD, VILLAGE OF BURR RIDGE, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those present at roll call were Mayor Frank Trilla, Village Clerk Leroy Hansen, Trustees Sue Berglund, Umberto Davi, Terrence Kelly, Michael Mistele, Gayle Neal, and Paul Oggerino.

ABSENT: None

Also present were Village Attorney Thomas Bastian, Village Administrator Timothy Halik, Director of Finance Carrie Dittman, Chief Mark Shelton, Assistant to the Village Administrator Garrett Hummel, Deputy Clerk Cindy Stuchl, Planning Consultant JoEllen Charlton, and Administrative Intern Tiffany Kolodziej.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Administrator Halik to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - January 11, 2016 (APPROVE)
- c. Warrants - \$260,929.02 (APPROVE)
- d. Ordinance - An Ordinance Amending the Village Code of the Village of Willowbrook Title 4 Chapter 2 Section 4-2-24 - Plumbing Code Adopted - Ordinance No. 16-0-05 (PASS)
- e. Resolution - A Resolution Authorizing the Mayor and Village Clerk to Accept a Proposal from Cameo Electric, Inc. for Materials and Labor Necessary to

- Directional Bore Two (2) Underground Conduits from the Police Building to the Community Resource Center Building to Provide for Communication System Interconnection between the Two - Resolution No. 16-R-04 (ADOPT)
- f. Resolution - A Resolution Appointing a Primary Delegate and Alternate Delegate to the Intergovernmental Risk Management Agency (IRMA) - Resolution No. 16-R-05 (ADOPT)
 - g. Motion - A Motion to Approve Application for a License to Hold a Raffle - Holy Trinity Catholic Parish (PASS)
 - h. Plan Commission Recommendation - Zoning hearing Case 15-07: Willowbrook Square Management Company - Amendment to Planned Unit Development (PUD) to Reduce the "Dwell Time" for each Message on an Approved Digital Sign from 20 seconds to 8 seconds (RECEIVE)
 - i. Plan Commission Recommendation - Zoning Case 15-08: Petition Requesting a Special Use for a Planned Unit Development (PUD) that allows the Reuse of Part of the Existing Vacated K-Mart Building as a Multi-Tenant Building and Construction of a New Multi-Tenant Commercial Building, Including On-Site Improvements and Off-Site Improvements to both Plainfield Road and Kingery Highway (Illinois Route 83) - Pete's Fresh Market (RECEIVE)

Mayor Trilla asked the Board if there were any items to be removed from the Omnibus Vote Agenda.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to approve the Omnibus Vote Agenda as presented.

ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Kelly, Mistele, Neal, and Oggerino. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

NEW BUSINESS

6. DELINQUENT WATER BILLS

Administrator Halik advised that there were six (6) delinquent water bills in the amounts of \$140.35, \$168.37, \$273.47, \$7,693.80, \$333.13, and \$164.32. Staff requested authorization to proceed in accordance with past practices, which was granted.

7. ORDINANCE - AN ORDINANCE AMENDING THE SPECIAL USE PERMIT AUTHORIZED BY ORDINANCE 86-O-28 TO ALLOW A REDUCTION IN THE DWELL TIME FOR A DIGITAL GROUND SIGN AUTHORIZED PURSUANT TO ORDINANCE 14-O-24 WHICH AUTHORIZED A MAJOR CHANGE TO A PUD TO PERMIT AND REGULATE A DIGITAL GROUND SIGN - WILLOWBROOK CENTRE PUD

Planning Consultant Charlton related that the initial ordinance that amended the PUD to allow digital ground signs was originally for a minimum 20 second dwell time. This was originally intended to minimize distractions and potential accidents that could occur at the intersection. Tenants have complained that their businesses are not receiving enough exposure on the digital signs.

The Plan Commission reviewed a study provided by the property owner. As signs have evolved, dwell times have been reduced and studies have shown that there is no significant increase to accidents. The Plan Commission debated between changing the dwell time to 8 or 10 seconds. The applicant had requested 8. There were no complaints from citizens at the public hearing. The Plan Commission has recommended the 8 second dwell time.

Trustee Kelly asked how many accidents have occurred with vehicles pulling into the shopping plaza. Chief Shelton advised very few.

Trustee Neal cited a study completed by the National Highway Transportation Safety Administration that refers to the increase amount of accidents due to driver distractions.

MOTION: Made by Trustee Davi and seconded by Trustee Oggerino to pass Ordinance 16-O-06 as presented.

ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Mistele, and Oggerino. NAYS: Trustees Kelly and Neal. ABSENT: None.

MOTION DECLARED CARRIED

8. PRESENTATION - FISCAL YEAR 2016/17 BUDGET PREVIEW

Administrator Halik and Finance Director Dittman provided the Board with a preview of the Fiscal Year 2016/17 Budget. Joint Committee review is planned for February 22, 2016 with the Budget Workshop scheduled for March 14th. Final budget approval is set for April 25, 2016.

PRIOR BUSINESS

9. COMMITTEE REPORTS

Trustee Neal had no report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Oggerino had no report.

10. ATTORNEY'S REPORT

Attorney Bastian had no report.

11. CLERK'S REPORT

Clerk Hansen had no report.

12. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

13. MAYOR'S REPORT

Mayor Trilla advised that he will be meeting with Trustee Mistele and Administrator Halik in reference to the continuing work on the police station renovations. Mayor Trilla related that after tonight's meeting, he will be presenting an award to the owners of Madison's Restaurant from the Secretary of Defense for hiring military personnel and invited the Board to attend.

14. EXECUTIVE SESSION

- a. DISCUSSION - Pursuant to 5 ILCS 120/2(c)(21) Regarding the Destruction of Audio or Video Recordings of Closed Meetings Under the Open Meetings Act for the Purpose of a Semi-Annual Review of Said Recordings as Mandated by 5 ILCS 120/2.06(3)(c)(1)

- b. DISCUSSION - Pursuant to 5 ILCS 120/2(c)(21) Regarding Previously Approved Minutes of Meetings That Were Lawfully Closed Under the Open Meetings Act for the Purpose of a Semi-Annual Review of Said Minutes as Mandated by 5 ILCS 120/2.06(d), for Purposes of Possible Release
- c. Consideration of Collective Negotiating Matters Between the Village and Its Employees and Their Representatives Pursuant to Chapter 5 ILCS 120/2(C)(2)

RECESS INTO EXECUTIVE SESSION

MOTION: Made by Trustee Neal and seconded by Trustee Kelly to recess into Executive Session at the hour of 7:20 p.m.

ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Kelly, Mistele, Neal, and Oggerino. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

The Board reconvened the Regular Meeting at the hour of 7:50 p.m.

15. RESOLUTION - A RESOLUTION AUTHORIZING THE DESTRUCTION OF AUDIO OR VIDEO RECORDINGS OF CLOSED MEETINGS

MOTION: Made by Trustee Mistele and seconded by Trustee Oggerino to adopt Resolution No. 16-R-06 as presented.

ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Kelly, Mistele, Neal, and Oggerino. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

16. RESOLUTION - A RESOLUTION MAKING A DETERMINATION RELATIVE TO THE RELEASE OF EXECUTIVE SESSION MINUTES PURSUANT TO THE ILLINOIS OPEN MEETINGS ACT

MOTION: Made by Trustee Mistele and seconded by Trustee Neal to adopt Resolution No. 16-R-07 as presented.

PREVIOUS ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Kelly, Mistele, Neal, and Oggerino. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

17. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Oggerino, to adjourn the Regular Meeting at the hour of 7:52 p.m.

ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Kelly, Mistele, Neal, and Oggerino. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

February 8, 2016.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

WARRANTS

February 8, 2016

GENERAL CORPORATE FUND	-----	\$142,740.60
WATER FUND	-----	16,139.35
WATER CAPITAL IMPROVEMENTS FUND	-----	1,018.00
L.A.F.E.R. FUND		577.75
TOTAL WARRANTS	-----	\$160,475.70



Carrie Dittman, Director of Finance

APPROVED:

Frank A. Trilla, Mayor

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
01/26/2016	APCH	8(E)*#	ILLINOIS DIRECTOR OF	EMPLOYEE BENEFIT - UNEMPLOYMENT INS	455-144	10	27.80
				EMPLOYEE BENEFITS - UNEMPLOYMENT INS	550-144	20	13.14
				EMPLOYEE BENEFIT - UNEMPLOYMENT INS	610-144	25	54.04
				EMPLOYEE BENEFIT - UNEMPLOYMENT INS	630-144	30	282.85
				EMPLOYEE BENEFITS - UNEMPLOYMENT INS	710-144	35	26.58
				CHECK APCHK 8(E) TOTAL FOR FUND 01:			404.41
01/26/2016	APCH	88085	DEPARTMENT OF THE TREASURY	EMPLOYEE BENEFITS - MEDICARE	400-147	10	123.33
02/02/2016	APCH	88086	NCPEERS GROUP LIFE INSURANCE	EMP DED - SUPPLEMENTAL LIFE INSURANCE	210-213	00	128.00
02/09/2016	APCH	88088	ALEXANDER EQUIPMENT COMPANY INC	MAINTENANCE - EQUIPMENT	735-411	35	62.20
				MAINTENANCE - EQUIPMENT	735-411	35	133.40
				CHECK APCHK 88088 TOTAL FOR FUND 01:			195.60
02/09/2016	APCH	88089	ALL AMERICAN PAPER COMPANY	MAINTENANCE - PW BUILDING	725-418	35	371.06
02/09/2016	APCH	88091	ARAMARK UNIFORMS SERVICES	UNIFORMS	710-345	35	1,257.52
02/09/2016	APCH	88092	ARROWHEAD SCIENTIFIC INC	OPERATING EQUIPMENT	630-401	30	1,002.34
02/09/2016	APCH	88093	ASPEN AUTO BODY INC.	MAINTENANCE - VEHICLES	630-409	30	4,087.18
02/09/2016	APCH	88094	AT & T Authorized Retailer	Duplicate Payment	210-101	00	100.00
02/09/2016	APCH	88096	BLACK GOLD SEPTIC	MAINTENANCE - PW BUILDING	725-418	35	310.00
02/09/2016	APCH	88097	BRYAN'S GARAGE DOOR SOLUTIONS	MAINTENANCE - PW BUILDING	725-418	35	260.00
02/09/2016	APCH	88098*#	CALL ONE INC	PHONE - TELEPHONES	455-201	10	1,011.55
				PHONE - TELEPHONES	630-201	30	916.22
				CHECK APCHK 88098 TOTAL FOR FUND 01:			1,927.77
02/09/2016	APCH	88099	CAPERS	EDP EQUIPMENT MAINTENANCE	640-263	30	10,000.00
02/09/2016	APCH	88100*#	CAR REFLECTIONS	VEHICLES - NEW & OTHER	765-625	35	147.50
02/09/2016	APCH	88101*#	CDW GOVERNMENT, INC.	OFFICE SUPPLIES	810-301	40	69.70
02/09/2016	APCH	88103*#	CHRISTOPHER B. BURKE	PLAN REVIEW - ENGINEERING	520-254	15	112.00
				PLAN REVIEW - ENGINEERING	520-254	15	110.00
				FEES - ENGINEERING	720-245	35	3,246.00
				FEES - ENGINEERING	720-245	35	1,235.51
				FEES - ENGINEERING	720-245	35	230.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
				FEEs - ENGINEERING	720-245	35	110.00
				FEEs - ENGINEERING	720-245	35	1,914.50
				FEEs - DRAINAGE ENGINEER	820-246	40	894.00
				PLAN REVIEW - ENGINEER	820-254	40	474.50
				PLAN REVIEW - ENGINEER	820-254	40	381.75
				PLAN REVIEW - ENGINEER	820-254	40	220.00
				CHECK APCHK 88103 TOTAL FOR FUND 01:			8,928.26
02/09/2016	APCH	88104	CHRISTOPHER B. BURKE	PLAN REVIEW - PLANNER	520-257	15	8,244.56
02/09/2016	APCH	88105#	COMCAST CABLE	EDP SOFTWARE	460-212	10	129.85
				EQUIPMENT MAINTENANCE	715-263	35	104.85
				CHECK APCHK 88105 TOTAL FOR FUND 01:			234.70
02/09/2016	APCH	88106#	COMMONWEALTH EDISON	ENERGY/COMED (835 MIDWAY)	466-240	10	326.45
				ENERGY - STREET LIGHTS	745-207	35	681.28
				ENERGY - STREET LIGHTS	745-207	35	497.49
				CHECK APCHK 88106 TOTAL FOR FUND 01:			1,505.22
02/09/2016	APCH	88107*#	COMPASS PLUMBING LLC	MAINTENANCE - BUILDING	466-228	10	298.00
				MAINTENANCE - PW BUILDING	725-418	35	545.00
				CHECK APCHK 88107 TOTAL FOR FUND 01:			843.00
02/09/2016	APCH	88108	DAN HERRERA	UNIFORMS	630-345	30	257.04
02/09/2016	APCH	88109	DARREN BIGGS	UNIFORMS	630-345	30	193.48
02/09/2016	APCH	88110*#	DELTA DENTAL PLAN OF ILLINOIS	EMP DED PAY- INSURANCE	210-204	00	1,096.15
				EMPLOYEE BENEFIT - MEDICAL INSURANCE	455-141	10	271.09
				EMPLOYEE BENEFITS - MEDICAL INSURANCE	510-141	15	57.16
				EMPLOYEE BENEFIT - MEDICAL INSURANCE	610-141	25	156.77
				EMPLOYEE BENEFIT - MEDICAL INSURANCE	630-141	30	2,270.01
				EMPLOYEE BENEFITS - MEDICAL INSURANCE	710-141	35	135.55
				EMPLOYEE BENEFITS - MEDICAL INSURANCE	810-141	40	171.48
				CHECK APCHK 88110 TOTAL FOR FUND 01:			4,158.21
02/09/2016	APCH	88111	DU-COMM	RADIO DISPATCHING	675-235	30	7,181.00
02/09/2016	APCH	88112	DUPAGE COUNTY E.T.S.B. 911	PHONE - TELEPHONES	630-201	30	468.37
02/09/2016	APCH	88113#	DUPAGE COUNTY PUBLIC WORKS	SANITARY (835 MIDWAY)	466-251	10	41.78

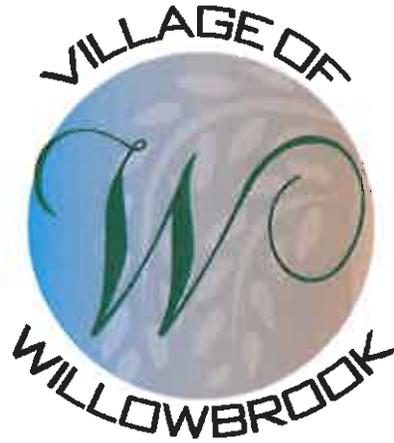
Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
02/09/2016	APCH	88114	DUPAGE COUNTY RECORDER	SANITARY (825 MIDWAY)	466-252	10	31.22
02/09/2016	APCH	88115	DUPAGE COUNTY TREASURER	SANITARY USER CHARGE	466-385	10	4.53
02/09/2016	APCH	88116	EHLERS & ASSOCIATES INC	SANITARY USER CHARGE	725-417	35	8.69
CHECK APCHK 88113 TOTAL FOR FUND 01:							86.22
02/09/2016	APCH	88117*#	EXXON MOBIL	FEES/DUES/SUBSCRIPTIONS	510-307	15	69.00
02/09/2016	APCH	88118	FIRE & SECURITY SYSTEMS INC.	EDP SOFTWARE	640-212	30	750.00
02/09/2016	APCH	88119	H AND R CONSTRUCTION INC.	PLAN REVIEW - ENGINEERING	520-254	15	3,150.00
02/09/2016	APCH	88121	HEAT ENGINEERING CO	FUEL/MILEAGE/WASH	710-303	35	329.48
02/09/2016	APCH	88122#	HOME DEPOT CREDIT SERVICES	MAINTENANCE - BUILDING	466-228	10	216.00
CHECK APCHK 88119 TOTAL FOR FUND 01:							1,815.00
02/09/2016	APCH	88123	INT ASSOC OF CHIEFS OF POLICE	SNOW REMOVAL CONTRACT	740-287	35	1,815.00
02/09/2016	APCH	88124*#	INTERGOVERNMENTAL PERSONNEL	SNOW REMOVAL CONTRACT	740-287	35	2,750.00
CHECK APCHK 88121 TOTAL FOR FUND 01:							2,047.50
02/09/2016	APCH	88125	EMPLOYEE BENEFIT - MEDICAL INSURANCE	MAINTENANCE - BUILDING	466-228	10	139.00
02/09/2016	APCH	88126	EMPLOYEE BENEFIT - MEDICAL INSURANCE	MAINTENANCE - BUILDING	466-228	10	139.00
CHECK APCHK 88122 TOTAL FOR FUND 01:							278.00
02/09/2016	APCH	88127	EMPLOYEE BENEFIT - MEDICAL INSURANCE	BUILDING MAINTENANCE SUPPLIES	466-351	10	54.71
02/09/2016	APCH	88128	EMPLOYEE BENEFIT - MEDICAL INSURANCE	BUILDING MAINTENANCE SUPPLIES	466-351	10	21.96
02/09/2016	APCH	88129	EMPLOYEE BENEFIT - MEDICAL INSURANCE	BUILDING MAINTENANCE SUPPLIES	466-351	10	34.21
02/09/2016	APCH	88130	EMPLOYEE BENEFIT - MEDICAL INSURANCE	BUILDING MAINTENANCE SUPPLIES	466-351	10	75.86
02/09/2016	APCH	88131	EMPLOYEE BENEFIT - MEDICAL INSURANCE	STREET & ROW MAINTENANCE	750-328	35	52.14
CHECK APCHK 88122 TOTAL FOR FUND 01:							238.88
02/09/2016	APCH	88132	EMPLOYEE BENEFIT - MEDICAL INSURANCE	FEES/DUES/SUBSCRIPTIONS	630-307	30	150.00
02/09/2016	APCH	88133	EMPLOYEE BENEFIT - MEDICAL INSURANCE	FEES/DUES/SUBSCRIPTIONS	630-307	30	150.00
02/09/2016	APCH	88134	EMPLOYEE BENEFIT - MEDICAL INSURANCE	EMP DED PAY- INSURANCE	210-204	00	10,462.85
02/09/2016	APCH	88135	EMPLOYEE BENEFIT - MEDICAL INSURANCE	LIFE INS BENEFIT -APPOINTED/ELECTED	410-141	05	78.21
02/09/2016	APCH	88136	EMPLOYEE BENEFIT - MEDICAL INSURANCE	LIFE INS BENEFIT -APPOINTED/ELECTED	435-148	07	29.20
02/09/2016	APCH	88137	EMPLOYEE BENEFIT - MEDICAL INSURANCE	EMPLOYEE BENEFIT - MEDICAL INSURANCE	455-141	10	570.75
02/09/2016	APCH	88138	EMPLOYEE BENEFIT - MEDICAL INSURANCE	EMPLOYEE BENEFITS - MEDICAL INSURANCE	510-141	15	695.48
02/09/2016	APCH	88139	EMPLOYEE BENEFIT - MEDICAL INSURANCE	PLAN COMMISSION COMPENSATION	510-340	15	58.39
02/09/2016	APCH	88140	EMPLOYEE BENEFIT - MEDICAL INSURANCE	LIFE INS BENEFIT -APPOINTED/ELECTED	550-148	20	84.10
02/09/2016	APCH	88141	EMPLOYEE BENEFIT - MEDICAL INSURANCE	EMPLOYEE BENEFIT - MEDICAL INSURANCE	610-141	25	1,965.19
02/09/2016	APCH	88142	EMPLOYEE BENEFIT - MEDICAL INSURANCE	EMPLOYEE BENEFIT - MEDICAL INSURANCE	630-141	30	24,305.71

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
02/09/2016	APCH	88125	JOHN J. HANDZIK	EMPLOYEE BENEFITS - MEDICAL INSURANCE	710-141	35	967.95
				EMPLOYEE BENEFITS - MEDICAL INSURANCE	810-141	40	2,110.43
				CHECK APCHK 88124 TOTAL FOR FUND 01:			41,328.26
02/09/2016	APCH	88127	L-3 COMMUNICATIONS	UNIFORMS	630-345	30	171.43
				MAINTENANCE - VEHICLES	630-409	30	190.80
02/09/2016	APCH	88128	LAHO TRUCK SERVICE INC	MAINTENANCE - VEHICLES	735-409	35	297.50
				MAINTENANCE - EQUIPMENT	740-411	35	263.92
				CHECK APCHK 88128 TOTAL FOR FUND 01:			561.42
02/09/2016	APCH	88129	LAW OFFICES STORINO RAMELLO&DURK	FEES - VILLAGE ATTORNEY	470-239	10	2,950.02
02/09/2016	APCH	88131*	MATOCHA, DONNA	UTILITY TAX (5%)	130-209	00	42.36
02/09/2016	APCH	88132	METRO REPORTING SERVICE LTD.	FEES - COURT REPORTER	520-246	15	801.30
02/09/2016	APCH	88133	MOTOROLA SOLUTIONS INC	PHONE - TELEPHONES	630-201	30	68.00
02/09/2016	APCH	88134	NICHOLAS VOLEK	UNIFORMS	630-345	30	441.22
02/09/2016	APCH	88135	NICOR GAS	NICOR GAS	725-415	35	456.69
02/09/2016	APCH	88136	PACIFIC TELEMANAGEMENT SERVICES	PHONE - TELEPHONES	455-201	10	78.00
02/09/2016	APCH	88137	PAPER DIRECT	OFFICE SUPPLIES	435-301	07	64.96
02/09/2016	APCH	88138	PCS INDUSTRIES	BUILDING MAINTENANCE SUPPLIES	466-351	10	98.81
02/09/2016	APCH	88139	PCS INTERNATIONAL	OPERATING EQUIPMENT	630-401	30	116.06
02/09/2016	APCH	88140#	PETTY CASH C/O TIM HALIK	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	72.00
				CADET PROGRAM	630-308	30	45.00
				TELEPHONES	710-201	35	27.05
				CHECK APCHK 88140 TOTAL FOR FUND 01:			144.05
02/09/2016	APCH	88141*#	RAGS ELECTRIC, INC	MAINTENANCE - STREET LIGHTS	745-223	35	664.31
				MAINTENANCE - STREET LIGHTS	745-223	35	232.50
				CHECK APCHK 88141 TOTAL FOR FUND 01:			896.81
02/09/2016	APCH	88142	RAY O'HERRON CO., INC.	FIRING RANGE	630-245	30	29.95
				CADET PROGRAM	630-308	30	124.50
				UNIFORMS	630-345	30	119.99
				UNIFORMS	630-345	30	35.95

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
02/09/2016	APCH	88143	RELADYNE	CHECK APCHK 88142 TOTAL FOR FUND 01:			310.39
				MAINTENANCE - EQUIPMENT	740-411	35	256.73
02/09/2016	APCH	88144	RUTLEDGE PRINTING CO.	PRINTING & PUBLISHING	630-302	30	344.97
				PRINTING & PUBLISHING	630-302	30	149.65
				CHECK APCHK 88144 TOTAL FOR FUND 01:			494.62
02/09/2016	APCH	88145*#	SHELL OIL COMPANY	FUEL/MILEAGE/WASH	455-303	10	44.92
				FUEL/MILEAGE/WASH	630-303	30	2,724.81
				FUEL/MILEAGE/WASH	710-303	35	211.10
				FUEL/MILEAGE/WASH	810-303	40	30.42
				CHECK APCHK 88145 TOTAL FOR FUND 01:			3,011.25
02/09/2016	APCH	88146	SOUTHWEST CENTRAL DISPATCH	RADIO DISPATCHING	675-235	30	22,205.90
02/09/2016	APCH	88147*#	STAPLES	OFFICE SUPPLIES	455-301	10	138.13
				OPERATING SUPPLIES	630-331	30	247.93
				OFFICE SUPPLIES	810-301	40	23.06
				CHECK APCHK 88147 TOTAL FOR FUND 01:			409.12
02/09/2016	APCH	88149	THE J.P. COOKE CO.	FEES/DUES/SUBSCRIPTIONS	630-307	30	232.65
02/09/2016	APCH	88150	THE KENNEL DECK CO	OPERATING EQUIPMENT	630-401	30	79.80
02/09/2016	APCH	88151	THOMPSON ELEV. INSPECT. SERVICE	ELEVATOR INSPECTION - RIEMB.	830-117	40	301.00
				ELEVATOR INSPECTION - REIMB.	830-117	40	215.00
				CHECK APCHK 88151 TOTAL FOR FUND 01:			516.00
02/09/2016	APCH	88153#	UNIFIRST	MAINTENANCE - BUILDING	466-228	10	216.35
				MAINTENANCE - PW BUILDING	725-418	35	64.65
				CHECK APCHK 88153 TOTAL FOR FUND 01:			281.00
02/09/2016	APCH	88155#	W.W. GRAINGER	OFFICE SUPPLIES	410-301	05	49.16
				OPERATING EQUIPMENT	755-401	35	21.48
				CHECK APCHK 88155 TOTAL FOR FUND 01:			70.64
02/09/2016	APCH	88156	WESTOWN AUTO SUPPLY COMPANY	MAINTENANCE - VEHICLES	735-409	35	12.99

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
02/09/2016	APCH	88157#	WEX BANK	FUEL/MILEAGE/WASH	455-303	10	86.37
				FUEL/MILEAGE/WASH	455-303	10	39.00
				FUEL/MILEAGE/WASH	630-303	30	966.61
				FUEL/MILEAGE/WASH	710-303	35	451.70
				FUEL/MILEAGE/WASH	810-303	40	23.35
				CHECK APCHK 88157 TOTAL FOR FUND 01:			1,567.03
Fund: 02 WATER FUND							
02/09/2016	APCH	88158	WILLOWBROOK FORD INC.	MAINTENANCE - VEHICLES	630-409	30	308.00
02/09/2016	APCH	88159	WLBK BURR RIDGE CHAMBER OF COM	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	100.00
02/09/2016	APCH	88160	ZEP MANUFACTURING COMPANY	MAINTENANCE - GARAGE	725-413	35	118.98
02/09/2016	APCH	88161	ZOEY'S EATZ & TREATZ	OPERATING EQUIPMENT	630-401	30	76.98
				Total for fund 01 GENERAL FUND			142,740.60
Fund: 02 WATER FUND							
01/26/2016	APCH	8(E)*#	ILLINOIS DIRECTOR OF	EMPLOYEE BENEFITS - UNEMPLOYMENT INS	401-144	50	26.58
02/09/2016	APCH	88087	A/R CONCEPTS	WATER SALES	310-712	00	53.46
02/09/2016	APCH	88090	ANDERSON, LOIS	CUSTOMER OVERPAYMENT	280-135	00	30.65
02/09/2016	APCH	88095	AT & T MOBILITY	PHONE - TELEPHONES	401-201	50	60.61
02/09/2016	APCH	88098*#	CALL ONE INC	PHONE - TELEPHONES	401-201	50	693.64
02/09/2016	APCH	88100*#	CAR REFLECTIONS	VEHICLES - NEW AND OTHER	440-626	50	147.50
02/09/2016	APCH	88101*#	CDW GOVERNMENT, INC.	EDP OPERATING EQUIPMENT	417-401	50	329.98
02/09/2016	APCH	88102	CHICAGO BACKFLOW INC	METERS FLOW TESTING	435-278	50	190.00
02/09/2016	APCH	88103*#	CHRISTOPHER B. BURKE	FEES - ENGINEERING	405-245	50	144.50
02/09/2016	APCH	88107*#	COMPASS PLUMBING LLC	REPAIRS & MAINTENANCE-STANDPIPE/PUMPH	425-485	50	829.00
02/09/2016	APCH	88110*#	DELTA DENTAL PLAN OF ILLINOIS	EMPLOYEE BENEFITS - MEDICAL INSURANCE	401-141	50	135.54
02/09/2016	APCH	88117*#	EXXON MOBIL	FUEL/MILEAGE/WASH	401-303	50	329.49
02/09/2016	APCH	88120	HACH CHEMICAL COMPANY	MATERIALS & SUPPLIES- STANDPIPE/PUMPH	425-475	50	2,160.00
02/09/2016	APCH	88124*#	INTERGOVERNMENTAL PERSONNEL	EMPLOYEE BENEFITS - MEDICAL INSURANCE	401-141	50	1,023.28

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND							
02/09/2016	APCH	88126	JULIE, INC.	J. U. L. I. E. MAINTENANCE & SUPPLY	430-425	50	1,193.14
02/09/2016	APCH	88130	MARQUARDT PRINTING CO.	OFFICE SUPPLIES	401-301	50	566.00
02/09/2016	APCH	88131*	MATOCHA, DONNA	WATER	130-101	00	847.19
02/09/2016	APCH	88145*#	SHELL OIL COMPANY	FUEL/MILEAGE/WASH	401-303	50	211.10
02/09/2016	APCH	88147*#	STAPLES	OFFICE SUPPLIES	401-301	50	49.45
02/09/2016	APCH	88148	SUNSET SEWER & WATER	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	6,122.18
02/09/2016	APCH	88152	UNDERGROUND PIPE & VALVE, CO.	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	921.00
02/09/2016	APCH	88154	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	75.06
Fund: 09 WATER CAPITAL IMPROVEMENTS FUND							16,139.35
02/09/2016	APCH	88103*#	CHRISTOPHER B. BURKE	WATER TANK REPAIRS	440-604	65	1,018.00
Fund: 14 LAND ACQUISITION, FACILITY, EXPANSION &							1,018.00
02/09/2016	APCH	88103*#	CHRISTOPHER B. BURKE	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	237.25
02/09/2016	APCH	88141*#	RAGS ELECTRIC, INC	POLICE DEPT REMODEL (7760 QUINCY)	930-411	75	340.50
TOTAL - ALL FUNDS							577.75
***-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND							160,475.70
#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT							



MONTHLY FINANCIAL REPORT
JANUARY 2016

RESPECTFULLY SUBMITTED BY:

Frank A. Trilla, Mayor

Carrie Dittman

Carrie Dittman, Director of Finance

VILLAGE OF WILLOWBROOK
MONTHLY CASH AND INVESTMENT BALANCE BY FUND
FOR THE MONTH ENDED 01/31/2016

ACCOUNT	BALANCE
Fund 01 GENERAL FUND	
CHECKING - 0283	0.00
COMMUNITY BANK OF WB - 0275	785,383.96
IL FUNDS - 5435	3,524,992.10
COMMUNITY BANK OF WB MM - 1771	301,639.95
COMMUNITY BANK RD LGHT - 0724	12,160.65
COMMUNITY BANK OF WB FSA - 3804	13,877.29
U.S. BANK RED LIGHT - 4216	15,300.00
COMMUNITY BANK DRUG ACCT - 4171	188,453.97
COMMUNITY BANK WB CADETS - 10620387	308.02
PETTY CASH REVLVING	950.00
IMET - GENERAL	28.69
Total For Fund 01:	<u>4,843,094.63</u>
Fund 02 WATER FUND	
IL FUNDS WATER - 5914	455,525.63
COMMUNITY BANK OF WB WTR - 4163	646,200.13
COMMUNITY BANK OF WB - 0275	0.00
Total For Fund 02:	<u>1,101,725.76</u>
Fund 03 HOTEL/MOTEL TAX FUND	
IL FUNDS HOTEL/MOTEL - 5948	69,388.70
COMMUNITY BANK OF WB - 0275	53,441.93
Total For Fund 03:	<u>122,830.63</u>
Fund 04 MOTOR FUEL TAX FUND	
IL FUNDS MFT - 5443	368,440.01
Total For Fund 04:	<u>368,440.01</u>
Fund 06 SSA ONE BOND & INTEREST FUND	
IL FUNDS SSA BOND - 4621	5,093.20
Total For Fund 06:	<u>5,093.20</u>
Fund 07 POLICE PENSION FUND	
COMMUNITY BANK OF WB PP - 4155	21,387.72
COMMUNITY BANK OF WB - 0275	0.00
MONEY MARKET - MB FINANCIAL BANK	356,094.01
US TREASURIES	193,070.54
US AGENCIES	2,960,698.37
MUNICIPAL BONDS	743,080.73
CORPORATE BONDS	3,325,260.93
EQUITIES	4,377,772.42
MUTUAL FUNDS	5,787,923.05
MARKET VALUE CONTRA	669,591.84
Total For Fund 07:	<u>18,434,879.61</u>
Fund 09 WATER CAPITAL IMPROVEMENTS FUND	
IL FUNDS WTR CAP - 1206	380,897.83
Total For Fund 09:	<u>380,897.83</u>
Fund 10 CAPITAL PROJECT FUND	
IL FUNDS CAP PROJECTS - 3133	96,730.29
Total For Fund 10:	<u>96,730.29</u>
Fund 11 DEBT SERVICE FUND	
IL FUNDS BOND PROCEEDS DS - 2756	321.97
Total For Fund 11:	<u>321.97</u>
Fund 14 LAND ACQUISITION, FACILITY, EXPANSION &	
IL FUNDS BOND PROCEEDS LAFER - 2772	3,062,728.41
Total For Fund 14:	<u>3,062,728.41</u>
TOTAL CASH & INVESTMENTS:	<u>28,416,742.34</u>

ACCOUNT BALANCE REPORT FOR WILLOWBROOK
 PERIOD ENDING 01/31/2016
 CASH & INVESTMENTS BY FUND AND ACCOUNT TYPE

GL NUMBER	DESCRIPTION	END BALANCE 01/31/2016
Fund 01 - GENERAL FUND		
MONEY MARKET		
01-00-110-322	IL FUNDS - 5435	3,524,992.10
01-00-110-323	COMMUNITY BANK OF WB MM - 1771	301,639.95
01-00-110-325	COMMUNITY BANK RD LGHT - 0724	12,160.65
01-00-110-380	COMMUNITY BANK DRUG ACCT - 4171	188,453.97
01-00-120-155	IMET - GENERAL	28.69
	MONEY MARKET	4,027,275.36
PETTY CASH		
01-00-110-911	PETTY CASH REVLVING	950.00
	PETTY CASH	950.00
SAVINGS		
01-00-110-257	COMMUNITY BANK OF WB - 0275	785,383.96
01-00-110-332	COMMUNITY BANK OF WB FSA - 3804	13,877.29
01-00-110-335	U.S. BANK RED LIGHT - 4216	15,300.00
01-00-110-385	COMMUNITY BANK WB CADETS - 10620387	308.02
	SAVINGS	814,869.27
Fund 02 - WATER FUND		
MONEY MARKET		
02-00-110-113	IL FUNDS WATER - 5914	455,525.63
02-00-110-209	COMMUNITY BANK OF WB WTR - 4163	646,200.13
	MONEY MARKET	1,101,725.76
Fund 03 - HOTEL/MOTEL TAX FUND		
MONEY MARKET		
03-00-110-114	IL FUNDS HOTEL/MOTEL - 5948	69,388.70
	MONEY MARKET	69,388.70
SAVINGS		
03-00-110-257	COMMUNITY BANK OF WB - 0275	53,441.93
	SAVINGS	53,441.93
Fund 04 - MOTOR FUEL TAX FUND		
MONEY MARKET		
04-00-110-116	IL FUNDS MFT - 5443	368,440.01
	MONEY MARKET	368,440.01
Fund 06 - SSA ONE BOND & INTEREST FUND		
MONEY MARKET		
06-00-110-117	IL FUNDS SSA BOND - 4621	5,093.20
	MONEY MARKET	5,093.20
Fund 07 - POLICE PENSION FUND		
MONEY MARKET		
07-00-110-202	COMMUNITY BANK OF WB PP - 4155	21,387.72
	MONEY MARKET	21,387.72
SAVINGS		
07-00-110-335	MONEY MARKET - MB FINANCIAL BANK	356,094.01
	SAVINGS	356,094.01
AGENCY CERTIFICATES		
07-00-120-260	US AGENCIES	2,960,698.37
	AGENCY CERTIFICATES	2,960,698.37
CORPORATE BONDS		
07-00-120-288	CORPORATE BONDS	3,325,260.93
	CORPORATE BONDS	3,325,260.93
EQUITIES		
07-00-120-289	EQUITIES	4,377,772.42
	EQUITIES	4,377,772.42

ACCOUNT BALANCE REPORT FOR WILLOWBROOK
 PERIOD ENDING 01/31/2016
 CASH & INVESTMENTS BY FUND AND ACCOUNT TYPE

GL NUMBER	DESCRIPTION	END BALANCE 01/31/2016
Fund 07 - POLICE PENSION FUND		
MUNICIPAL BONDS		
07-00-120-270	MUNICIPAL BONDS	743,080.73
	MUNICIPAL BONDS	743,080.73
MUTUAL FUNDS		
07-00-120-290	MUTUAL FUNDS	5,787,923.05
	MUTUAL FUNDS	5,787,923.05
MARKET VALUE		
07-00-120-900	MARKET VALUE CONTRA	669,591.84
	MARKET VALUE	669,591.84
TREASURY NOTES		
07-00-120-250	US TREASURIES	193,070.54
	TREASURY NOTES	193,070.54
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND		
MONEY MARKET		
09-00-110-324	IL FUNDS WTR CAP - 1206	380,897.83
	MONEY MARKET	380,897.83
Fund 10 - CAPITAL PROJECT FUND		
MONEY MARKET		
10-00-110-115	IL FUNDS CAP PROJECTS - 3133	96,730.29
	MONEY MARKET	96,730.29
Fund 11 - DEBT SERVICE FUND		
MONEY MARKET		
11-00-110-111	IL FUNDS BOND PROCEEDS DS - 2756	321.97
	MONEY MARKET	321.97
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION &		
MONEY MARKET		
14-00-110-112	IL FUNDS BOND PROCEEDS LAFER - 2772	3,062,728.41
	MONEY MARKET	3,062,728.41

ACCOUNT BALANCE REPORT FOR WILLOWBROOK
PERIOD ENDING 01/31/2016
CASH & INVESTMENTS BY INSTITUTION

GL NUMBER	DESCRIPTION	END BALANCE 01/31/2016
COMMUNITY BANK OF WB		
01-00-110-257	COMMUNITY BANK OF WB - 0275	785,383.96
01-00-110-323	COMMUNITY BANK OF WB MM - 1771	301,639.95
01-00-110-325	COMMUNITY BANK RD LGHT - 0724	12,160.65
01-00-110-332	COMMUNITY BANK OF WB FSA - 3804	13,877.29
01-00-110-380	COMMUNITY BANK DRUG ACCT - 4171	188,453.97
01-00-110-385	COMMUNITY BANK WB CADETS - 10620387	308.02
02-00-110-209	COMMUNITY BANK OF WB WTR - 4163	646,200.13
03-00-110-257	COMMUNITY BANK OF WB - 0275	53,441.93
07-00-110-202	COMMUNITY BANK OF WB PP - 4155	21,387.72
	COMMUNITY BANK OF WB	2,022,853.62
ILLINOIS FUNDS		
01-00-110-322	IL FUNDS - 5435	3,524,992.10
02-00-110-113	IL FUNDS WATER - 5914	455,525.63
03-00-110-114	IL FUNDS HOTEL/MOTEL - 5948	69,388.70
04-00-110-116	IL FUNDS MFT - 5443	368,440.01
06-00-110-117	IL FUNDS SSA BOND - 4621	5,093.20
09-00-110-324	IL FUNDS WTR CAP - 1206	380,897.83
10-00-110-115	IL FUNDS CAP PROJECTS - 3133	96,730.29
11-00-110-111	IL FUNDS BOND PROCEEDS DS - 2756	321.97
14-00-110-112	IL FUNDS BOND PROCEEDS LAFER - 2772	3,062,728.41
	ILLINOIS FUNDS	7,964,118.14
IMET		
01-00-120-155	IMET - GENERAL	28.69
	IMET	28.69
MARKET VALUE CONTRA		
07-00-120-900	MARKET VALUE CONTRA	669,591.84
	MARKET VALUE CONTRA	669,591.84
MBFINANCIAL BANK		
07-00-110-335	MONEY MARKET - MB FINANCIAL BANK	356,094.01
07-00-120-250	US TREASURIES	193,070.54
07-00-120-260	US AGENCIES	2,960,698.37
07-00-120-270	MUNICIPAL BONDS	743,080.73
07-00-120-288	CORPORATE BONDS	3,325,260.93
07-00-120-289	EQUITIES	4,377,772.42
07-00-120-290	MUTUAL FUNDS	5,787,923.05
	MBFINANCIAL BANK	17,743,900.05
U.S. BANK		
01-00-110-335	U.S. BANK RED LIGHT - 4216	15,300.00
	U.S. BANK	15,300.00
VILLAGE OF WILLOWBROOK		
01-00-110-911	PETTY CASH REVLVING	950.00
	VILLAGE OF WILLOWBROOK	950.00
Total - All Funds:		28,416,742.34

INTERFUND ACTIVITY REPORT FOR WILLOWBROOK
Period Ending 01/31/2016
Due To/From Other Funds

GL Number	Description	Balance
Fund 01: GENERAL FUND		
Due From Other Funds 01-00-140-102	DUE TO/FROM WATER FUND	61,040.80
	Total Due From Other Funds	61,040.80
Fund 02: WATER FUND		
Due From Other Funds 02-00-140-101	DUE TO/FROM GENERAL FUND	(61,040.80)
	Total Due From Other Funds	(61,040.80)

REVENUE REPORT FOR WILLOWBROOK
 PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 01/31/2016	2015-16		% BDGT USED	AVAILABLE BALANCE
		MONTH 01/31/2016			ORIGINAL BUDGET			
Fund 01 - GENERAL FUND								
PROPERTY TAX								
01-00-310-101	PROPERTY TAX LEVY - SRA	0.00		75,581.61	73,181.00	103.28	103.28	(2,400.61)
01-00-310-102	PROPERTY TAX LEVY - ROAD & BRIDGE	110.65		104,462.92	101,938.00	102.48	102.48	(2,524.92)
	PROPERTY TAX	110.65		180,044.53	175,119.00	102.81	102.81	(4,925.53)
OTHER TAXES								
01-00-310-201	MUNICIPAL SALES TAX	318,340.26		2,823,350.34	3,600,000.00	78.43	78.43	776,649.66
01-00-310-202	ILLINOIS INCOME TAX	102,386.16		735,321.11	634,095.00	115.96	115.96	(101,226.11)
01-00-310-203	AMUSEMENT TAX	4,850.65		55,086.45	69,984.00	78.71	78.71	14,897.55
01-00-310-204	REPLACEMENT TAX	205.77		911.23	1,220.00	74.69	74.69	308.77
01-00-310-205	UTILITY TAX	82,913.76		707,749.21	1,075,000.00	65.84	65.84	367,250.79
01-00-310-208	PLACES OF EATING TAX	44,733.56		397,522.78	460,000.00	86.42	86.42	62,477.22
01-00-310-209	WATER TAX	6,919.29		126,621.48	165,800.00	76.37	76.37	39,178.52
01-00-310-210	WATER TAX - CLARENDON WATER CO	316.62		884.09	1,000.00	88.41	88.41	115.91
	OTHER TAXES	560,666.07		4,847,446.69	6,007,099.00	80.70	80.70	1,159,652.31
LICENSES								
01-00-310-302	LIQUOR LICENSES	0.00		83,250.00	60,500.00	137.60	137.60	(22,750.00)
01-00-310-303	BUSINESS LICENSES	(990.00)		91,913.50	82,000.00	112.09	112.09	(9,913.50)
01-00-310-305	VENDING MACHINE	(30.00)		3,140.00	2,000.00	157.00	157.00	(1,140.00)
01-00-310-306	SCAVENGER LICENSES	0.00		8,000.00	6,000.00	133.33	133.33	(2,000.00)
	LICENSES	(1,020.00)		186,303.50	150,500.00	123.79	123.79	(35,803.50)
PERMITS								
01-00-310-401	BUILDING PERMITS	9,450.41		302,465.32	200,000.00	151.23	151.23	(102,465.32)
01-00-310-402	SIGN PERMITS	100.00		1,804.07	5,000.00	36.08	36.08	3,195.93
01-00-310-403	OTHER PERMITS	30.00		448.00	500.00	89.60	89.60	52.00
01-00-310-404	COUNTY BMP FEE	0.00		18,275.60	2,000.00	913.78	913.78	(16,275.60)
	PERMITS	9,580.41		322,992.99	207,500.00	155.66	155.66	(115,492.99)
FINES								
01-00-310-501	CIRCUIT COURT FINES	4,971.44		79,678.73	120,000.00	66.40	66.40	40,321.27
01-00-310-502	TRAFFIC FINES	3,620.00		19,178.34	25,000.00	76.71	76.71	5,821.66
01-00-310-503	RED LIGHT FINES	41,225.00		211,659.00	540,000.00	39.20	39.20	328,341.00
	FINES	49,816.44		310,516.07	685,000.00	45.33	45.33	374,483.93
OVERHEAD REIMBURSEMENT								
01-00-310-601	ADMINISTRATIVE SUPPORT REIMB - WATE	39,184.83		352,663.47	470,218.00	75.00	75.00	117,554.53
	OVERHEAD REIMBURSEMENT	39,184.83		352,663.47	470,218.00	75.00	75.00	117,554.53
CHARGES & FEES								
01-00-310-700	PLANNING APPLICATION FEES	14,988.00		21,738.00	10,000.00	217.38	217.38	(11,738.00)
01-00-310-701	PUBLIC HEARING FEES	1,700.00		3,400.00	2,550.00	133.33	133.33	(850.00)
01-00-310-702	PLANNING REVIEW FEES	37,440.00		40,440.00	6,000.00	674.00	674.00	(34,440.00)
01-00-310-703	ANNEXATION FEES	0.00		0.00	500.00	0.00	0.00	500.00
01-00-310-704	ACCIDENT REPORT COPIES	140.00		1,405.00	2,000.00	70.25	70.25	595.00
01-00-310-705	VIDEO GAMING FEES	2,930.66		18,143.41	8,300.00	218.60	218.60	(9,843.41)

REVENUE REPORT FOR WILLOWBROOK
 PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016	YTD BALANCE 01/31/2016	2015-16 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Fund 01 - GENERAL FUND						
01-00-310-706	COPIES-ORDINANCES & MAPS	0.00	7.00	200.00	3.50	193.00
01-00-310-723	ELEVATOR INSPECTION FEES	0.00	1,725.00	5,000.00	34.50	3,275.00
01-00-310-724	BURGLAR ALARM FEES	7,130.00	7,140.00	15,000.00	47.60	7,860.00
	CHARGES & FEES	64,328.66	93,998.41	49,550.00	189.70	(44,448.41)
PARK & RECREATION CHARGES						
01-00-310-813	PARK & REC CONTRIBUTION	0.00	75.00	2,250.00	3.33	2,175.00
01-00-310-814	PARK PERMIT FEES	188.00	1,768.00	3,000.00	58.93	1,232.00
01-00-310-815	SUMMER RECREATION FEES	0.00	4,163.00	18,736.00	22.22	14,573.00
01-00-310-816	WINTER RECREATION FEES	0.00	982.00	8,485.00	11.57	7,503.00
01-00-310-817	SPECIAL EVENTS	1,597.35	2,766.27	5,380.00	51.42	2,613.73
01-00-310-818	FALL RECREATION FEES	0.00	50.00	6,718.00	0.74	6,668.00
01-00-310-819	BURR RIDGE/WILLOWBROOK BASEBALL R	6,562.50	6,562.50	6,500.00	100.96	(62.50)
01-00-310-820	HOLIDAY CONTRIBUTION	0.00	2,899.00	1,300.00	223.00	(1,599.00)
01-00-310-822	BRWB BASEBALL REIMB FACILITY	0.00	0.00	6,600.00	0.00	6,600.00
01-00-310-823	SPRING RECREATION FEES	0.00	0.00	4,689.00	0.00	4,689.00
	PARK & RECREATION CHARGES	8,347.85	19,265.77	63,658.00	30.26	44,392.23
OTHER REVENUE						
01-00-310-901	REIMBURSEMENTS - IRMA	0.00	19,312.95	5,000.00	386.26	(14,312.95)
01-00-310-907	BID PROPOSAL DEPOSIT	0.00	140.00	150.00	93.33	10.00
01-00-310-908	RENTAL INCOME - 825 MIDWAY DRIVE	0.00	42,606.00	82,500.00	51.64	39,894.00
01-00-310-909	SALE - FIXED ASSETS	280.00	22,106.00	7,500.00	294.75	(14,606.00)
01-00-310-910	REIMBURSEMENTS - TREE PLANTING	0.00	225.00	500.00	45.00	275.00
01-00-310-911	OTHER REIMBURSEMENTS-REFUNDS	0.00	24,253.17	8,000.00	303.16	(16,253.17)
01-00-310-912	REIMBURSEMENTS-BRUSH PICK-UP	3,545.70	9,485.70	11,600.00	81.77	2,114.30
01-00-310-913	OTHER RECEIPTS	0.00	524.00	500.00	104.80	(24.00)
01-00-310-914	REIMB - PARK & REC MEMORIAL PROGRAM	0.00	0.00	1,000.00	0.00	1,000.00
01-00-310-915	REIMBURSEMENTS - POLICE SPECIAL DET	1,365.00	3,445.00	8,000.00	43.06	4,555.00
01-00-310-916	DONATIONS	0.00	30.00	0.00	100.00	(30.00)
01-00-310-917	REIMBURSEMENTS - PUBLIC WORKS OTHE	0.00	17,460.47	16,520.00	105.69	(940.47)
01-00-310-919	REIMBURSEMENTS - CD ENGINEERING	0.00	0.00	1,000.00	0.00	1,000.00
01-00-310-920	REIMBURSEMENTS - PW ENGINEERING	0.00	0.00	1,000.00	0.00	1,000.00
01-00-310-922	FEDERAL/STATE GRANTS	0.00	0.00	451,100.00	0.00	451,100.00
01-00-310-925	NICOR GAS ANNUAL PAYMENT	0.00	0.00	14,900.00	0.00	14,900.00
01-00-310-926	CABLE FRANCHISE FEES	36,127.73	181,567.80	194,000.00	93.59	12,432.20
01-00-310-930	DRUG FORFEITURES - DEA	0.00	2.65	40,000.00	0.01	39,997.35
	OTHER REVENUE	41,318.43	321,158.74	843,270.00	38.08	522,111.26
NON-OPERATING						
01-00-320-108	INTEREST INCOME	633.74	2,339.62	750.00	311.95	(1,589.62)
	NON-OPERATING	633.74	2,339.62	750.00	311.95	(1,589.62)

Fund 01 - GENERAL FUND:

REVENUE REPORT FOR WILLOWBROOK
 PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016	YTD BALANCE 01/31/2016	2015-16		AVAILABLE BALANCE
				ORIGINAL BUDGET	% BDGT USED	
Fund 01 - GENERAL FUND						
TOTAL REVENUES		772,967.08	6,636,729.79	8,652,664.00	76.70	2,015,934.21
Fund 02 - WATER FUND						
CHARGES & FEES						
02-00-310-712	WATER SALES	138,248.00	2,521,600.14	3,316,000.00	76.04	794,399.86
02-00-310-713	WATER PENALTIES	1,209.51	3,176.57	0.00	100.00	(3,176.57)
02-00-310-718	SHUTOFF/NSF FEE	675.00	3,475.00	0.00	100.00	(3,475.00)
CHARGES & FEES		140,132.51	2,528,251.71	3,316,000.00	76.24	787,748.29
OTHER REVENUE						
02-00-310-714	WATER METER SALES	113.08	7,914.86	2,600.00	304.42	(5,314.86)
02-00-310-716	WATER METER READ SALES	782.82	5,041.65	6,590.00	76.50	1,548.35
02-00-310-717	OTHER REVENUE	0.00	850.00	1,000.00	85.00	150.00
OTHER REVENUE		895.90	13,806.51	10,190.00	135.49	(3,616.51)
NON-OPERATING						
02-00-320-108	INTEREST INCOME	206.61	1,403.92	1,000.00	140.39	(403.92)
02-00-320-713	WATER CONNECTION FEES	0.00	8,400.00	3,000.00	280.00	(5,400.00)
NON-OPERATING		206.61	9,803.92	4,000.00	245.10	(5,803.92)
Fund 02 - WATER FUND:						
TOTAL REVENUES		141,235.02	2,551,862.14	3,330,190.00	76.63	778,327.86
Fund 03 - HOTEL/MOTEL TAX FUND						
OTHER TAXES						
03-00-310-205	HOTEL/MOTEL TAX	17,287.02	167,300.91	210,000.00	79.67	42,699.09
OTHER TAXES		17,287.02	167,300.91	210,000.00	79.67	42,699.09
NON-OPERATING						
03-00-320-108	INTEREST INCOME	12.41	26.69	0.00	100.00	(26.69)
NON-OPERATING		12.41	26.69	0.00	100.00	(26.69)
Fund 03 - HOTEL/MOTEL TAX FUND:						
TOTAL REVENUES		17,299.43	167,327.60	210,000.00	79.68	42,672.40
Fund 04 - MOTOR FUEL TAX FUND						
OTHER TAXES						
04-00-310-216	MFT RECEIPTS	19,273.86	165,356.69	203,252.00	81.36	37,895.31

REVENUE REPORT FOR WILLOWBROOK
 PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016	YTD BALANCE 01/31/2016	2015-16 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Fund 04 - MOTOR FUEL TAX FUND						
OTHER TAXES						
		19,273.86	165,356.69	203,252.00	81.36	37,895.31
NON-OPERATING						
04-00-320-108	INTEREST INCOME	63.06	185.79	45.00	412.87	(140.79)
NON-OPERATING		63.06	185.79	45.00	412.87	(140.79)
Fund 04 - MOTOR FUEL TAX FUND:						
TOTAL REVENUES		19,336.92	165,542.48	203,297.00	81.43	37,754.52
Fund 06 - SSA ONE BOND & INTEREST FUND						
PROPERTY TAX						
06-00-310-101	PROPERTY TAX RECEIPTS	0.00	325,546.56	322,315.00	101.00	(3,231.56)
PROPERTY TAX		0.00	325,546.56	322,315.00	101.00	(3,231.56)
NON-OPERATING						
06-00-320-108	INTEREST INCOME	0.88	31.64	5.00	632.80	(26.64)
NON-OPERATING		0.88	31.64	5.00	632.80	(26.64)
Fund 06 - SSA ONE BOND & INTEREST FUND:						
TOTAL REVENUES		0.88	325,578.20	322,320.00	101.01	(3,258.20)
Fund 07 - POLICE PENSION FUND						
OTHER REVENUE						
07-00-310-607	VILLAGE CONTRIBUTION	47,271.54	472,715.40	0.00	100.00	(472,715.40)
07-00-310-906	POLICE CONTRIBUTIONS	15,005.07	152,594.12	0.00	100.00	(152,594.12)
OTHER REVENUE		62,276.61	625,309.52	0.00	100.00	(625,309.52)
NON-OPERATING						
07-00-320-108	INTEREST INCOME	241,267.20	528,097.34	0.00	100.00	(528,097.34)
07-00-320-110	UNREALIZED GAIN OR LOSS ON INVESTME	(516,147.98)	(931,888.46)	0.00	100.00	931,888.46
07-00-320-111	GAIN/LOSS ON INVESTMENTS	27,957.47	(247,756.73)	0.00	100.00	247,756.73
NON-OPERATING		(246,923.31)	(651,547.85)	0.00	100.00	651,547.85
Fund 07 - POLICE PENSION FUND:						
TOTAL REVENUES		(184,646.70)	(26,238.33)	0.00	100.00	26,238.33

REVENUE REPORT FOR WILLOWBROOK
 PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016	YTD BALANCE 01/31/2016	2015-16		AVAILABLE BALANCE
				ORIGINAL BUDGET	% BDGT USED	
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND						
09-00-320-108	INTEREST INCOME	65.92	248.11	50.00	496.22	(198.11)
		65.92	248.11	50.00	496.22	(198.11)
09-00-330-102	TRANSFER FROM WATER	0.00	100,000.00	100,000.00	100.00	0.00
		0.00	100,000.00	100,000.00	100.00	0.00
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND:						
	TOTAL REVENUES	65.92	100,248.11	100,050.00	100.20	(198.11)
Fund 10 - CAPITAL PROJECT FUND						
10-00-320-108	INTEREST INCOME	16.72	49.35	10.00	493.50	(39.35)
		16.72	49.35	10.00	493.50	(39.35)
Fund 10 - CAPITAL PROJECT FUND:						
	TOTAL REVENUES	16.72	49.35	10.00	493.50	(39.35)
Fund 11 - DEBT SERVICE FUND						
11-00-320-108	INTEREST INCOME	0.05	1.41	0.00	100.00	(1.41)
		0.05	1.41	0.00	100.00	(1.41)
11-00-330-101	TRANSFER FROM GENERAL FUND	0.00	163,228.61	164,029.00	99.51	800.39
11-00-330-102	TRANSFER FROM WATER	(7,163.00)	47,119.92	54,283.00	86.80	7,163.08
		(7,163.00)	210,348.53	218,312.00	96.35	7,963.47
Fund 11 - DEBT SERVICE FUND:						
	TOTAL REVENUES	(7,162.95)	210,349.94	218,312.00	96.35	7,962.06
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION & PROPERTY TAX						
14-00-310-101	TRANSFER FROM GENERAL FUND	59,697.87	110,755.31	0.00	100.00	(110,755.31)

REVENUE REPORT FOR WILLOWBROOK
 PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016	YTD BALANCE 01/31/2016	2015-16 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION & PROPERTY TAX						
		59,697.87	110,755.31	0.00	100.00	(110,755.31)
NON-OPERATING						
14-00-320-108	INTEREST INCOME	540.38	1,583.41	100.00	1,583.41	(1,483.41)
	NON-OPERATING	540.38	1,583.41	100.00	1,583.41	(1,483.41)
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION & :						
TOTAL REVENUES						
		60,238.25	112,338.72	100.00	112,338.7	(112,238.72)
TOTAL REVENUES - ALL FUNDS						
		819,350.57	10,243,788.00	13,036,943.00	78.58	2,793,155.00

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	2015-16		% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.	
		MONTH 01/31/2016	01/31/2016		ORIGINAL BUDGET	BUDGET				
Fund 01 - GENERAL FUND										
Dept 05-VILLAGE BOARD & CLERK										
GENERAL MANAGEMENT										
01-05-400-147	EMPLOYEE BENEFITS - MEDICA	51.44	483.54	687.30	70.35	203.76	1,374.60	891.06		
01-05-400-161	SOCIAL SECURITY/FICA	219.95	2,086.64	2,939.00	71.00	852.36	5,878.00	3,791.36		
01-05-410-101	SALARIES PRESIDENT & VILLAG	2,600.00	27,600.00	40,200.00	68.66	12,600.00	80,400.00	52,800.00		
01-05-410-125	SALARY - VILLAGE CLERK	600.00	5,400.00	7,200.00	75.00	1,800.00	14,400.00	9,000.00		
01-05-410-141	LIFE INS BENEFIT - APPOINTED/	156.42	1,220.29	905.00	134.84	(315.29)	1,810.00	589.71		
01-05-410-201	PHONE - TELEPHONES	(0.21)	478.84	750.00	63.85	271.16	1,500.00	1,021.16		
01-05-410-301	OFFICE SUPPLIES	182.50	242.61	760.00	31.92	517.39	1,520.00	1,277.39		
01-05-410-303	FUEL/MILEAGE/WASH	0.00	5.03	100.00	5.03	94.97	200.00	194.97		
01-05-410-304	SCHOOLS/CONFERENCES/TRA	739.00	5,198.31	5,190.00	100.16	(8.31)	10,380.00	5,181.69		
01-05-410-307	FEES/DUES/SUBSCRIPTIONS	925.00	2,636.30	1,952.00	135.06	(684.30)	3,904.00	1,267.70		
01-05-410-308	WELLNESS	0.00	0.00	1,480.00	0.00	1,480.00	2,960.00	2,960.00		
GENERAL MANAGEMENT										
		5,474.10	45,351.56	62,163.30	72.96	16,811.74	124,326.60	78,975.04		
COMMUNITY RELATIONS										
01-05-420-365	PUBLIC RELATIONS	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00		
COMMUNITY RELATIONS										
		0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00		
Total Dept 05-VILLAGE BOARD & CLERK										
		5,474.10	45,351.56	62,663.30	72.37	17,311.74	125,326.60	79,975.04		
Dept 07-BOARD OF POLICE COMMISSIONERS										
ADMINISTRATION										
01-07-435-104	PART TIME - CLERICAL	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00		
01-07-435-148	LIFE INS BENEFIT - APPOINTED/	(48.00)	156.20	565.00	27.65	408.80	1,130.00	973.80		
01-07-435-239	FEES - VILLAGE ATTORNEY	487.50	487.50	10,000.00	4.88	9,512.50	20,000.00	19,512.50		
01-07-435-301	OFFICE SUPPLIES	0.00	0.00	100.00	0.00	100.00	200.00	200.00		
01-07-435-302	PRINTING & PUBLISHING	70.44	70.44	1,000.00	7.04	929.56	2,000.00	1,929.56		
01-07-435-304	SCHOOLS/CONFERENCES/TRA	60.00	140.00	0.00	100.00	(140.00)	1,000.00	(140.00)		
01-07-435-307	FEES/DUES/SUBSCRIPTIONS	0.00	605.00	500.00	121.00	(105.00)	1,000.00	395.00		
01-07-435-311	POSTAGE & METER RENT	0.00	10.00	500.00	2.00	490.00	1,000.00	990.00		
ADMINISTRATION										
		569.94	1,469.14	13,165.00	11.16	11,695.86	26,330.00	24,860.86		
OTHER										
01-07-440-542	EXAMS - WRITTEN	0.00	0.00	4,000.00	0.00	4,000.00	8,000.00	8,000.00		
01-07-440-543	EXAMS - PHYSICAL	270.00	810.00	500.00	162.00	(310.00)	1,000.00	190.00		
01-07-440-544	EXAMS - PSYCHOLOGICAL	0.00	1,500.00	3,500.00	42.86	2,000.00	7,000.00	5,500.00		
01-07-440-545	EXAMS - POLYGRAPH	0.00	720.00	1,000.00	72.00	280.00	2,000.00	1,280.00		
OTHER										
		270.00	3,030.00	9,000.00	33.67	5,970.00	18,000.00	14,970.00		
Total Dept 07-BOARD OF POLICE COMMISSIONERS										
		839.94	4,499.14	22,165.00	20.30	17,665.86	44,330.00	39,830.86		
Dept 10-ADMINISTRATION										
GENERAL MANAGEMENT										
01-10-400-147	EMPLOYEE BENEFITS - MEDICA	411.14	2,699.89	3,202.00	84.32	502.11	6,404.00	3,704.11		

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR		2015-16		% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
		MONTH 01/31/2016	YTD BALANCE 01/31/2016	ORIGINAL BUDGET	BUDGET			
Fund 01 - GENERAL FUND								
01-10-400-151	IMRF	3,327.91	33,269.38	40,340.00	82.47	7,070.62	80,680.00	47,410.62
01-10-400-161	SOCIAL SECURITY/FICA	1,230.60	10,035.76	10,989.00	91.33	953.24	21,978.00	11,942.24
01-10-455-101	SALARIES - MANAGEMENT STA	7,791.80	66,875.88	81,034.00	82.53	14,158.12	162,068.00	95,192.12
01-10-455-102	OVERTIME	282.60	3,954.63	5,000.00	79.09	1,045.37	10,000.00	6,045.37
01-10-455-106	MANAGEMENT ANALYST	4,911.04	49,897.43	63,842.00	78.16	13,944.57	127,684.00	77,786.57
01-10-455-107	ADMINISTRATIVE INTERN	1,011.00	4,974.00	23,682.00	21.00	18,708.00	47,364.00	42,390.00
01-10-455-126	SALARIES - CLERICAL	5,456.16	54,501.77	70,930.00	76.84	16,428.23	141,860.00	87,358.23
01-10-455-131	PERSONNEL RECRUITMENT	0.00	0.00	550.00	0.00	550.00	1,100.00	1,100.00
01-10-455-141	EMPLOYEE BENEFIT - MEDICAL	1,720.47	11,432.00	15,258.00	74.92	3,826.00	30,516.00	19,084.00
01-10-455-144	EMPLOYEE BENEFIT - UNEMPL	27.80	33.69	330.00	10.21	296.31	660.00	626.31
01-10-455-201	PHONE - TELEPHONES	1,155.09	15,349.16	12,500.00	122.79	(2,849.16)	25,000.00	9,650.84
01-10-455-266	CODIFY ORDINANCES	345.00	858.00	3,000.00	28.60	2,142.00	6,000.00	5,142.00
01-10-455-301	OFFICE SUPPLIES	889.20	5,488.13	10,000.00	54.88	4,511.87	20,000.00	14,511.87
01-10-455-302	PRINTING & PUBLISHING	0.00	3,098.24	3,000.00	103.27	(98.24)	6,000.00	2,901.76
01-10-455-303	FUEL/MILEAGE/WASH	108.79	1,052.57	2,800.00	37.59	1,747.43	5,600.00	4,547.43
01-10-455-304	SCHOOLS/CONFERENCES/TRA	80.00	2,744.52	3,340.00	82.17	595.48	6,680.00	3,935.48
01-10-455-307	FEES/DUES/SUBSCRIPTIONS	356.00	8,726.37	15,010.00	58.14	6,283.63	30,020.00	21,293.63
01-10-455-311	POSTAGE & METER RENT	52.93	4,318.89	6,955.00	62.10	2,636.11	13,910.00	9,591.11
01-10-455-315	COPY SERVICE	297.45	3,331.81	4,000.00	83.30	668.19	8,000.00	4,668.19
01-10-455-355	COMMISSARY PROVISION	39.96	313.82	2,000.00	15.69	1,686.18	4,000.00	3,686.18
01-10-455-409	MAINTENANCE - VEHICLES	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
01-10-455-411	MAINTENANCE - EQUIPMENT	0.00	0.00	750.00	0.00	750.00	1,500.00	1,500.00
01-10-455-505	CASH - OVER OR SHORT	0.00	(0.03)	0.00	100.00	0.03	0.00	0.03
01-10-455-513	SALES TAX REBATE- TOWN CE	0.00	285,167.44	285,167.00	100.00	(0.44)	570,334.00	285,166.56
GENERAL MANAGEMENT		29,474.94	568,123.35	664,679.00	85.47	96,555.65	1,329,358.00	761,234.65
COMMUNITY RELATIONS								
01-10-475-365	PUBLIC RELATIONS	(110.95)	8,724.24	4,250.00	205.28	(4,474.24)	8,500.00	(224.24)
01-10-475-366	NEWSLETTER	0.00	0.00	3,500.00	0.00	3,500.00	7,000.00	7,000.00
01-10-475-370	MEALS-ON-WHEELS	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
01-10-475-372	SENIOR CITIZEN TAXI PROGRA	0.00	750.00	1,200.00	62.50	450.00	2,400.00	1,650.00
COMMUNITY RELATIONS		(110.95)	9,474.24	10,450.00	90.66	975.76	20,900.00	11,425.76
CAPITAL IMPROVEMENTS								
01-10-485-602	BUILDING IMPROVEMENTS	0.00	0.00	15,000.00	0.00	15,000.00	30,000.00	30,000.00
01-10-485-611	FURNITURE & OFFICE EQUIPME	0.00	16,777.00	18,500.00	90.69	1,723.00	37,000.00	20,223.00
01-10-485-641	EDP EQUIPMENT	0.00	4,098.00	20,004.00	20.49	15,906.00	40,008.00	35,910.00
01-10-485-642	PEG CHANNEL EQUIPMENT	0.00	0.00	7,965.00	0.00	7,965.00	15,930.00	15,930.00
CAPITAL IMPROVEMENTS		0.00	20,875.00	61,469.00	33.96	40,594.00	122,938.00	102,063.00
DATA PROCESSING								
01-10-460-212	EDP SOFTWARE	129.85	6,622.85	7,473.00	88.62	850.15	14,946.00	8,323.15
01-10-460-305	PERSONNEL TRAINING	0.00	0.00	250.00	0.00	250.00	500.00	500.00
01-10-460-306	CONSULTING SERVICES	0.00	3,446.42	3,200.00	107.70	(246.42)	6,400.00	2,953.58
01-10-460-331	OPERATING SUPPLIES	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
DATA PROCESSING		129.85	10,069.27	11,423.00	88.15	1,353.73	22,846.00	12,776.73
BUILDINGS								

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016	YTD BALANCE 01/31/2016	2015-16		% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
				ORIGINAL BUDGET	BUDGET			
Fund 01 - GENERAL FUND								
01-10-466-228	MAINTENANCE - BUILDING	3,829.84	49,985.34	58,773.00	85.05	8,787.66	117,546.00	67,560.66
01-10-466-235	NICOR GAS (7760 QUINCY)	518.73	1,481.75	5,250.00	28.22	3,768.25	10,500.00	9,018.25
01-10-466-236	NICOR GAS (835 MIDWAY)	360.08	700.22	4,000.00	17.51	3,299.78	8,000.00	7,299.78
01-10-466-237	NICOR GAS (825 MIDWAY)	96.23	324.87	1,250.00	25.99	925.13	2,500.00	2,175.13
01-10-466-240	ENERGY/COMED (835 MIDWAY)	283.06	1,509.01	4,250.00	35.51	2,740.99	8,500.00	6,990.99
01-10-466-241	ENERGY/COMED (825 MIDWAY)	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-10-466-250	SANITARY (7760 QUINCY)	0.00	0.00	300.00	0.00	300.00	600.00	600.00
01-10-466-251	SANITARY (835 MIDWAY)	(78.27)	251.94	300.00	83.98	48.06	600.00	348.06
01-10-466-252	SANITARY (825 MIDWAY)	0.00	78.72	300.00	26.24	221.28	600.00	521.28
01-10-466-293	LANDSCAPE - VILLAGE HALL	0.00	1,851.23	7,500.00	24.68	5,648.77	15,000.00	13,148.77
01-10-466-351	BUILDING MAINTENANCE SUPP	628.18	4,316.30	11,400.00	37.86	7,083.70	22,800.00	18,483.70
01-10-466-385	SANITARY USER CHARGE	(39.73)	105.11	0.00	100.00	(105.11)		(105.11)
BUILDINGS								
		5,598.12	60,604.49	93,823.00	64.59	33,218.51	187,646.00	127,041.51
LEGAL								
01-10-470-239	FEES - VILLAGE ATTORNEY	(2,319.26)	36,768.61	80,000.00	45.96	43,231.39	160,000.00	123,231.39
01-10-470-241	FEES - SPECIAL ATTORNEY	0.00	1,126.05	4,000.00	28.15	2,873.95	8,000.00	6,873.95
01-10-470-242	FEES - LABOR COUNSEL	0.00	0.00	15,000.00	0.00	15,000.00	30,000.00	30,000.00
LEGAL								
		(2,319.26)	37,894.66	99,000.00	38.28	61,105.34	198,000.00	160,105.34
FINANCIAL AUDIT								
01-10-471-252	FINANCIAL SERVICES	1,750.00	1,750.00	0.00	100.00	(1,750.00)		(1,750.00)
FINANCIAL AUDIT								
		1,750.00	1,750.00	0.00	100.00	(1,750.00)		(1,750.00)
RISK MANAGEMENT								
01-10-480-272	INSURANCE - IRMA	163,532.00	219,500.00	232,037.00	94.60	12,537.00	464,074.00	244,574.00
01-10-480-273	SELF INSURANCE - DEDUCTIBL	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
01-10-480-276	WELLNESS	246.00	955.50	14,175.00	6.74	13,219.50	28,350.00	27,394.50
RISK MANAGEMENT								
		163,778.00	220,455.50	248,712.00	88.64	28,256.50	497,424.00	276,968.50
TRANSFERS TO OTHER FUNDS								
01-10-900-111	TRANSFER TO DEBT SERVICE	0.00	69,768.00	69,768.00	100.00	0.00	139,536.00	69,768.00
01-10-900-112	TRANSFER TO DEBT SERVICE -	0.00	93,460.61	94,261.00	99.15	800.39	188,522.00	95,061.39
01-10-900-114	TRANSFER TO LAFER	59,697.87	110,755.31	0.00	100.00	(110,755.31)		(110,755.31)
TRANSFERS TO OTHER FUNDS								
		59,697.87	273,983.92	164,029.00	167.03	(109,954.92)	328,058.00	54,074.08
Total Dept 10-ADMINISTRATION								
		257,998.57	1,203,230.43	1,353,585.00	88.89	150,354.57	2,707,170.00	1,503,939.57
Dept 15-PLANNING & ECONOMIC DEVELOPMENT								
GENERAL MANAGEMENT								
01-15-400-147	EMPLOYEE BENEFITS - MEDICA	28.41	289.67	394.24	73.48	104.57	788.48	498.81
01-15-400-151	IMRF	358.26	3,755.98	4,967.00	75.62	1,211.02	9,934.00	6,178.02
01-15-400-161	SOCIAL SECURITY/FICA	121.51	1,238.64	1,685.72	73.48	447.08	3,371.44	2,132.80
01-15-510-102	OVERTIME	0.00	452.52	500.00	90.50	47.48	1,000.00	547.48
01-15-510-126	SALARIES - CLERICAL	2,052.99	20,507.85	26,689.00	76.84	6,181.15	53,378.00	32,870.15
01-15-510-141	EMPLOYEE BENEFITS - MEDICA	1,448.12	6,842.12	9,096.00	75.22	2,253.88	18,192.00	11,349.88

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	2015-16		% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
		MONTH	01/31/2016		ORIGINAL BUDGET	BUDGET				
Fund 01 - GENERAL FUND										
01-15-510-144	EMPLOYEE BENEFITS - UNEMP	0.00	4.10	7.45	55.00	7.45	50.90	110.00	105.90	
01-15-510-232	CONSULTANTS - DESIGN & OTH	0.00	0.00	0.00	31,500.00	0.00	31,500.00	63,000.00	63,000.00	
01-15-510-301	OFFICE SUPPLIES	0.00	0.00	0.00	200.00	0.00	200.00	400.00	400.00	
01-15-510-302	PRINTING & PUBLISHING	0.00	1,882.90	62.76	3,000.00	62.76	1,117.10	6,000.00	4,117.10	
01-15-510-307	FEES/DUES/SUBSCRIPTIONS	0.00	643.75	160.94	400.00	160.94	(243.75)	800.00	156.25	
01-15-510-311	POSTAGE & METER RENT	0.00	473.23	63.10	750.00	63.10	276.77	1,500.00	1,026.77	
01-15-510-340	PLAN COMMISSION COMPENSA	24.52	432.89	53.12	815.00	53.12	382.11	1,630.00	1,197.11	
01-15-510-401	OPERATING EQUIPMENT	0.00	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00	
	GENERAL MANAGEMENT	4,033.81	36,523.65	45.34	80,551.96	45.34	44,028.31	161,103.92	124,580.27	
CAPITAL IMPROVEMENTS										
01-15-540-641	EDP NEW EQUIPMENT	0.00	0.00	0.00	2.00	0.00	2.00	4.00	4.00	
	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	2.00	0.00	2.00	4.00	4.00	
DATA PROCESSING										
01-15-515-305	EDP PERSONNEL TRAINING	0.00	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00	
01-15-515-306	CONSULTING SERVICES	0.00	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00	
	DATA PROCESSING	0.00	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00	
ENGINEERING										
01-15-520-229	RENT - MEETING ROOM	0.00	0.00	0.00	150.00	0.00	150.00	300.00	300.00	
01-15-520-245	FEES - ENGINEERING	0.00	275.00	9.17	3,000.00	9.17	2,725.00	6,000.00	5,725.00	
01-15-520-246	FEES - COURT REPORTER	1,168.05	2,003.39	80.14	2,500.00	80.14	496.61	5,000.00	2,996.61	
01-15-520-247	REIMB EXP - ENGINEERING	2,010.65	2,010.65	100.00	0.00	100.00	(2,010.65)	25,000.00	(2,010.65)	
01-15-520-254	PLAN REVIEW - ENGINEERING	3,356.92	9,113.20	72.91	12,500.00	72.91	3,386.80	137,500.00	15,886.80	
01-15-520-257	PLAN REVIEW - PLANNER	(1,021.63)	52,986.25	77.07	68,750.00	77.07	15,763.75	14,400.00	84,513.75	
01-15-520-258	PLAN REVIEW - TRAFFIC CONS	(2,125.75)	369.00	5.13	7,200.00	5.13	6,831.00	14,400.00	14,031.00	
	ENGINEERING	3,388.24	66,757.49	70.94	94,100.00	70.94	27,342.51	188,200.00	121,442.51	
RISK MANAGEMENT										
01-15-535-273	SELF INSURANCE - DEDUCTIBL	0.00	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00	
	RISK MANAGEMENT	0.00	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00	
	Total Dept 15-PLANNING & ECONOMIC DEVELOPMEN	7,422.05	103,281.14	57.65	179,153.96	57.65	75,872.82	358,307.92	255,026.78	
Dept 20-PARKS & RECREATION										
CAPITAL IMPROVEMENTS										
01-20-595-641	EDP EQUIPMENT	0.00	0.00	0.00	1.00	0.00	1.00	2.00	2.00	
01-20-595-695	PARK IMPROVEMENTS - NEIGH	0.00	0.00	0.00	820,000.00	0.00	820,000.00	1,640,000.00	1,640,000.00	
	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	820,001.00	0.00	820,001.00	1,640,002.00	1,640,002.00	
ADMINISTRATION										
01-20-400-147	EMPLOYEE BENEFITS - MEDICA	31.23	575.20	90.92	632.61	90.92	57.41	1,265.22	690.02	
01-20-400-151	IMRF	0.00	1,335.43	23.57	5,666.00	23.57	4,330.57	11,332.00	9,996.57	
01-20-400-161	SOCIAL SECURITY/FICA	133.55	2,459.46	90.92	2,704.94	90.92	245.48	5,409.88	2,950.42	

EXPENDITURE REPORT FOR WILLOWBROOK
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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016	YTD BALANCE 01/31/2016	2015-16 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. APPROP. AVAIL.
Fund 01 - GENERAL FUND							
01-20-550-101	SALARIES - PERMANENT EMPL	1,794.00	25,319.99	36,128.00	70.08	10,808.01	72,256.00
01-20-550-103	PART TIME - PROGRAM SUPER	360.00	360.00	7,500.00	4.80	7,140.00	15,000.00
01-20-550-144	EMPLOYEE BENEFITS - UNEMP	13.14	173.40	217.00	79.91	43.60	434.00
01-20-550-148	LIFE INS BENEFIT - APPOINTED/	(46.99)	548.71	1,420.00	38.64	871.29	2,840.00
01-20-550-201	EMERGENCY TELEPHONE LINE	0.00	0.00	100.00	0.00	100.00	200.00
01-20-550-301	OFFICE SUPPLIES	0.00	0.00	200.00	0.00	200.00	400.00
01-20-550-302	PRINTING & PUBLISHING	0.00	3,883.87	8,360.00	46.46	4,476.13	16,720.00
01-20-550-303	FUEL/MILEAGE/WASH	0.00	6.40	266.00	2.41	259.60	532.00
01-20-550-304	SCHOOLS/CONFERENCES/TRA	28.93	206.51	325.00	63.54	118.49	650.00
01-20-550-307	FEES/DUES/SUBSCRIPTIONS	0.00	0.00	275.00	0.00	275.00	550.00
01-20-550-311	POSTAGE & METER RENT	0.00	3,534.98	5,969.00	59.22	2,434.02	11,938.00
	ADMINISTRATION	2,313.86	38,403.95	69,763.55	55.05	31,359.60	139,527.10
DATA PROCESSING							
01-20-555-212	EDP SOFTWARE	0.00	0.00	200.00	0.00	200.00	400.00
01-20-555-306	CONSULTING SERVICES	0.00	7,500.00	0.00	100.00	(7,500.00)	(7,500.00)
	DATA PROCESSING	0.00	7,500.00	200.00	3,750.00	(7,300.00)	400.00
RISK MANAGEMENT							
01-20-560-273	SELF INSURANCE - DEDUCTIBL	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00
	RISK MANAGEMENT	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00
LANDSCAPING							
01-20-565-245	FEES - ENGINEERING	(500.00)	350.00	1,000.00	35.00	650.00	2,000.00
01-20-565-341	PARK LANDSCAPE SUPPLIES	0.00	5,462.95	15,500.00	35.24	10,037.05	31,000.00
01-20-565-342	LANDSCAPE MAINTENANCE SE	135.00	29,745.92	62,983.00	47.23	33,237.08	125,966.00
01-20-565-352	REIMB EXPENSES - MEMORIAL	0.00	0.00	3,500.00	0.00	3,500.00	7,000.00
	LANDSCAPING	(365.00)	35,558.87	82,983.00	42.85	47,424.13	165,966.00
							130,407.13
MAINTENANCE							
01-20-570-102	OVERTIME	0.00	7,431.54	7,000.00	106.16	(431.54)	14,000.00
01-20-570-103	PART TIME - LABOR	0.00	3,953.22	10,080.00	39.22	6,126.78	20,160.00
01-20-570-234	RENT - EQUIPMENT	0.00	664.52	907.00	73.27	242.48	1,814.00
01-20-570-279	TRASH REMOVAL	0.00	0.00	155.00	0.00	155.00	310.00
01-20-570-281	CONTRACTED MAINTENANCE	0.00	32,371.28	25,132.00	128.81	(7,239.28)	50,264.00
01-20-570-331	MAINTENANCE SUPPLIES	0.00	4,439.53	11,350.00	39.11	6,910.47	22,700.00
01-20-570-345	UNIFORMS	0.00	0.00	200.00	0.00	200.00	400.00
01-20-570-411	MAINTENANCE - EQUIPMENT	0.00	660.18	0.00	100.00	(660.18)	400.00
	MAINTENANCE	0.00	49,520.27	54,824.00	90.33	5,303.73	109,648.00
							60,127.73
SUMMER PROGRAM							
01-20-575-111	RECREATION INSTRUCTORS	0.00	1,697.69	2,253.00	75.35	555.31	4,506.00
01-20-575-119	SUMMER PROGRAM MATERIAL	(80.00)	10,526.33	13,949.00	75.46	3,422.67	27,898.00
01-20-575-517	SENIORS PROGRAM	0.00	0.00	4,542.00	0.00	4,542.00	9,084.00
	SUMMER PROGRAM	(80.00)	12,224.02	20,744.00	58.93	8,519.98	41,488.00
							29,263.98
FALL PROGRAM							

EXPENDITURE REPORT FOR WILLOWBROOK
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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016	YTD BALANCE 01/31/2016	2015-16 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.	APPROP. AVAIL.
Fund 01 - GENERAL FUND								
01-20-580-111	RECREATION INSTRUCTORS	0.00	0.00	442.00	0.00	442.00	884.00	884.00
01-20-580-118	FALL PROGRAM MATERIALS & S	0.00	535.32	5,062.00	10.58	4,526.68	10,124.00	9,588.68
01-20-580-517	SENIORS PROGRAM	0.00	0.00	4,542.00	0.00	4,542.00	9,084.00	9,084.00
	FALL PROGRAM	0.00	535.32	10,046.00	5.33	9,510.68	20,092.00	19,556.68
WINTER PROGRAM								
01-20-585-112	RECREATION INSTRUCTORS	0.00	151.21	500.00	30.24	348.79	1,000.00	848.79
01-20-585-121	WINTER PROGRAM MATERIALS	1,313.00	2,150.00	6,429.00	33.44	4,279.00	12,858.00	10,708.00
01-20-585-150	CHILDRENS SPECIAL EVENTS -	346.74	2,230.44	2,496.00	89.36	265.56	4,992.00	2,761.56
01-20-585-151	FAMILY SPECIAL EVENT - MOVI	0.00	1,248.84	1,321.00	94.54	72.16	2,642.00	1,393.16
01-20-585-152	FAMILY SPECIAL EVENT - TREE	0.00	0.00	7,000.00	0.00	7,000.00	14,000.00	14,000.00
01-20-585-153	FAMILY SPECIAL EVENT - BACK	0.00	0.00	3,181.00	0.00	3,181.00	6,362.00	6,362.00
01-20-585-154	FAMILY SPECIAL EVENT - RACE	0.00	0.00	21,000.00	0.00	21,000.00	42,000.00	42,000.00
01-20-585-232	RENT - FACILITY	0.00	0.00	300.00	0.00	300.00	600.00	600.00
01-20-585-517	SENIORS PROGRAM	0.00	0.00	4,542.00	0.00	4,542.00	9,084.00	9,084.00
	WINTER PROGRAM	1,659.74	5,780.49	46,769.00	12.36	40,988.51	93,538.00	87,757.51
SPRING PROGRAM								
01-20-586-112	RECREATION INSTRUCTORS - S	0.00	0.00	1,800.00	0.00	1,800.00	3,600.00	3,600.00
01-20-586-121	SPRING PROGRAM MATERIALS	0.00	0.00	3,378.00	0.00	3,378.00	6,756.00	6,756.00
	SPRING PROGRAM	0.00	0.00	5,178.00	0.00	5,178.00	10,356.00	10,356.00
SPECIAL RECREATION								
01-20-590-518	SPECIAL RECREATION ASSOC	18,159.01	36,318.02	35,606.00	102.00	(712.02)	71,212.00	34,893.98
01-20-590-520	ADA RECREATION ACCOMMOD	0.00	0.00	11,175.00	0.00	11,175.00	22,350.00	22,350.00
01-20-590-521	ADA PARK IMPROVEMENTS	0.00	3,360.00	66,492.00	5.05	63,132.00	132,984.00	129,624.00
	SPECIAL RECREATION	18,159.01	39,678.02	113,273.00	35.03	73,594.98	226,546.00	186,867.98
Total Dept 20-PARKS & RECREATION								
		21,687.61	189,200.94	1,226,281.55	15.43	1,037,080.61	2,452,563.10	2,263,362.16
Dept 25-FINANCE DEPARTMENT								
GENERAL MANAGEMENT								
01-25-400-147	EMPLOYEE BENEFITS - MEDICA	234.71	2,198.84	1,533.00	143.43	(665.84)	3,066.00	867.16
01-25-400-151	IMRF	2,699.09	24,508.42	12,636.00	193.96	(11,872.42)	25,272.00	763.58
01-25-400-161	SOCIAL SECURITY/FICA	1,003.60	9,401.88	6,556.50	143.40	(2,845.38)	13,113.00	3,711.12
01-25-610-101	SALARIES	9,384.64	79,769.44	0.00	100.00	(79,769.44)	(79,769.44)	(79,769.44)
01-25-610-102	OVERTIME	598.14	2,892.50	1,500.00	192.83	(1,392.50)	3,000.00	107.50
01-25-610-104	PART TIME - CLERICAL	1,469.18	19,163.54	36,585.00	52.38	17,421.46	73,170.00	54,006.46
01-25-610-126	SALARIES - CLERICAL	5,205.12	51,994.03	67,665.00	76.84	15,670.97	135,330.00	83,335.97
01-25-610-141	EMPLOYEE BENEFIT - MEDICAL	4,087.15	17,941.32	18,237.00	98.38	295.68	36,474.00	18,532.68
01-25-610-144	EMPLOYEE BENEFIT - UNEMPL	54.04	269.29	421.00	63.96	151.71	842.00	572.71
01-25-610-301	OFFICE SUPPLIES	54.47	1,471.83	3,730.00	39.46	2,258.17	7,460.00	5,988.17
01-25-610-302	PRINTING & PUBLISHING	0.00	1,044.48	1,000.00	104.45	(44.48)	2,000.00	955.52
01-25-610-303	FUEL/MILEAGE/WASH	0.00	28.44	0.00	100.00	(28.44)	1,000.00	(28.44)
01-25-610-304	SCHOOLS/CONFERENCES/TRA	0.00	220.00	500.00	44.00	280.00	1,000.00	780.00
01-25-610-307	FEES/DUES/SUBSCRIPTIONS	170.00	9,805.11	7,200.00	136.18	(2,605.11)	14,400.00	4,594.89

EXPENDITURE REPORT FOR WILLOWBROOK
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GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	2015-16		% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
		MONTH 01/31/2016	01/31/2016		ORIGINAL BUDGET	APPROP.			
Fund 01 - GENERAL FUND									
01-30-630-238	FIAT	0.00	3,500.00	3,500.00	3,500.00	100.00	0.00	7,000.00	3,500.00
01-30-630-241	FEES - SPECIAL ATTORNEY	0.00	0.00	0.00	12,000.00	0.00	12,000.00	24,000.00	24,000.00
01-30-630-242	DUPAGE CHILDREN'S CENTER	0.00	3,000.00	3,000.00	3,000.00	100.00	0.00	6,000.00	3,000.00
01-30-630-245	FIRING RANGE	0.00	864.61	864.61	2,000.00	43.23	1,135.39	4,000.00	3,135.39
01-30-630-246	RED LIGHT - ADJUDICATOR	0.00	1,147.50	1,147.50	7,000.00	16.39	5,852.50	14,000.00	12,852.50
01-30-630-247	RED LIGHT - CAMERA FEES	4,495.00	78,811.22	78,811.22	269,700.00	29.22	190,888.78	539,400.00	460,588.78
01-30-630-248	RED LIGHT - COMED	235.21	1,117.13	1,117.13	2,400.00	46.55	1,282.87	4,800.00	3,682.87
01-30-630-249	RED LIGHT - MISC FEE	(900.51)	6,865.06	6,865.06	14,000.00	49.04	7,134.94	28,000.00	21,134.94
01-30-630-301	OFFICE SUPPLIES	80.74	3,038.63	3,038.63	6,600.00	46.04	3,561.37	13,200.00	10,161.37
01-30-630-302	PRINTING & PUBLISHING	4,307.88	4,759.65	4,759.65	5,450.00	87.33	690.35	10,900.00	6,140.35
01-30-630-303	FUEL/MILEAGE/WASH	1,595.35	42,843.40	42,843.40	92,300.00	46.42	49,456.60	184,600.00	141,756.60
01-30-630-304	SCHOOLS/CONFERENCES/TRA	265.00	5,260.00	5,260.00	25,000.00	21.04	19,740.00	50,000.00	44,740.00
01-30-630-305	TUITION REIMBURSEMENT	0.00	0.00	0.00	3,000.00	0.00	3,000.00	6,000.00	6,000.00
01-30-630-307	FEES/DUES/SUBSCRIPTIONS	3,359.30	11,763.58	11,763.58	12,500.00	94.11	736.42	25,000.00	13,236.42
01-30-630-308	CADET PROGRAM	1,137.11	1,504.69	1,504.69	4,000.00	37.62	2,495.31	8,000.00	6,495.31
01-30-630-311	POSTAGE & METER RENT	8.48	2,262.03	2,262.03	4,000.00	56.55	1,737.97	8,000.00	5,737.97
01-30-630-315	COPY SERVICE	(1.41)	1,454.42	1,454.42	4,000.00	36.36	2,545.58	8,000.00	6,545.58
01-30-630-331	OPERATING SUPPLIES	0.00	639.77	639.77	6,000.00	10.66	5,360.23	12,000.00	11,360.23
01-30-630-345	UNIFORMS	6,832.28	20,365.25	20,365.25	29,000.00	70.23	8,634.75	58,000.00	37,634.75
01-30-630-346	AMMUNITION	0.00	0.00	0.00	12,000.00	0.00	12,000.00	24,000.00	24,000.00
01-30-630-401	OPERATING EQUIPMENT	1,293.19	8,544.79	8,544.79	23,000.00	37.15	14,455.21	46,000.00	37,455.21
01-30-630-405	FURNITURE & OFFICE EQUIPME	0.00	219.00	219.00	500.00	43.80	281.00	1,000.00	781.00
01-30-630-409	MAINTENANCE - VEHICLES	1,706.57	39,436.85	39,436.85	72,000.00	54.77	32,563.15	144,000.00	104,563.15
01-30-630-421	MAINTENANCE - RADIO EQUIPM	0.00	0.00	0.00	6,300.00	0.00	6,300.00	12,600.00	12,600.00
ADMINISTRATION		334,353.94	3,159,152.62	3,159,152.62	4,342,730.00	72.75	1,183,577.38	8,685,460.00	5,526,307.38
DATA PROCESSING									
01-30-640-212	EDP SOFTWARE	(250.00)	2,028.05	2,028.05	6,600.00	30.73	4,571.95	13,200.00	11,171.95
01-30-640-263	EDP EQUIPMENT MAINTENANC	10,000.00	10,000.00	10,000.00	11,000.00	90.91	1,000.00	22,000.00	12,000.00
01-30-640-306	CONSULTING SERVICES	0.00	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
DATA PROCESSING		9,750.00	12,028.05	12,028.05	19,100.00	62.97	7,071.95	38,200.00	26,171.95
RISK MANAGEMENT									
01-30-645-273	SELF INSURANCE - DEDUCTIBL	0.00	2,500.00	2,500.00	12,500.00	20.00	10,000.00	25,000.00	22,500.00
01-30-645-275	BONDS - SELF INSURANCE	(1,460.62)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RISK MANAGEMENT		(1,460.62)	2,500.00	2,500.00	12,500.00	20.00	10,000.00	25,000.00	22,500.00
PATROL									
01-30-650-268	ANIMAL CONTROL	405.00	840.00	840.00	800.00	105.00	(40.00)	1,600.00	760.00
01-30-650-343	JAIL SUPPLIES	0.00	159.00	159.00	1,000.00	15.90	841.00	2,000.00	1,841.00
01-30-650-349	DRUG FORFEITURE EXP - FEDE	0.00	20,438.76	20,438.76	40,000.00	51.10	19,561.24	80,000.00	59,561.24
PATROL		405.00	21,437.76	21,437.76	41,800.00	51.29	20,362.24	83,600.00	62,162.24
INVESTIGATIVE									
01-30-655-335	CAMERA SUPPLIES	0.00	0.00	0.00	400.00	0.00	400.00	800.00	800.00
01-30-655-339	CONFIDENTIAL FUNDS	0.00	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
INVESTIGATIVE		0.00	0.00	0.00	1,400.00	0.00	1,400.00	2,800.00	2,800.00

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016	YTD BALANCE 01/31/2016	2015-16 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
Fund 01 - GENERAL FUND							
TRAFFIC SAFETY							
01-30-660-105	PART TIME - CROSSING GUARD	275.54	3,530.62	4,950.00	71.33	1,419.38	9,900.00
TRAFFIC SAFETY		275.54	3,530.62	4,950.00	71.33	1,419.38	9,900.00
ESDA COORDINATOR							
01-30-665-263	SIREN MAINTENANCE	0.00	550.00	750.00	73.33	200.00	1,500.00
ESDA COORDINATOR		0.00	550.00	750.00	73.33	200.00	1,500.00
CRIME PREVENTION							
01-30-670-302	PRINTING & PUBLISHING	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00
01-30-670-331	COMMODITIES	0.00	4,147.82	4,500.00	92.17	352.18	9,000.00
CRIME PREVENTION		0.00	4,147.82	5,500.00	75.41	1,352.18	11,000.00
TELECOMMUNICATIONS							
01-30-675-235	RADIO DISPATCHING	22,205.90	199,853.10	269,500.00	74.16	69,646.90	539,000.00
TELECOMMUNICATIONS		22,205.90	199,853.10	269,500.00	74.16	69,646.90	539,000.00
Total Dept 30-POLICE DEPARTMENT							
		365,529.76	3,542,230.70	4,846,673.00	73.09	1,304,442.30	9,693,346.00
Dept 35-PUBLIC WORKS DEPARTMENT							
CAPITAL IMPROVEMENTS							
01-35-765-625	VEHICLES - NEW & OTHER	0.00	15,326.71	16,000.00	95.79	673.29	32,000.00
01-35-765-626	EQUIPMENT - LOADER	0.00	9,835.70	10,000.00	98.36	164.30	20,000.00
01-35-765-641	EDP NEW EQUIPMENT	0.00	0.00	3.00	0.00	3.00	6.00
01-35-765-685	STREET IMPROVEMENTS	0.00	137,398.25	46,131.00	297.84	(91,267.25)	92,262.00
CAPITAL IMPROVEMENTS		0.00	162,560.66	72,134.00	225.36	(90,426.66)	144,268.00
ADMINISTRATION							
01-35-400-147	EMPLOYEE BENEFITS - MEDICA	248.64	2,174.95	2,636.38	82.50	461.43	5,272.76
01-35-400-151	IMRF	2,553.83	23,549.49	29,278.00	80.43	5,728.51	58,556.00
01-35-400-161	SOCIAL SECURITY/FICA	1,062.90	8,566.71	11,272.78	75.99	2,706.07	22,545.56
01-35-710-101	SALARIES - PERMANENT EMPL	9,512.95	91,283.83	119,945.00	76.10	28,661.17	239,890.00
01-35-710-102	OVERTIME	3,243.43	15,644.08	18,620.00	84.02	2,975.92	37,240.00
01-35-710-103	PART TIME - LABOR	2,570.84	20,447.17	21,560.00	94.84	1,112.83	43,120.00
01-35-710-126	SALARIES - CLERICAL	1,668.84	16,669.68	21,694.00	76.84	5,024.32	43,388.00
01-35-710-141	EMPLOYEE BENEFITS - MEDICA	2,264.89	14,003.06	13,170.00	106.33	(833.06)	26,340.00
01-35-710-144	EMPLOYEE BENEFITS - UNEMP	26.58	187.02	220.00	85.01	32.98	440.00
01-35-710-201	TELEPHONES	(0.27)	1,557.48	2,500.00	62.30	942.52	5,000.00
01-35-710-301	OFFICE SUPPLIES	44.76	232.20	750.00	30.96	517.80	1,500.00
01-35-710-302	PRINTING & PUBLISHING	0.00	615.00	1,544.00	39.83	929.00	3,088.00
01-35-710-303	FUEL/MILEAGE/WASH	600.66	9,189.05	17,873.00	51.41	8,683.95	35,746.00
01-35-710-304	SCHOOLS/CONFERENCES/TRA	0.00	96.00	3,500.00	2.74	3,404.00	7,000.00
01-35-710-306	REIMB PERSONAL EXPENSE	0.00	0.00	300.00	0.00	300.00	600.00
01-35-710-307	FEES/DUES/SUBSCRIPTIONS	0.00	245.53	300.00	81.84	54.47	600.00
01-35-710-311	POSTAGE & METER RENT	0.00	1,261.60	1,500.00	84.11	238.40	3,000.00
01-35-710-345	UNIFORMS	376.20	3,267.73	4,500.00	72.62	1,232.27	9,000.00
Total Dept 35-POLICE DEPARTMENT							
		6,151,115.30	61,511,115.30	61,511,115.30			61,511,115.30

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016	YTD BALANCE 01/31/2016	2015-16		% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
				ORIGINAL BUDGET	2015-16 BUDGET			
Fund 01 - GENERAL FUND								
01-35-750-329	MAINTENANCE - SAW MILL CRE	0.00	0.00	750.00	750.00	0.00	750.00	1,500.00
01-35-750-338	TREE MAINTENANCE	70,950.00	146,891.00	225,000.00	225,000.00	65.28	78,109.00	450,000.00
01-35-750-381	STORM WATER IMPROVEMENT	0.00	44,851.03	30,000.00	30,000.00	149.50	(14,851.03)	60,000.00
	STORM WATER IMPROVEMENTS	76,194.48	323,943.32	376,085.00	376,085.00	86.14	52,141.68	752,170.00
STREET MAINTENANCE								
01-35-755-279	TRASH REMOVAL	0.00	0.00	2,125.00	2,125.00	0.00	2,125.00	4,250.00
01-35-755-281	ROUTE 83 BEAUTIFICATION	0.00	34,749.72	48,000.00	48,000.00	72.40	13,250.28	96,000.00
01-35-755-282	REIMB EXP - CONSTRUCTION	0.00	0.00	500.00	500.00	0.00	500.00	1,000.00
01-35-755-283	REIMB EXP - OTHER	0.00	0.00	1,800.00	1,800.00	0.00	1,800.00	3,600.00
01-35-755-284	REIMB EXP - BRUSH PICKUP	9,500.00	19,600.00	23,750.00	23,750.00	82.53	4,150.00	47,500.00
01-35-755-290	EQUIPMENT RENTAL	0.00	0.00	750.00	750.00	0.00	750.00	1,500.00
01-35-755-328	STREET & ROW MAINTENANCE	0.00	750.00	20,000.00	20,000.00	3.75	19,250.00	40,000.00
01-35-755-331	OPERATING SUPPLIES	0.00	0.00	80,000.00	80,000.00	0.00	80,000.00	160,000.00
01-35-755-332	J.U.L.I.E.	0.00	954.12	1,909.00	1,909.00	49.98	954.88	3,818.00
01-35-755-333	ROAD SIGNS	462.90	7,391.60	9,000.00	9,000.00	82.13	1,608.40	18,000.00
01-35-755-401	OPERATING EQUIPMENT	34.60	34.60	5,000.00	5,000.00	0.69	4,965.40	10,000.00
	STREET MAINTENANCE	9,997.50	63,480.04	192,834.00	192,834.00	32.92	129,353.96	385,668.00
NUISANCE CONTROL								
01-35-760-258	PEST CONTROL	0.00	900.00	1,000.00	1,000.00	90.00	100.00	2,000.00
01-35-760-259	MOSQUITO ABATEMENT	0.00	28,869.55	32,100.00	32,100.00	89.94	3,230.45	64,200.00
	NUISANCE CONTROL	0.00	29,769.55	33,100.00	33,100.00	89.94	3,330.45	66,200.00
Total Dept 35-PUBLIC WORKS DEPARTMENT		128,005.59	911,273.77	1,186,302.16	1,186,302.16	76.82	275,028.39	2,372,604.32
Dept 40-BUILDING & ZONING DEPARTMENT								
GENERAL MANAGEMENT								
01-40-400-147	EMPLOYEE BENEFITS - MEDICA	121.54	1,391.71	1,650.46	1,650.46	84.32	258.75	3,300.92
01-40-400-151	IMRF	1,463.26	17,785.97	20,795.00	20,795.00	85.53	3,009.03	41,590.00
01-40-400-161	SOCIAL SECURITY/FICA	519.65	5,950.75	7,057.15	7,057.15	84.32	1,106.40	14,114.30
01-40-810-101	SALARIES - PERMANENT EMPL	5,517.28	55,112.18	71,723.00	71,723.00	76.84	16,610.82	143,446.00
01-40-810-102	OVERTIME	815.08	19,803.46	15,413.00	15,413.00	128.49	(4,390.46)	30,826.00
01-40-810-126	SALARIES - CLERICAL	2,053.09	20,507.95	26,689.00	26,689.00	76.84	6,181.05	53,378.00
01-40-810-141	EMPLOYEE BENEFITS - MEDICA	4,392.34	20,740.99	27,346.00	27,346.00	75.85	6,605.01	54,692.00
01-40-810-144	EMPLOYEE BENEFITS - UNEMP	0.00	4.10	165.00	165.00	2.48	160.90	330.00
01-40-810-201	TELEPHONES	(144.18)	607.28	1,000.00	1,000.00	60.73	392.72	2,000.00
01-40-810-301	OFFICE SUPPLIES	0.00	633.02	750.00	750.00	84.40	116.98	1,500.00
01-40-810-302	PRINTING & PUBLISHING	182.00	319.00	1,000.00	1,000.00	31.90	681.00	2,000.00
01-40-810-303	FUEL/MILEAGE/WASH	72.66	666.40	1,500.00	1,500.00	44.43	833.60	3,000.00
01-40-810-304	SCHOOLS/CONFERENCES/TRA	1,040.00	1,150.00	1,000.00	1,000.00	115.00	(150.00)	2,000.00
01-40-810-307	FEES/DUES/SUBSCRIPTIONS	635.00	635.00	500.00	500.00	127.00	(135.00)	1,000.00
01-40-810-311	POSTAGE & METER RENT	0.00	271.27	400.00	400.00	67.82	128.73	800.00
01-40-810-401	OPERATING EQUIPMENT	0.00	146.92	200.00	200.00	73.46	53.08	400.00
01-40-810-409	MAINTENANCE - VEHICLES	0.00	120.00	1,000.00	1,000.00	12.00	880.00	2,000.00
	GENERAL MANAGEMENT	16,667.72	145,846.00	178,188.61	178,188.61	81.85	32,342.61	356,377.22
Total Dept 35-PUBLIC WORKS DEPARTMENT		128,005.59	911,273.77	1,186,302.16	1,186,302.16	76.82	275,028.39	2,372,604.32
Dept 40-BUILDING & ZONING DEPARTMENT								
GENERAL MANAGEMENT								
01-40-400-147	EMPLOYEE BENEFITS - MEDICA	121.54	1,391.71	1,650.46	1,650.46	84.32	258.75	3,300.92
01-40-400-151	IMRF	1,463.26	17,785.97	20,795.00	20,795.00	85.53	3,009.03	41,590.00
01-40-400-161	SOCIAL SECURITY/FICA	519.65	5,950.75	7,057.15	7,057.15	84.32	1,106.40	14,114.30
01-40-810-101	SALARIES - PERMANENT EMPL	5,517.28	55,112.18	71,723.00	71,723.00	76.84	16,610.82	143,446.00
01-40-810-102	OVERTIME	815.08	19,803.46	15,413.00	15,413.00	128.49	(4,390.46)	30,826.00
01-40-810-126	SALARIES - CLERICAL	2,053.09	20,507.95	26,689.00	26,689.00	76.84	6,181.05	53,378.00
01-40-810-141	EMPLOYEE BENEFITS - MEDICA	4,392.34	20,740.99	27,346.00	27,346.00	75.85	6,605.01	54,692.00
01-40-810-144	EMPLOYEE BENEFITS - UNEMP	0.00	4.10	165.00	165.00	2.48	160.90	330.00
01-40-810-201	TELEPHONES	(144.18)	607.28	1,000.00	1,000.00	60.73	392.72	2,000.00
01-40-810-301	OFFICE SUPPLIES	0.00	633.02	750.00	750.00	84.40	116.98	1,500.00
01-40-810-302	PRINTING & PUBLISHING	182.00	319.00	1,000.00	1,000.00	31.90	681.00	2,000.00
01-40-810-303	FUEL/MILEAGE/WASH	72.66	666.40	1,500.00	1,500.00	44.43	833.60	3,000.00
01-40-810-304	SCHOOLS/CONFERENCES/TRA	1,040.00	1,150.00	1,000.00	1,000.00	115.00	(150.00)	2,000.00
01-40-810-307	FEES/DUES/SUBSCRIPTIONS	635.00	635.00	500.00	500.00	127.00	(135.00)	1,000.00
01-40-810-311	POSTAGE & METER RENT	0.00	271.27	400.00	400.00	67.82	128.73	800.00
01-40-810-401	OPERATING EQUIPMENT	0.00	146.92	200.00	200.00	73.46	53.08	400.00
01-40-810-409	MAINTENANCE - VEHICLES	0.00	120.00	1,000.00	1,000.00	12.00	880.00	2,000.00
	GENERAL MANAGEMENT	16,667.72	145,846.00	178,188.61	178,188.61	81.85	32,342.61	356,377.22
Total Dept 35-PUBLIC WORKS DEPARTMENT		128,005.59	911,273.77	1,186,302.16	1,186,302.16	76.82	275,028.39	2,372,604.32
Dept 40-BUILDING & ZONING DEPARTMENT								
GENERAL MANAGEMENT								
01-40-400-147	EMPLOYEE BENEFITS - MEDICA	121.54	1,391.71	1,650.46	1,650.46	84.32	258.75	3,300.92
01-40-400-151	IMRF	1,463.26	17,785.97	20,795.00	20,795.00	85.53	3,009.03	41,590.00
01-40-400-161	SOCIAL SECURITY/FICA	519.65	5,950.75	7,057.15	7,057.15	84.32	1,106.40	14,114.30
01-40-810-101	SALARIES - PERMANENT EMPL	5,517.28	55,112.18	71,723.00	71,723.00	76.84	16,610.82	143,446.00
01-40-810-102	OVERTIME	815.08	19,803.46	15,413.00	15,413.00	128.49	(4,390.46)	30,826.00
01-40-810-126	SALARIES - CLERICAL	2,053.09	20,507.95	26,689.00	26,689.00	76.84	6,181.05	53,378.00
01-40-810-141	EMPLOYEE BENEFITS - MEDICA	4,392.34	20,740.99	27,346.00	27,346.00	75.85	6,605.01	54,692.00
01-40-810-144	EMPLOYEE BENEFITS - UNEMP	0.00	4.10	165.00	165.00	2.48	160.90	330.00
01-40-810-201	TELEPHONES	(144.18)	607.28	1,000.00	1,000.00	60.73	392.72	2,000.00
01-40-810-301	OFFICE SUPPLIES	0.00	633.02	750.00	750.00	84.40	116.98	1,500.00
01-40-810-302	PRINTING & PUBLISHING	182.00	319.00	1,000.00	1,000.00	31.90	681.00	2,000.00
01-40-810-303	FUEL/MILEAGE/WASH	72.66	666.40	1,500.00	1,500.00	44.43	833.60	3,000.00
01-40-810-304	SCHOOLS/CONFERENCES/TRA	1,040.00	1,150.00	1,000.00	1,000.00	115.00	(150.00)	2,000.00
01-40-810-307	FEES/DUES/SUBSCRIPTIONS	635.00	635.00	500.00	500.00	127.00	(135.00)	1,000.00
01-40-810-311	POSTAGE & METER RENT	0.00	271.27	400.00	400.00	67.82	128.73	800.00
01-40-810-401	OPERATING EQUIPMENT	0.00	146.92	200.00	200.00	73.46	53.08	400.00
01-40-810-409	MAINTENANCE - VEHICLES	0.00	120.00	1,000.00	1,000.00	12.00	880.00	2,000.00
	GENERAL MANAGEMENT	16,667.72	145,846.00	178,188.61	178,188.61	81.85	32,342.61	356,377.22
Total Dept 35-PUBLIC WORKS DEPARTMENT		128,005.59	911,273.77	1,186,302.16	1,186,302.16	76.82	275,028.39	2,372,604.32
Dept 40-BUILDING & ZONING DEPARTMENT								
GENERAL MANAGEMENT								
01-40-400-147	EMPLOYEE BENEFITS - MEDICA	121.54	1,391.71	1,650.46	1,650.46	84.32	258.75	3,300.92
01-40-400-151	IMRF	1,463.26	17,785.97	20,795.00	20,795.00	85.53	3,009.03	41,590.00
01-40-400-161	SOCIAL SECURITY/FICA	519.65	5,950.75	7,057.15	7,057.15	84.32	1,106.40	14,114.30
01-40-810-101	SALARIES - PERMANENT EMPL	5,517.28	55,112.18	71,723.00	71,723.00	76.84	16,610.82	143,446.00
01-40-810-102	OVERTIME	815.08	19,803.46	15,413.00	15,413.00	128.49	(4,390.46)	30,826.00
01-40-810-126	SALARIES - CLERICAL	2,053.09	20,507.95	26,689.00	26,689.00	76.84	6,181.05	53,378.00
01-40-810-141	EMPLOYEE BENEFITS - MEDICA	4,392.34	20,740.99	27,346.00	27,346.00	75.85	6,605.01	54,692.00
01-40-810-144	EMPLOYEE BENEFITS - UNEMP	0.00	4.10	165.00	165.00	2.48	160.90	330.00
01-40-810-201	TELEPHONES	(144.18)	607.28	1,000.00	1,000.00	60.73	392.72	2,000.00
01-40-810-301	OFFICE SUPPLIES	0.00	633.02	750.00	750.00	84.40	116.98	1,500.00
01-40-810-302	PRINTING & PUBLISHING	182.00	319.00					

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016	YTD BALANCE 01/31/2016	2015-16 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
Fund 01 - GENERAL FUND							
DATA PROCESSING							
01-40-815-263	EDP EQUIPMENT MAINTENANC	0.00	0.00	250.00	0.00	250.00	500.00
01-40-815-305	EDP PERSONNEL TRAINING	0.00	264.48	400.00	66.12	135.52	800.00
01-40-815-306	CONSULTING SERVICES	0.00	0.00	750.00	0.00	750.00	1,500.00
01-40-815-401	EDP OPERATING EQUIPMENT	0.00	0.00	2.00	0.00	2.00	4.00
	DATA PROCESSING	0.00	264.48	1,402.00	18.86	1,137.52	2,804.00
ENGINEERING							
01-40-820-245	FEES - ENGINEERING	546.75	2,536.05	4,000.00	63.40	1,463.95	8,000.00
01-40-820-246	FEES - DRAINAGE ENGINEER	0.00	4,088.78	6,000.00	68.15	1,911.22	12,000.00
01-40-820-247	REIMB EXP - ENGINEERING	0.00	0.00	500.00	0.00	500.00	1,000.00
01-40-820-254	PLAN REVIEW - ENGINEER	0.00	1,992.10	7,000.00	28.46	5,007.90	14,000.00
01-40-820-255	PLAN REVIEW - STRUCTURAL	0.00	2,024.00	8,000.00	25.30	5,976.00	16,000.00
01-40-820-258	PLAN REVIEW - BUILDING CODE	2,098.08	24,184.16	40,000.00	60.46	15,815.84	80,000.00
01-40-820-259	PLAN REVIEW - DRAINAGE ENGI	(558.44)	9,797.56	10,000.00	97.98	202.44	20,000.00
	ENGINEERING	2,086.39	44,622.65	75,500.00	59.10	30,877.35	151,000.00
INSPECTION							
01-40-830-109	PART TIME - INSPECTOR	3,594.00	31,566.00	25,000.00	126.26	(6,566.00)	50,000.00
01-40-830-115	PLUMBING INSPECTION	945.00	4,785.00	6,000.00	79.75	1,215.00	12,000.00
01-40-830-117	ELEVATOR INSPECTION	(530.00)	5,437.00	7,000.00	77.67	1,563.00	14,000.00
01-40-830-119	CODE ENFORCEMENT INSPECT	0.00	0.00	4,000.00	0.00	4,000.00	8,000.00
	INSPECTION	4,009.00	41,788.00	42,000.00	99.50	212.00	84,000.00
Total Dept 40-BUILDING & ZONING DEPARTMENT		22,763.11	232,521.13	297,090.61	78.27	64,569.48	594,181.22

Fund 01 - GENERAL FUND:							
TOTAL EXPENDITURES							
		824,785.80	6,660,958.06	9,802,441.08	67.95	3,141,483.02	19,604,882.16
							12,943,924.10

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016	YTD BALANCE 01/31/2016	2015-16		% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
				ORIGINAL BUDGET	BUDGET			
Fund 02 - WATER FUND								
Dept 50-WATER DEPARTMENT								
CAPITAL IMPROVEMENTS								
02-50-440-626	VEHICLES - NEW AND OTHER	0.00	15,326.72	16,000.00	95.79	673.28	32,000.00	16,673.28
02-50-440-694	DISTRIBUTION SYSTEM REPLA	0.00	2,128.86	10,000.00	21.29	7,871.14	20,000.00	17,871.14
	CAPITAL IMPROVEMENTS	0.00	17,455.58	26,000.00	67.14	8,544.42	52,000.00	34,544.42
ADMINISTRATION								
02-50-400-147	EMPLOYEE BENEFITS - MEDICA	244.07	2,243.10	2,894.00	77.51	650.90	5,788.00	3,544.90
02-50-400-151	IMRF	2,557.64	24,479.93	31,895.00	76.75	7,415.07	63,790.00	39,310.07
02-50-400-161	SOCIAL SECURITY/FICA	1,043.86	8,815.47	12,374.00	71.24	3,558.53	24,748.00	15,932.53
02-50-401-101	SALARIES - PERMANENT EMPL	9,512.73	91,283.60	119,945.00	76.10	28,661.40	239,890.00	148,606.40
02-50-401-102	OVERTIME	3,066.64	28,288.80	32,944.00	85.87	4,655.20	65,888.00	37,599.20
02-50-401-103	PART TIME - LABOR	2,576.21	20,478.26	25,000.00	81.91	4,521.74	50,000.00	29,521.74
02-50-401-126	SALARIES - CLERICAL	1,668.76	16,669.60	21,694.00	76.84	5,024.40	43,388.00	26,718.40
02-50-401-141	EMPLOYEE BENEFITS - MEDICA	2,375.46	10,917.11	13,170.00	82.89	2,252.89	26,340.00	15,422.89
02-50-401-144	EMPLOYEE BENEFITS - UNEMP	26.58	120.06	220.00	54.57	99.94	440.00	319.94
02-50-401-201	PHONE - TELEPHONES	829.38	7,636.87	9,600.00	79.55	1,963.13	19,200.00	11,563.13
02-50-401-239	FEES - VILLAGE ATTORNEY	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
02-50-401-301	OFFICE SUPPLIES	0.00	864.60	1,639.00	52.75	774.40	3,278.00	2,413.40
02-50-401-302	PRINTING & PUBLISHING	(1,470.00)	4,294.53	3,194.00	134.46	(1,100.53)	6,388.00	2,093.47
02-50-401-303	FUEL/MILEAGE/WASH	147.88	2,622.34	4,500.00	58.27	1,877.66	9,000.00	6,377.66
02-50-401-304	SCHOOLS/CONFERENCES/TRA	0.00	544.00	2,250.00	24.18	1,706.00	4,500.00	3,966.00
02-50-401-306	REIMBURSE PERSONAL EXPEN	0.00	0.00	150.00	0.00	150.00	300.00	300.00
02-50-401-307	FEES/DUES/SUBSCRIPTIONS	0.00	335.00	750.00	44.67	415.00	1,500.00	1,165.00
02-50-401-311	POSTAGE & METER RENT	0.00	5,914.41	6,160.00	96.01	245.59	12,320.00	6,405.59
02-50-401-405	FURNITURE & OFFICE EQUIPME	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
	ADMINISTRATION	22,579.21	225,507.68	289,879.00	77.79	64,371.32	579,758.00	354,250.32
OTHER								
02-50-449-102	INTEREST EXPENSE	7,163.00	7,163.00	0.00	100.00	(7,163.00)		(7,163.00)
	OTHER	7,163.00	7,163.00	0.00	100.00	(7,163.00)		(7,163.00)
DATA PROCESSING								
02-50-417-212	EDP SOFTWARE	1,200.00	9,681.88	15,650.00	61.87	5,968.12	31,300.00	21,618.12
02-50-417-263	EDP EQUIPMENT MAINTENANC	0.00	545.00	2,000.00	27.25	1,455.00	4,000.00	3,455.00
02-50-417-305	EDP PERSONNEL TRAINING	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-417-401	EDP OPERATING EQUIPMENT	0.00	0.00	4.00	0.00	4.00	8.00	8.00
	DATA PROCESSING	1,200.00	10,226.88	18,154.00	56.33	7,927.12	36,308.00	26,081.12
ENGINEERING								
02-50-405-245	FEES - ENGINEERING	0.00	584.50	2,575.00	22.70	1,990.50	5,150.00	4,565.50
	ENGINEERING	0.00	584.50	2,575.00	22.70	1,990.50	5,150.00	4,565.50
TRANSFERS TO OTHER FUNDS								
02-50-410-501	REIMBURSE OVERHEAD GENER	39,184.83	352,663.47	470,218.00	75.00	117,554.53	940,436.00	587,772.53
02-50-900-109	TRANSFER TO WATER CAPITAL	0.00	100,000.00	100,000.00	100.00	0.00	200,000.00	100,000.00
02-50-900-111	TRANSFER TO DEBT SERVICE	0.00	32,832.00	32,832.00	100.00	0.00	65,664.00	32,832.00
02-50-900-112	TRANSFER TO DEBT SERVICE -	(7,163.00)	14,287.92	21,451.00	66.61	7,163.08	42,902.00	28,614.08

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	2015-16 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
		MONTH 01/31/2016	01/31/2016					
Fund 02 - WATER FUND								
TRANSFERS TO OTHER FUNDS								
		32,021.83	499,783.39	624,501.00	80.03	124,717.61	1,249,002.00	749,218.61
WATER PRODUCTION								
02-50-420-206	ENERGY - ELECTRIC PUMP	3,129.32	10,093.03	16,000.00	63.08	5,906.97	32,000.00	21,906.97
02-50-420-294	LANDSCAPING - WELLS 1 & 3	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-420-297	LANDSCAPING - STANDPIPE	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
02-50-420-361	CHEMICALS	(272.00)	719.47	1,750.00	41.11	1,030.53	3,500.00	2,780.53
02-50-420-362	SAMPLING ANALYSIS	0.00	1,160.75	2,678.00	43.34	1,517.25	5,356.00	4,195.25
02-50-420-488	MAINTENANCE - PUMPS & WELL	0.00	435.00	500.00	87.00	65.00	1,000.00	565.00
02-50-420-491	PUMP INSPECTION REPAIR MAI	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-420-575	PURCHASE OF WATER	(3,095.91)	1,173,937.45	1,788,287.00	65.65	614,349.55	3,576,574.00	2,402,636.55
WATER PRODUCTION								
		(238.59)	1,186,345.70	1,811,215.00	65.50	624,869.30	3,622,430.00	2,436,084.30
WATER STORAGE								
02-50-425-473	WELLHOUSE REPAIRS & MAINT	0.00	2,183.79	1,000.00	218.38	(1,183.79)	2,000.00	(183.79)
02-50-425-474	WELLHOUSE REPAIRS & MAIN -	0.00	720.00	1,000.00	72.00	280.00	2,000.00	1,280.00
02-50-425-475	MATERIALS & SUPPLIES- STAN	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
02-50-425-485	REPAIRS & MAINTENANCE-STA	167.50	3,675.81	5,985.00	61.42	2,309.19	11,970.00	8,294.19
WATER STORAGE								
		167.50	6,579.60	9,485.00	69.37	2,905.40	18,970.00	12,390.40
TRANSPORTATION/DISTRIBUTION								
02-50-430-276	LEAK SURVEYS	1,384.00	11,986.67	7,500.00	159.82	(4,486.67)	15,000.00	3,013.33
02-50-430-277	WATER DISTRIBUTION REPAIRS	2,839.80	82,144.01	95,000.00	86.47	12,855.99	190,000.00	107,855.99
02-50-430-299	LANDSCAPING - OTHER	70.80	14,116.08	4,000.00	352.90	(10,116.08)	8,000.00	(6,116.08)
02-50-430-401	OPERATING EQUIPMENT	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
02-50-430-425	J. U. L. I. E. MAINTENANCE & SU	0.00	12.88	750.00	1.72	737.12	1,500.00	1,487.12
02-50-430-476	MATERIAL & SUPPLIES - DISTRI	6,073.60	20,601.12	10,000.00	206.01	(10,601.12)	20,000.00	(601.12)
TRANSPORTATION/DISTRIBUTION								
		10,367.60	128,860.76	118,250.00	108.97	(10,610.76)	236,500.00	107,639.24
METERS & BILLING								
02-50-435-278	METERS FLOW TESTING	0.00	604.60	12,000.00	5.04	11,395.40	24,000.00	23,395.40
02-50-435-461	NEW METERING EQUIPMENT	0.00	335.15	10,000.00	3.35	9,664.85	20,000.00	19,664.85
02-50-435-462	METER REPLACEMENT	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-435-463	MAINTENANCE - METER EQUIP	0.00	0.00	5,000.00	0.00	5,000.00	10,000.00	10,000.00
METERS & BILLING								
		0.00	939.75	27,500.00	3.42	26,560.25	55,000.00	54,060.25
Total Dept 50-WATER DEPARTMENT								
		73,260.55	2,083,446.84	2,927,559.00	71.17	844,112.16	5,855,118.00	3,771,671.16
Fund 02 - WATER FUND:								
TOTAL EXPENDITURES								
		73,260.55	2,083,446.84	2,927,559.00	71.17	844,112.16	5,855,118.00	3,771,671.16

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016	YTD BALANCE 01/31/2016	2015-16 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. APPROP. AVAIL.
Fund 03 - HOTEL/MOTEL TAX FUND							
Dept 53-HOTEL/MOTEL							
COMMUNITY RELATIONS							
03-53-435-303	WILLOWBROOK MOBILE PHONE	0.00	3,773.75	2,750.00	137.23	(1,023.75)	5,500.00
03-53-435-316	LANDSCAPE BEAUTIFICATION	0.00	277.60	3,000.00	9.25	2,722.40	6,000.00
03-53-435-317	ADVERTISING	(12,215.25)	19,346.93	60,450.00	32.00	41,103.07	120,900.00
03-53-435-319	CHAMBER DIRECTORY	0.00	3,000.00	3,000.00	100.00	0.00	6,000.00
	COMMUNITY RELATIONS	(12,215.25)	26,398.28	69,200.00	38.15	42,801.72	138,400.00
ADMINISTRATION							
03-53-401-307	FEES/DUES/SUBSCRIPTIONS	2,000.00	10,288.96	9,000.00	114.32	(1,288.96)	18,000.00
03-53-401-311	POSTAGE & METER RENT	0.00	19.73	125.00	15.78	105.27	250.00
	ADMINISTRATION	2,000.00	10,308.69	9,125.00	112.97	(1,183.69)	18,250.00
SPECIAL EVENTS							
03-53-436-378	WINE & DINE INTELLIGENTLY	0.00	1,062.12	2,000.00	53.11	937.88	4,000.00
03-53-436-379	SPECIAL PROMOTIONAL EVENT	0.00	2,500.00	2,500.00	100.00	0.00	5,000.00
	SPECIAL EVENTS	0.00	3,562.12	4,500.00	79.16	937.88	9,000.00
	Total Dept 53-HOTEL/MOTEL	(10,215.25)	40,269.09	82,825.00	48.62	42,555.91	165,650.00

Fund 03 - HOTEL/MOTEL TAX FUND:

TOTAL EXPENDITURES	(10,215.25)	40,269.09	82,825.00	48.62	42,555.91	165,650.00	125,380.91
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EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016	YTD BALANCE 01/31/2016	2015-16 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
Fund 07 - POLICE PENSION FUND							
Dept 62							
ADMINISTRATION							
07-62-401-242	LEGAL FEES	0.00	400.00	0.00	100.00	(400.00)	(400.00)
07-62-401-251	AUDIT FEES	0.00	4,455.00	0.00	100.00	(4,455.00)	(4,455.00)
07-62-401-252	ACTUARY SERVICES	0.00	4,400.00	0.00	100.00	(4,400.00)	(4,400.00)
07-62-401-253	FINANCIAL ADVISORY FEES	8,165.65	24,529.40	0.00	100.00	(24,529.40)	(24,529.40)
07-62-401-304	SCHOOL/CONFERENCES/TRAV	239.95	3,143.20	0.00	100.00	(3,143.20)	(3,143.20)
07-62-401-531	FILING FEE - IL DEPT OF INSUR	0.00	3,630.56	0.00	100.00	(3,630.56)	(3,630.56)
ADMINISTRATION							
		8,405.60	40,558.16	0.00	100.00	(40,558.16)	(40,558.16)
PENSION BENEFITS							
07-62-401-581	PENSION BENEFITS	65,001.84	541,901.74	0.00	100.00	(541,901.74)	(541,901.74)
07-62-401-582	WIDOW'S PENSION	3,209.37	28,884.29	0.00	100.00	(28,884.29)	(28,884.29)
07-62-401-583	DISABILITY BENEFITS	4,492.91	40,061.55	0.00	100.00	(40,061.55)	(40,061.55)
07-62-401-586	SEPARATION REFUNDS	0.00	6,252.34	0.00	100.00	(6,252.34)	(6,252.34)
PENSION BENEFITS							
		72,704.12	617,099.92	0.00	100.00	(617,099.92)	(617,099.92)
Total Dept 62							
		81,109.72	657,658.08	0.00	100.00	(657,658.08)	(657,658.08)
Fund 07 - POLICE PENSION FUND:							
TOTAL EXPENDITURES							
		81,109.72	657,658.08	0.00	100.00	(657,658.08)	(657,658.08)

EXPENDITURE REPORT FOR WILLOWBROOK
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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016	YTD BALANCE 01/31/2016	2015-16 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
Fund 10 - CAPITAL PROJECT FUND							
Dept 68-CAPITAL PROJECTS							
CAPITAL IMPROVEMENTS							
10-68-540-422	BORSE COMMUNITY PARK IMP	0.00	0.00	84,698.00	0.00	84,698.00	169,396.00
	CAPITAL IMPROVEMENTS	0.00	0.00	84,698.00	0.00	84,698.00	169,396.00
OTHER							
10-68-550-404	BOND ISSUANCE COSTS	0.00	0.00	800.00	0.00	800.00	1,600.00
	OTHER	0.00	0.00	800.00	0.00	800.00	1,600.00
Total Dept 68-CAPITAL PROJECTS							
		0.00	0.00	85,498.00	0.00	85,498.00	170,996.00
Fund 10 - CAPITAL PROJECT FUND:							
TOTAL EXPENDITURES							
		0.00	0.00	85,498.00	0.00	85,498.00	170,996.00

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016	YTD BALANCE 01/31/2016	2015-16 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
Fund 11 - DEBT SERVICE FUND							
Dept 70-DEBT SERVICE FUND							
OTHER							
11-70-550-401	BOND PRINCIPAL EXPENSE	0.00	115,000.00	115,000.00	100.00	0.00	230,000.00
11-70-550-402	BOND INTEREST EXPENSE	(7,163.00)	95,348.53	102,512.00	93.01	7,163.47	205,024.00
11-70-550-404	BOND ISSUANCE COSTS	0.00	(191.04)	800.00	(23.88)	991.04	1,600.00
OTHER		(7,163.00)	210,157.49	218,312.00	96.26	8,154.51	436,624.00
Total Dept 70-DEBT SERVICE FUND		(7,163.00)	210,157.49	218,312.00	96.26	8,154.51	436,624.00
Fund 11 - DEBT SERVICE FUND:							
TOTAL EXPENDITURES		(7,163.00)	210,157.49	218,312.00	96.26	8,154.51	436,624.00
							226,466.51

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
MUNICIPAL SALES AND USE TAXES**

MONTH SALE						
DIST	MADE	11-12	12-13	13-14	14-15	15-16
MAY	FEB	\$ 254,811	\$ 261,216	\$ 250,138	\$ 245,589	\$ 253,282
JUNE	MAR	296,840	308,159	304,370	293,285	301,469
JULY	APR	281,808	288,609	295,557	293,319	267,013
AUG	MAY	276,985	316,487	334,102	342,029	328,251
SEPT	JUNE	318,524	336,664	338,139	330,203	349,847
OCT	JULY	300,424	291,508	300,405	318,631	306,409
NOV	AUG	326,134	330,699	332,925	349,800	337,896
DEC	SEPT	296,490	300,348	288,422	287,860	360,843
JAN	OCT	272,291	282,374	283,164	303,324	318,340
FEB	NOV	296,763	306,325	295,860	296,349	
MARCH	DEC	387,223	377,505	387,074	365,874	
APRIL	JAN	253,944	277,850	234,816	253,532	
TOTAL		\$ 3,562,238	\$ 3,677,745	\$ 3,644,970	\$ 3,679,794	\$ 2,823,350
MTH AVG		\$ 296,853	\$ 306,479	\$ 303,747	\$ 306,650	\$ 313,706
BUDGET		\$ 3,217,250	\$ 3,493,374	\$ 3,447,000	\$ 3,450,000	\$ 3,600,000

YEAR TO DATE LAST YEAR : \$ 2,764,040
 YEAR TO DATE THIS YEAR : \$ 2,823,350
 DIFFERENCE : \$ 59,310

PERCENTAGE CHANGE :

2.15%

CURRENT FISCAL YEAR :

BUDGETED REVENUE: \$ 3,600,000
 PERCENTAGE OF YEAR COMPLETED : 75.00%
 PERCENTAGE OF REVENUE TO DATE : 78.43%
 PROJECTION OF ANNUAL REVENUE : \$ 3,758,755
 EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 158,755
 EST. PERCENT DIFF ACTUAL TO BUDGET 4.4%

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

AN ORDINANCE DECLARING SURPLUS PROPERTY AND AUTHORIZING THE SALE OF THE SAME.

AGENDA NO. **5f**

AGENDA DATE: 02/08/2016

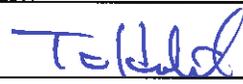
STAFF REVIEW: MARK SHELTON

SIGNATURE: 

LEGAL REVIEW: TOM BASTIAN

SIGNATURE: THOMAS BASTIAN JR.

RECOMMENDED BY VILLAGE ADMIN.: TIM HALIK

SIGNATURE: 

REVIEWED & APPROVED BY COMMITTEE: YES N/A

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.)

Staff has a Village owned vehicle deemed surplus ready for disposal.

VIN	Year	Make	Model
1FMEU7DE6AUA22468	2010	FORD	EXPLORER

Staff recommends the Mayor and Board of Trustees pass the ordinance authorizing the sale of the vehicles listed above.

ACTION PROPOSED:

PASSAGE OF THE ORDINANCE

ORDINANCE NO. 16-O-____

AN ORDINANCE DECLARING SURPLUS PROPERTY AND AUTHORIZING THE SALE
OF THE SAME.

WHEREAS, in the opinion of a majority of the corporate authorities of the Village of Willowbrook, it is no longer necessary or useful or for the best interests of the Village of Willowbrook, to retain ownership of the personal property hereinafter described; and

WHEREAS, it has been determined by the Mayor and Board of Trustees of the Village of Willowbrook to dispose of said personal property.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Willowbrook as follows:

SECTION ONE: Pursuant to 65 ILCS 5/11-76-4, the Mayor and Board of Trustees of the Village of Willowbrook find that the property legally described on Exhibit "A" attached hereto and made a part of, now owned by the Village of Willowbrook, is no longer necessary or useful to the Village of Willowbrook and the best interests of the Village of Willowbrook will be served by its disposal.

SECTION TWO: Pursuant to 65 ILCS 5/11-76-4, the Village Administrator is hereby authorized and directed to dispose of the property set forth on Exhibit "A" now owned by

the Village of Willowbrook in any manner he deems appropriate, with or without advertisement.

SECTION THREE: The sale or disposition of said surplus property is "AS IS" with no warranty either express or implied of merchant ability or fitness for particular purpose.

SECTION FOUR: This ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED and APPROVED this 8th day of February, 2016.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

 NAYS: _____

 ABSTENTIONS: _____

 ABSENT: _____

EXHIBIT "A"

VIN	Year	Make	Model
1FMEU7DE6AUA22468	2010	FORD	EXPLORER

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A Resolution Authorizing the Mayor and Village Clerk to Accept a Proposal from Clarke Aquatic Services, Inc. to Provide Aquatic Weed and Algae Control Services throughout the 2016 Season – Prairie Trail Park & Willow Pond Park

AGENDA NO. **5g**

AGENDA DATE: 2/8/16

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: TEHLIK

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: TEHLIK

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

As a part of the regular maintenance activities for our parks, the Village contracts annually with a vendor to provide aquatic weed and algae control services for park ponds. These services are typically provided within Prairie Trail Park and Willow Pond Park. Given our long standing arrangement with Clarke Environmental (we have also used them for years to provide mosquito abatement services), The proposal pricing includes servicing two (2) ponds for the price of one (1).

ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

In accordance with our informal purchasing policy, since the cost this service exceeds \$2,500 Board authorization is required in order to accept the proposal.

ACTION PROPOSED:

Adopt Resolution.

RESOLUTION NO. 16-R-_____

A Resolution Authorizing the Mayor and Village Clerk to Accept a Proposal from Clarke Aquatic Services, Inc. to Provide Aquatic Weed and Algae Control Services throughout the 2016 Season – Prairie Trail Park & Willow Pond Park

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor and Village Clerk be and the same are hereby authorized and directed to accept and sign the proposal from Clarke Aquatic Services, Inc. to provide aquatic weed and algae control service in designated parks throughout the 2016 season in an amount not to exceed \$2,883.00 in accordance with the proposal attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein.

ADOPTED and APPROVED this 8th day of February, 2016

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____



CLARKE AQUATIC SERVICES, INC.,
2016 PROFESSIONAL SERVICES OUTLINE FOR
VILLAGE OF WILLOWBROOK - PRAIRIE TRAIL PARK & WILLOW POND PARK
(W01370)

A. 2016 AQUATIC WEED AND ALGAE CONTROL SERVICE

Inspection and treatment program for common regional aquatic weeds and algae for two (2) ponds. See next page for single and multi-year agreement options.

Aquatic Weed and Algae Control (May - Sept) \$2,883.00

IMPORTANT: Please check box if these waters are used for irrigation. []

Village of Willowbrook - Prairie Trail Park & Willow Pond Park's customized water management plan includes an inspection, assessment, recommendation, implementation, and customized reports. This integrated approach uses a maximum of eleven (11) inspections. Clarke Aquatic Services (Clarke) will determine the proper treatment program at the time of inspection based on the weather and environmental conditions of the water.

- All Clarke products used are EPA registered and labeled for aquatic use. Product(s) will be applied per label requirements and restrictions.
Inspections will be scheduled approximately every 14 days in accordance with label restrictions.
Program does not include removal of plant material, treatment of fluridone-resistant hydrilla, cattails, chara, duckweed, watermeal, or control of rip rap.

Additional Program Options:

Bacteria Treatment Program

Treatments with a custom blend of enzymes, facultative and non-facultative bacteria formulated to metabolize nutrients in the water column and accelerate the breakdown of partially decomposed organic matter, thus reducing algae while decomposing waste and sludge in lake and pond bottoms.

[] Bacteria Treatment Program..... \$1,720.00

Pond Dye

Clarke recommends a dye treatment program to provide proactive and enhanced benefits to your weed and algae program. Please check the box below to add dye treatments to your Weed and Algae Control program and select a color.

Dye Treatment Program..... \$1,400.00

[] Blue Dye [] Black Dye

B. ADDITIONAL SERVICES

Please check other services of interest and your control consultant will contact you with more information.

Weed & Algae Services

- Biological Treatment Options
Cattail treatment
Rip Rap Weed Control
Duckweed & Watermeal Control

Aeration Services

- New Fountain Design, Sales & Install
New Bottom Diffuser System Design, Sales & Install
Service Call

Mosquito Control Services:

- Season Long Control Programs
One Time/Single Event Applications



CLARKE AQUATIC SERVICES, INC.,
2016 CLIENT AUTHORIZATION FOR
VILLAGE OF WILLOWBROOK - PRAIRIE TRAIL PARK & WILLOW POND PARK

- 1. Term and Termination: The term of the Aquatic Weed and Algae Control Service Agreement shall commence on the date when both parties have executed this Agreement...
2. Price Increase: The price for Aquatic Weed and Algae Control Services rendered hereunder may be increased by Clarke Aquatic Services...
3. Property Damage: Allegations of property damage resulting from scheduled Clarke Aquatic Services service must be submitted in a written report...
4. Confidentiality: This contract, including any additional information provided, contains confidential information. It is intended solely for the use of the individual or entity to whom it is addressed...
5. NPDES Permit: A National Pollutant Discharge Elimination System (NPDES) permit is necessary for the execution of the work for aquatic control services effective October 31, 2011.

6. Program Payment Plan: (Please provide the required information below to process payment.)

We accept the following (please circle one): VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Name of Credit Card holder: _____

Credit Card #: _____ Exp Date: _____

A. Aquatic Weed & Algae Control Service: One (1) payment due in full June 1st

Please select initial contract term:

- [X] 2016 Season \$ 2,883.00 (total from page 1) [] 2016 & 2017 Seasons [] 2016 - 2018 Seasons

B. Additional Services: As specified in the Professional Service Outline, any additional treatments beyond the core program will be due when the treatment is completed.

Signing and returning this document will authorize Clarke Aquatic Services to perform the services stipulated within the limits of this cost estimate unless otherwise stated.

FOR VILLAGE OF WILLOWBROOK - PRAIRIE TRAIL PARK & WILLOW POND PARK:

PRINT NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

FOR CLARKE AQUATIC SERVICES:

NAME: [Signature]
Tim Gardner

TITLE: Control Consultant
Office: 800-323-5727

DATE: January 26, 2016
tgardner@clarke.com



CLARKE AQUATIC SERVICES, INC.,
2016 CLIENT INFORMATION FOR
VILLAGE OF WILLOWBROOK - PRAIRIE TRAIL PARK & WILLOW POND PARK

PLEASE ASSIST US IN MAINTAINING OUR RECORDS BY COMPLETING THE FOLLOWING:

INVOICES SHOULD BE SENT TO:

Name: VILLAGE OF WILLOWBROOK
Property Management Company (if applicable): N/A
Address: 835 MIDWAY DRIVE
City: WILLOWBROOK State: IL Zip: 60527
Purchase Order Number: N/A County: DUPAGE
Office Phone: 630.323.8215 Cell: 630.514.3329 Fax: 630.323.0787
E-Mail: THALIK@WILLOWBROOK.IL.US

TREATMENT ADDRESS (if different from above):

Contact Name: ANDREW "AJ" PASSERO
Address: PRAIRIE TRAIL PARK & WILLOW POND PARK
City: WILLOWBROOK State: IL Zip: 60527
County: DUPAGE

CONTACT PERSON FOR VILLAGE OF WILLOWBROOK - PRAIRIE TRAIL PARK & WILLOW POND PARK:

Name: JOHN FENSKE Title: INT. SUPT. OF PARKS
Office Phone: 630.920.2251 Cell: Fax: 630.323.0787
E-Mail: JFENSKE@WILLOWBROOK.IL.US

ALTERNATE CONTACT PERSON FOR VILLAGE OF WILLOWBROOK - PRAIRIE TRAIL PARK & WILLOW POND PARK:

Name: ANDREW "AJ" PASSERO Title: P.W. FOREMAN
Office Phone: 630.323.8215 Cell: 630.514.3329 Fax: 630.323.0787
E-Mail: APASSERO@WILLOWBROOK.IL.US

INSPECTION REPORTS:

Email service reports to the following email addresses:

- Email: JFENSKE@WILLOWBROOK.IL.US
Email: APASSERO@ " " "
Email: THALIK@ " " "

Please sign and return a copy of this completed contract to:
Clarke Aquatic Services; Attention: Tim Gardner
675 Sidwell Court, St. Charles, IL 60174
Phone: 630-461-1658 Fax: 630-443-3070
tgardner@clarke.com

VILLAGE OF WILLOWBROOK

**BOARD MEETING
AGENDA ITEM - HISTORY/COMMENTARY**

ITEM TITLE:

A RESOLUTION FOR MAINTENANCE OF STREETS AND HIGHWAYS BY MUNICIPALITY UNDER THE ILLINOIS HIGHWAY CODE TO APPROPRIATE \$443,500 OF MOTOR FUEL TAX FUNDS FOR THE MAINTENANCE OF STREETS IN 2016

AGENDA NO. **5h**

AGENDA DATE: 2/8/16

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Annually, the Mayor and Board of Trustees are required to adopt a resolution authorizing the anticipated expenditure of Motor Fuel Tax (MFT) funds. The resolution, which merely identifies the amount of funds that are estimated to be used in this calendar year, is then sent to IDOT as part of the Village's annual MFT Program. The FY 2016/17 Budget includes an anticipated \$442,142 expenditure of Motor Fuel Tax Funds for this upcoming construction season.

<u>FUND</u>	<u>PROGRAM NO.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
MFT	04-56-430-684	Street Maintenance Contract	\$442,142.00

ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

The FY 2016/17 Budgeted expenditure amount includes the following projects:

<u>Project</u>	<u>Expenditure Amount</u>
Overlay of Clarendon Hills Road – 67 th Street north to northern limits (STP Grant Project)	\$193,750 (25% Local Share)
2016 MFT Roadway Maintenance Program	\$248,392
TOTAL:	\$442,142 (≈ \$443,500)

Staff recommends that the Mayor and Board of Trustees authorize the Mayor and Village Clerk to adopt the attached resolution allowing for the expenditure of up to \$443,500 from the Village's Motor Fuel Tax Fund in calendar year 2016.

ACTION PROPOSED:

Adopt Resolution.

RESOLUTION NO. 16-R-_____

A RESOLUTION FOR MAINTENANCE OF STREETS AND HIGHWAYS BY
MUNICIPALITY UNDER THE ILLINOIS HIGHWAY CODE TO APPROPRIATE \$443,500
OF MOTOR FUEL TAX FUNDS FOR THE MAINTENANCE OF STREETS IN 2016

BE IT RESOLVED, by the Mayor and Board of Trustees of the Village of Willowbrook, that there is hereby appropriated the sum of \$443,500.00 of Motor Fuel Tax Funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code, from January 1, 2016 to December 31, 2016.

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this Resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that the Clerk shall, as soon as practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this Resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

ADOPTED and APPROVED this 8th day of February, 2016.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____



BE IT RESOLVED, by the Mayor and Board of Trustees of the
(Council or President and Board of Trustees)
Village Willowbrook of Willowbrook, Illinois, that there is hereby
(City, Town or Village) (Name)
appropriated the sum of \$443,500.00 of Motor Fuel Tax funds for the purpose of maintaining
streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 2016
(Date)
to December 31, 2016
(Date)

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that the Clerk shall, as soon a practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Leroy Hansen Clerk in and for the Village
(City, Town or Village)
of Willowbrook, County of DuPage

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by

the Mayor and Board of Trustees at a meeting on February 2, 2016
(Council or President and Board of Trustees) Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 8th day of February, 2016

(SEAL) _____ Village _____ Clerk
(City, Town or Village)

Approved

Date
Department of Transportation

Regional Engineer

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A Resolution Waiving the Competitive Bidding Process and Authorizing the Mayor and Village Clerk to Accept the Proposal from NJ Ryan Tree & Landscape to Complete the Village's 2016 Parkway Tree Trimming Program

AGENDA NO. **5i**

AGENDA DATE: 2/8/16

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: 

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: 

REVIEWED & APPROVED BY COMMITTEE: YES on February 8, 2016 NO N/A

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

The FY 2015/16 Budget includes funding to conduct a Parkway Tree Trimming Program within the south, central, and east quadrants of town. The Municipal Services Committee approved the details of the program on January 11, 2016. Requests for Proposals (RFPs) were distributed on January 12, 2016. The deadline to submit completed proposals was Tuesday, February 2nd at 12:00 Noon. The following is a summary of the five (5) proposals that were received:

<u>Vendor</u>	<u>Proposal Amount</u>
NJ Ryan Tree & Landscape, Dekalb, IL	\$27,463.00
Winkler's Tree Service, Inc., LaGrange Park, IL	\$37,785.30
The Davey Tree Expert Co., Kent, OH	\$51,138.00
Pessina Tree Service, LLC, Big Rock, IL	\$75,617.95
Groundskeeper Landscape Care, Orland Park, IL	\$89,911.02

This program also includes a Private Participation provision. Under this provision, Willowbrook residents can request that the awarded contractor perform tree maintenance work on private property at the unit prices set within the bid document. This is an opportunity for residents to potentially save money by utilizing the Village's contractor and guaranteed pricing. The agreement for this work would be entirely between the contractor and the resident. Letters will be sent to residents explaining the process prior to the start of work.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

NJ Ryan provided a list of municipal references including the Villages of Woodridge, Downers Grove, Addison, and Riverside. Staff received positive comments from all municipal references provided. The company has a certified arborists on staff. The FY 2015/16 Budget includes the following funding for this program:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>UNEXPENDED</u>
GenFund	01-35-750-338	Tree Maintenance	\$146,891.00

ACTION PROPOSED:

Adopt Resolution. The project is to commence in February and be completed by April.

RESOLUTION NO. 16-R-_____

A Resolution Waiving the Competitive Bidding Process and Authorizing the Mayor and Village Clerk to Accept the Proposal from NJ Ryan Tree & Landscape to Complete the Village's 2016 Parkway Tree Trimming Program

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the competitive bidding process is hereby waived and that the Mayor and Village Clerk be and the same are hereby authorized and directed to accept the proposal from NJ Ryan Tree & Landscape for parkway tree trimming services in an amount set forth in the proposal attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein.

ADOPTED and APPROVED this 8th day of February, 2016

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

**SPECIFICATIONS AND CONTRACT DOCUMENTS
for**

Parkway Tree Trimming Services

Required For Use By:

**VILLAGE OF WILLOWBROOK
Willowbrook, Illinois 60527**

- **PROPOSALS TO BE EXECUTED IN DUPLICATE**
- **ALL SIGNATURES TO BE SWORN BEFORE A NOTARY PUBLIC**
- **ALL INSURANCE REQUIREMENTS MUST BE MET**

ACCOUNT NUMBER:

DEPOSIT:

_____ none required _____

BOND(S) REQUIRED:

_____ none required _____

DRAWINGS:

PROPOSALS DUE:

_____ Tuesday, February 2, 2016 by 12:00 Noon _____

VILLAGE HALL
835 Midway Drive
Willowbrook, Illinois 60527

Issued by:

Village of Willowbrook, Illinois
835 Midway Drive
Willowbrook, Illinois 60527
(630) 323-8215

Timothy J. Halik
Village Administrator

Carrie Dittman
Director of Finance

REQUEST FOR PROPOSAL

The Village of Willowbrook will be accepting proposals for the item listed. Proposals will be accepted at the Willowbrook Village Hall, 835 Midway Drive, Willowbrook, until Tuesday, February 2, 2016 by 12:00 Noon.

Specifications may be obtained at the Village Hall, weekdays, between 8:30 a.m. and 4:30 p.m. Questions may be directed to the Municipal Services Department at (630) 920-2261.

In accordance with the law and the provisions of 820ILCS 130/0.01 et seq., entitled "an Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any one under contract for public works", not less than the prevailing rate of wages shall be paid to all laborers, workmen and mechanics performing work under this proposal.

The Village of Willowbrook reserves the right to reject any or all proposals, to waive technicalities, and to accept any proposal which is deemed to be in the best interest of the Village of Willowbrook.

The Village of Willowbrook, Illinois, does not discriminate on the basis of disability in the admission or access to, treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all Village of Willowbrook services, programs, and activities. The Village has a designated coordinator to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA), as required by Section 35.107 of the U.S. Department of Justice regulation, and to coordinate compliance with Section 504 of the Rehabilitation Act of 1973, as mandated by Section 8.5 of the U.S. Department of Housing and Urban Development regulations. For information, contact the Tim Halik, Village of Willowbrook, 835 Midway Drive, Willowbrook, Illinois, 60527; (630) 323-8215, TDD (630)920-2259.

Upon request, this information can be made available in large print, audio tape, and/or computer disk.

I. GENERAL CONDITIONS

1. DEFINITIONS

The following words and phrases, as used herein, shall have the meaning ascribed to them, as follows:

A. **CONTRACTOR or VENDOR** shall mean:

NJ RYAN TREE & LANDSCAPE LLC
17271 RT. 23
DEKAUB, IL. 60115

B. **VILLAGE** shall mean the Village of Willowbrook, DuPage County Illinois, an Illinois Municipal Corporation.

2. PREPARATION AND SUBMISSION OF PROPOSAL

The vendor must submit his/her proposal in duplicate on the forms furnished by the Village of Willowbrook. All blank spaces on the proposal form must be filled in if applicable. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership or a duly authorized officer, attested to by the Corporate Secretary, of a Corporation. The proposal is contained in these documents and must remain attached thereto when submitted. All signatures and spaces are to be completed in ink or typewritten, where applicable. Prices/costs shall be in United States dollars.

**ALL PROPOSALS SHALL BE SUBMITTED INCLUDING
THE FOLLOWING INFORMATION ON THE FACE:**

**VENDOR'S NAME, ADDRESS, SUBJECT MATTER OF PROPOSAL,
DESIGNATED DUE DATE AND HOUR DESIGNATED FOR PROPOSALS TO
BE SUBMITTED BY.**

3. WITHDRAWAL OF PROPOSAL

Vendors may withdraw their proposals at any time prior to the time specified in the Request for Proposal Notice as the closing time for the receipt of proposals.

However, no proposal shall be withdrawn or cancelled for a period of sixty (60) calendar days after said advertised closing time for the submittal of proposals, nor shall the successful proposal be withdrawn, cancelled, or modified after having been accepted by the Village.

4. SUBMISSION OF ALTERNATE PROPOSALS

Vendor may submit alternate proposals provided that:

- Proposals meet Village Specifications and are submitted separately.
- The Village shall not consider an alternate proposal which fails to meet specifications.

5. ~~BID DEPOSIT~~

~~When required on Page 1 of these Specifications, all bids shall be accompanied by a bid deposit in the amount specified. Bid deposits shall be in the form of a certified check, a bank cashier's check drawn on a responsible bank doing business in the United States and shall be made payable to the Village of Willowbrook, or bid bond.~~

~~The bid deposit of all except the three lowest bidders on each contract will be returned within twenty (20) calendar days after the opening of the bids. The remaining bid deposits on each contract will be returned, with the exception of the accepted Bidder, after the contract is awarded. The bid deposit of the accepted Bidder will be returned after acceptance by the Village of satisfactory performance bond where such bond is required or completion of contract where no performance bond is required.~~

6. ~~SECURITY FOR PERFORMANCE~~

~~When required on Page 1 of these Specifications, the successful Bidder or Bidders shall, within thirteen (13) calendar days after acceptance of the bid by the Village, furnish a performance bond in the full amount of the contract, in a form acceptable to the Village.~~

~~In the event that the successful Bidder(s) fails to furnish the performance bond within thirteen (13) calendar days after acceptance of the bid by the Village, then the bid deposit of the successful Bidder shall be retained by the Village as liquidated damages and not as a penalty, it being agreed by the successful Bidder that said sum is a fair estimate of the amount of damages that said Village will sustain due to the successful Bidder's failure to furnish said bond.~~

7. EQUIVALENT PRODUCTS

In cases where a specified item is identified by a manufacturer's name, trade name or other reference, it is understood that the Vendor proposes to furnish the item as identified. If the Vendor proposes to furnish an "equal" item, the proposed "equal" item must be so indicated in the proposal. The Village shall be the sole determiner of the equalness of the substitute offered.

8. BASIS OF AWARD

The Village reserves the right to accept or reject any and all proposals, in whole or in part, and to waive technicalities.

9. ACCEPTANCE OF PROPOSAL

The Village shall make its determination with respect to proposals within sixty (60) days, or within ninety (90) days where approval by other agencies is required, from the deadline date of receiving proposals. Should the Village fail to act within the times herein specified, all proposals shall be rendered null and void.

10. CATALOGS

Each Vendor shall submit catalogs, descriptive literature and detailed drawings, fully detailing features, designs, construction, appointments, finishes and the like, in order to fully describe the material or work proposed to be furnished.

11. DELIVERY

All materials shipped to the Village of Willowbrook must be shipped F.O.B. freight prepaid, designated location Willowbrook, Illinois. The materials must then be delivered where directed, and unloaded by the successful Vendor, or his/her agent. All deliveries shall be deemed to be "inside delivery". Truck deliveries shall be accepted before 2:30 p.m. on weekdays only. No deliveries shall be accepted on Saturdays, Sundays or holidays. The quantity of material delivered by truck shall be ascertained from a weight certificate issued by a duly licensed public weight-master. In the case of delivery by rail, weight will be ascertained from bill of lading from originating line, but the Village reserves the right to re-weigh at the nearest available railroad scale.

12. GUARANTEES AND WARRANTIES

All guarantees and warranties required shall be furnished by the successful Vendor and shall be delivered to the Village before the final payment voucher is issued.

13. SUBLETTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS

No proposal accepted by the Village of Willowbrook shall be assigned, in whole or in part, or any part of the same sub-contracted without the written consent of the Village Administrator. In no case shall such consent relieve the successful Vendor from his/her obligations or change the terms of the contract.

Any and all subcontractors shall be bound by contract to the same terms as the successful Vendor. Prior to commencing any work, subcontractors must place on file with the Village a certificate of insurance as outlined under "insurance".

The successful Vendor shall not transfer or assign any contract funds or claims due or to become due without the written approval of the Village Administrator having first been obtained.

14. COMPETENCY OF CONTRACTOR

No proposal shall be accepted from any person, firm or corporation that is in arrears or is in default to the Village of Willowbrook upon any debt, or other obligation or who has failed to perform faithfully any previous contract with the Village.

The Contractor, if required, must present within forty-eight (48) hours evidence satisfactory to the Village of performance ability, possession of necessary facilities, equipment, pecuniary resources and adequate insurance to comply with the terms of these specifications. The Village hereby reserves the right to reject any proposal submitted by a Vendor who, in the sole and exclusive discretion of the Village, cannot completely perform the services or deliver the goods specified in these specifications.

15. COMPLIANCE WITH OSHA STANDARDS, THE AMERICANS WITH DISABILITIES ACT, VILLAGE ORDINANCES AND STATE LAWS

The equipment supplied to the Village of Willowbrook must comply with all requirements and standards as specified by the Occupational Safety and Health Act. All guards and protectors as well as appropriate markings will be in place before delivery. Items not meeting any OSHA specifications will be refused. Vendor may be required at his/her expense to provide training to Village employees in the operation of equipment and its maintenance at the convenience of the Village.

Each contracting agency shall ensure that every contract to which it is a party shall comply with all relevant aspects of the Americans with Disabilities Act.

The Vendor will strictly comply with all ordinances of the Village of Willowbrook, the County of DuPage, and the laws of the State of Illinois and United States Government.

16. SPECIAL HANDLING

Prior to delivery of any product which is caustic, corrosive, flammable or dangerous to handle, the successful Vendor will provide written directions as to methods of handling such products, as well as the antidote or neutralizing material required for first aid.

17. MATERIAL INSPECTION AND RESPONSIBILITY

The Village shall have a right to inspect any material to be used in carrying out this proposal. The Village does not assume any responsibility for the availability of any materials and equipment required under this proposal.

18. TOXIC SUBSTANCES

Successful Vendor shall notify the Village of, and provide material safety data sheets for all substances used or supplied in connection with this contract which are defined as toxic under the Illinois Toxic Substances Disclosure to Employees Act.

Materials, components, or completed work not complying therewith, may be rejected by the Village and shall be replaced by the successful Vendor at no cost to the Village. Any materials or components rejected shall be removed within a reasonable time from the premises of the Village at the expense of the successful Vendor.

19. PRICE REDUCTIONS

If at any time after a proposal is accepted the successful Vendor makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the proposal for the duration of the job (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For the purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to successful Vendor's customers generally, or (2) in the successful Vendor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for submittal on this proposal. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The successful Vendor shall invoice the Village at such reduced prices indicating on the invoice that the reduction is pursuant to the "price reduction" provision of this contract. The successful Vendor, in addition, shall within ten (10) days of any general price reduction, notify the Village Administrator of such reduction by letter. Failure to do so may result in termination of the proposal.

20. TERMINATION OF CONTRACT

A. The Village may, by written notice of default to the successful Vendor, terminate the whole or part of this proposal in any one of the following circumstances:

1. If the successful Vendor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or fails to provide the supplies or to perform the service at the exact price accepted by the Village (and any charges for contract changes mutually agreed to by the Village and the successful Vendor); or
2. If the successful Vendor fails to perform any of the other provisions of this proposal, or so fails to make progress as to endanger performance of this proposal in accordance with its terms, and in either of these two circumstances does not cure such failure within such period of time as the Village Administrator may direct in writing.
3. If it is determined that successful Vendor knowingly falsified information provided to the Village.
4. If it is determined that successful Vendor offered substantial gifts or gratuities to a Village official, employee, or agent whether in their official capacity or not.
5. Any order is entered in any proceeding against the successful Vendor decreeing the dissolution of the successful Vendor and such order remains in effect for sixty (60) days.

6. The successful Vendor shall apply to any tribunal for the appointment of a trustee or receiver of any part of the assets of the successful Vendor, or commence any proceedings relating to the successful Vendor under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or other liquidation law of any jurisdiction, or any such application shall be filed, or any such proceedings shall be commenced, against the successful Vendor, and the successful Vendor indicates its approval, consent or acquiescence, or an order shall be entered appointing such trustee or receiver or adjudicating the successful Vendor bankrupt or insolvent, or approving the petition in any such proceeding, and such order remains in effect for sixty (60) days.
- B. In the event the Village terminates this contract in whole or in part as provided in Paragraph (A) of this clause, the Village may procure, upon such terms in such manner as the Village Administrator may deem appropriate, supplies or services similar to those so terminated, and the successful Vendor shall be liable to the Village for any excess costs for such similar supplies or service, provided that the successful Vendor shall continue the performance of this proposal to the extent not terminated under the provisions of this clause.

21. EQUAL EMPLOYMENT OPPORTUNITY

Each contracting agency shall ensure every contract to which it is a party shall contain the following clause.

EQUAL EMPLOYMENT OPPORTUNITY

In the event of the contractor's non-compliance with the provisions of this equal employment opportunity clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of the Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin, or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from the military service; and further that it will examine all job classifications to determine if minority persons or women are under utilized and will take appropriate affirmative action to rectify any such under utilization.
2. That, if it hires additional employees in order to perform this work proposal or any portion thereof, it will determine the availability (in accordance with the department's rules and regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not under utilized.

3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations.

If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such act and rules and regulations, the contractor will promptly so notify the department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

5. That it will submit reports as required by the department's rules and regulations, furnish all relevant information as may from time to time be requested by the department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's rules and regulations.
6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's rules and regulations.
7. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

SUBCONTRACTS

Each public subcontractor shall in turn include the equal employment opportunity clause set forth within these rules and regulations in each of its subcontracts under which any portion of the contract obligations are undertaken or assumed, said inclusion to be either verbatim or by reference so that the provisions of the clause will be binding upon such subcontractors.

CONTRACTS OR SUBCONTRACTS WITH RELIGIOUS ENTITIES

The requirements of the equal employment clause set forth above with respect to non-discrimination because of religion shall not apply to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion for the carrying on by such corporation, association, educational institution or society of its activities.

22. INSURANCE SPECIFICATIONS

- A. The successful Vendor shall not commence work under the proposal until he/she has obtained all insurance required herein and such insurance has been approved by the Village.
- B. The successful Vendor shall maintain limits no less than:

<u>TYPE OF INSURANCE</u>	<u>MINIMUM INSURANCE COVERAGE</u>
<u>COMMERCIAL GENERAL LIABILITY</u>	
1. Comprehensive Form	COMBINED SINGLE LIMIT PER OCCURRENCE FOR BODILY INJURY AND PROPERTY DAMAGE \$1,000,000
2. Premises - Operations	
3. Explosion & Collapse Hazard	
4. Underground Hazard	
5. Products/Completed Operations Hazard	PERSONAL INJURY PER OCCURRENCE \$1,000,000
6. Contractual Liability Coverage Included	
7. Broad Form Property Damage - construction projects only.	GENERAL AGGREGATE \$2,000,000
8. Independent contractors	
9. Personal Injury	
<hr/>	
Business Automobile Liability Any Auto, Owned, Non-Owned Rented/Borrowed	COMBINED SINGLE LIMIT PER OCCURRENCE FOR BODILY INJURY AND PROPERTY DAMAGE \$1,000,000
<hr/>	
Worker's Compensation and Occupational Diseases	STATUTORY LIMIT
<hr/>	
Employer's Liability Insurance per Occurrence	\$500,000
<hr/>	

Coverage shall be at least as broad as (1) Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village named as additional insured on a form at least as broad as the attached sample endorsement including ISO Additional Insured Endorsement (Exhibit A); (2) if requested, Owners and Contractors Protective Liability policy with the Village named as insured; (3) Insurance Services Office Business Auto Liability form number CA 0001, Symbol 01 "Any Auto"; and (4) Workers Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

- C. In the event of accidents of any kind, the successful Vendor shall furnish the Village with copies of all reports of such accidents at the same time that the reports are forwarded to any other interested parties.
- D. Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the Village, its officials, agents, employees, and volunteers; or the successful Vendor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

23. INSURANCE POLICY(S) ENDORSEMENT

SHALL BE PROVIDED PRIOR TO THE COMMENCEMENT OF WORK.

VILLAGE OF WILLOWBROOK ("The Village")
Attention: Administration Department
835 Midway Drive
Willowbrook, Illinois 60527

A. POLICY INFORMATION.

- 1. Insurance Company WEST BEND MUTUAL INS. Co.
- 2. Policy Number 0970953 / BNUWCO115293
- 3. Policy Term: (From) 12/12/2015 (To) 12/12/2016
- 4. Endorsement Effective Date 2/2/2016
- 5. Named Insured N J Ryan TREE + LANDSCAPE LLC
- 6. Address of Named Insured 17271 IL ROUTE 2
DEKALB, IL 60115
- 7. Limit of Liability Any One Occurrence/
Aggregate \$ 1,000,000 / 2,000,000
- 8. Deductible or Self-Insured Retention (Nil unless otherwise specified)
\$ 0

B. VERIFICATION OF COVERAGE

When required on Page 1 of these Specifications, the successful Vendor shall, **within seven (7) calendar days** after acceptance of the proposal by the Village, furnish the Village with certificates of insurance naming the Village, its officials, agents, employees and volunteers as additional insureds, and with original endorsements affecting coverage required. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

~~In the event that the successful Vendor fails to furnish the insurance coverage within thirteen (13) calendar days after acceptance of the proposal by the Village, then the bid deposit of the successful Bidder shall be retained by the Village as liquidated damages and not as a penalty, it being agreed by the successful Bidder that said sum is a fair estimate of the amount of damages that said Village will sustain due to the successful Bidder's failure to furnish said insurance.~~

The attached Additional Insured Endorsement (Exhibit A) shall be provided to the insurer for their use in providing coverage to the additional insured. Other additional insured endorsements may be utilized, if they provide a scope of coverage at least as broad as the coverage stated on the attached endorsement (Exhibit A). The Village reserves the right to request full certified copies of the insurance policies and endorsements.

C. POLICY AMENDMENTS.

Each policy shall contain, or be endorsed to contain, the following provisions:

1. INSURED.

(COMMERCIAL GENERAL LIABILITY AND BUSINESS
AUTOMOBILE LIABILITY)

The Village, its officials, agents, employees, and volunteers are to be included as additional insureds with regard to liability and defense of claims arising from: (a) activities performed by or on behalf of the successful Bidder, (b) products and completed operations of the successful Bidder, (c) premises owned, leased or used by the successful Bidder, and (d) automobiles owned, leased, hired or borrowed by the successful Vendor. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees, and volunteers.

2. CONTRIBUTION NOT REQUIRED.

(COMMERCIAL GENERAL LIABILITY AND BUSINESS
AUTOMOBILE LIABILITY)

The insurance afforded by the policy shall be primary insurance as respects the Village, its officials, agents, employees, and volunteers; or stand in an unbroken chain of coverage excess of the successful Vendor's scheduled underlying primary coverage. In either event, any other insurance or self-insurance maintained by the Village, its officials, agents, employees, and volunteers shall be excess of this insurance and shall not contribute with it.

3. SEVERABILITY OF INTEREST.

(COMMERCIAL GENERAL LIABILITY AND BUSINESS
AUTOMOBILE LIABILITY)

The insurance afforded by the policy applies separately to each insured who is seeking coverage or against whom a claim is made or a suit is brought, except with respect to the Company's limit of liability.

4. SUBCONTRACTORS.

(ALL COVERAGES)

The successful Vendor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated in these General Conditions.

5. PROVISIONS REGARDING THE INSURED'S DUTIES AFTER ACCIDENT OR LOSS.

(COMMERCIAL GENERAL LIABILITY AND BUSINESS
AUTOMOBILE LIABILITY)

Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Village, its officials, agents, employees, and volunteers.

6. CANCELLATION NOTICE.

(ALL COVERAGES)

The insurance afforded by the policy shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail return receipt requested has been given to the Village. Such notice shall be addressed as shown in the heading of the endorsement.

7. **SUBROGATION.**

(WORKERS COMPENSATION AND EMPLOYERS' LIABILITY)

The insurer shall agree to waive all rights of subrogation against the Village, its officials, agents, employees, and volunteers for losses arising from work performed by the successful Vendor for the Village.

8. **ACCEPTABILITY OF INSURERS.**

(ALL COVERAGES)

Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

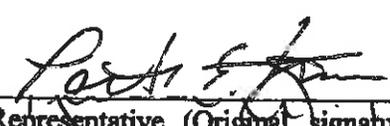
9. **ASSUMPTION OF LIABILITY.**

(ALL COVERAGES)

The successful Vendor assumes liability for all injury to or death of any person or persons including employees of the successful Vendor, any subcontractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in anyway arising out of any work performed pursuant to the contract.

D. **SIGNATURE OF INSURER OR AUTHORIZED REPRESENTATIVE OF THE INSURER.**

I, PATRICK E. FAGAN (print/type name), warrant, and by my signature hereon do so certify that the required coverage is in place.

Signature of: 
Authorized Representative (Original signature required on endorsement furnished to the Village).

Title: VICE PRESIDENT

Organization: CRUM-HALSTED AGENCY, INC

Address: 2350 BETHANY ROAD, SYCAMORE, IL 60178

Phone: 815-756-2906 X101 Fax: 815-756-2138

24. INDEMNITY HOLD HARMLESS PROVISION

To the fullest extent permitted by law, the successful Vendor hereby agrees to defend, indemnify and hold harmless the Village, its officials, agents, employees, and volunteers, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anywise accrue against the Village, its officials, agents, employees, and volunteers; arising in whole or in part or in consequence of the performance of the work by the successful Vendor, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the Village, its officials, agents, employees, and volunteers, and the successful Vendor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the Village, its officials, agents, employees, and volunteers, in any such action, the successful Vendor shall, at its own expense, satisfy and discharge same.

The successful Vendor expressly understands and agrees that any performance bond or insurance policies required by the proposal, or otherwise provided by the successful Vendor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village, its officials, agents, employees, and volunteers, as herein provided.

The successful Vendor further agrees that to the extent that money is due the successful Vendor by virtue of the contract, an amount of said money as shall be considered necessary in the judgment of the Village, may be retained by the Village to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the Village.

ADDITIONAL INSURED ENDORSEMENT - EXHIBIT A

Name of Insurer: WEST BOND MUTUAL INS. CO.
Name of Insured: N J Ryan TREE & LANDSCAPE LLC
Policy Number: 0970953 BNWCO115293
Policy Period: 02-12-2015 to 02-12-2016
Endorsement Effective Date: 02-02-2016

This endorsement modifies coverage provided under the following:

Commercial General Liability Coverage Part

Name of Individuals or Organization:

Village of Willowbrook
835 MIDWAY DRIVE, WILLOWBROOK, IL 60527

WHO IS AN INSURED section of the policy / coverage document is amended to include as an insured, the individuals or organization shown above, but only with respect to liability "arising out of your work".

For purposes of this endorsement, "arising out of your work" shall mean:

1. Liability the Additional Insured may incur resulting from the actions of a contractor it hires.
2. Liability the Additional Insured may incur for negligence in the supervision of the Named Insured Contractors work.
3. Liability the Additional Insured may incur for failure to maintain safe worksite conditions.
4. Liability the Additional Insured may incur due to joint negligence of the Named Insured Contractor and the Additional Insured.

CONTRACTOR'S CERTIFICATION - BID PROPOSAL

NJ RYAN TREE & LANDSCAPE LLC, as part of its bid on a
(Name of Contractor)

contract for Tree Trimming to The Village of Willowbrook, Illinois, hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4.

By: Micole A. Fleming
Authorized Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME

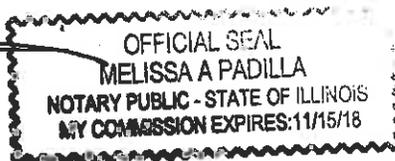
This 2nd day of

February, 2016

MY COMMISSION EXPIRES:

11-15-18

M. A. P.
NOTARY PUBLIC



VILLAGE OF WILLOWBROOK

PROPOSAL - # _____

***** EXAMPLE ONLY *****

The undersigned, an authorized officer or employee of Bidder, hereby warrants that the Bidder agrees to furnish to the Village _____ according to the specifications and contract documents attached hereto and by this reference incorporated herein.

_____ Base Price \$ _____

Make/Model (if applicable) _____

Delivery Terms: _____

Name of Bidder: _____

Address: _____

Telephone No. _____

Signature: _____

Title: _____

Date: _____

Subscribed and sworn before me this _____ day of _____, 20_____.

My Commission Expires: _____

Notary Public

CONTRACT – Page One of Two

1. This agreement, made and entered into this _____ day of _____ 20____, between the Village of Willowbrook, acting by and through its Mayor and Board of Trustees and _____.

2. That for and in consideration of the payments and agreements mentioned in the Specifications and Contract Document attached hereto, _____ agrees with the Village of Willowbrook at his/her own proper cost and expense to furnish the equipment, material, labor, supplies and/or services as provided therein in full compliance with all of the terms of such specifications and contract documents attached hereto.

3. It is understood and agreed that the specifications and contract documents hereto attached, prepared by the Village of Willowbrook, are all essential documents of this contract and are a part hereof.

4. In witness whereof, the said parties have executed these presents on the date above mentioned.

(Village Seal)

VILLAGE OF WILLOWBROOK

Attest:

By: _____
Village Clerk

By: _____
Village Administrator

IF A CORPORATION

(Corporate Seal)

CORPORATE NAME

Attest:

By: _____
Secretary

By: _____
President

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of _____, 20_____.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

IF A PARTNERSHIP

(Seal)

(Seal)

(Seal)

(Seal)

PARTNERS DOING BUSINESS UNDER THE NAME OF

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of _____, 20____.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

IF AN INDIVIDUAL

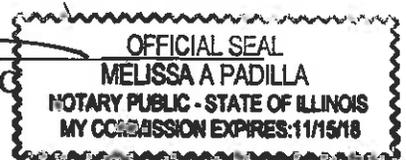
NJ Ryan Tree Mosaic Reming (Seal)

SUBSCRIBED AND SWORN BEFORE ME

This 2nd day of February, 2016.

MY COMMISSION EXPIRES: 11-15-18

M. A. P.
NOTARY PUBLIC



II. ADDITIONAL REQUIREMENTS FOR PUBLIC WORKS PROJECTS

A. INTENT

It is the intent of these specifications and proposal that a complete working improvement be constructed. All necessary work and materials shall be included; whether specifically called for or implied.

B. LOCATION OF UTILITIES

The successful Vendor shall contact the Village of Willowbrook Department of Municipal Services at least seventy-two (72) hours before beginning work. Where required, electric, gas, telephone and cable utilities must be located in the field prior to construction. The Village bears no responsibility for damage done to existing utilities during construction.

C. TRAFFIC CONTROL AND PROTECTION

Traffic control and protection - the successful Vendor's manner of prosecuting the work or revisions in the phasing of operations may require temporary traffic control devices to be installed. In such cases, all but not limited to, signs, signals, markings, traffic codes, barricades, warning lights, flagmen and other traffic control devices must conform with all provisions of the appropriate standards. The Village shall be the sole judge as to the acceptability of placement and maintenance of the traffic control devices prescribed in the appropriate standards. Said temporary traffic control devices shall be considered incidental to the contract and no compensation will be allowed.

D. EXAMINATION OF SITE

The successful Vendor shall carefully examine the site and become familiar with the conditions under which he/she will have to execute the work required under this contract. Failure to do so will in no way relieve the successful Vendor of his/her responsibility under this contract.

E. ADDITIONAL WORK

The Village reserves the right to order additional work during the course of construction. Prior to commencing any additional work, the successful Vendor shall submit his/her charges for performing the work and shall not proceed until the Village has approved the charges.

F. PREVAILING WAGES

In accordance with the law and the provisions of 820ILCS 130/0.01 et seq., entitled "an Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any one under contract for public works", not less than the prevailing rate of wages shall be paid to all laborers, workmen and mechanics performing work under this proposal.

(pw-1)

F. PREVAILING WAGES (CONTINUED)

Prospective Vendors shall thoroughly familiarize themselves with the provisions of the above mentioned act and shall prepare any and all bids in strict compliance therewith. Copies of the prevailing rate of wages for this Village are on file in the office of the Village Clerk of the Village of Willowbrook.

G. PROTECTION OF EXISTING FACILITIES

Existing facilities, including grounds, structures, landscaping, and so forth, shall be protected by the successful Vendor. Any damage to existing facilities shall be reported to the Village and shall be repaired promptly by the successful Vendor when ordered to do so by the Village. All repairs of damage to existing facilities shall be made to the satisfaction of the Village. Failure to repair damage shall be just cause for withholding payment for work that becomes due.

H. BIDDER'S RESPONSIBILITY

The successful Vendor shall be responsible for constructing the improvements in accordance with the specifications. The successful Vendor shall have available on the job site at all times during construction, a complete set of specifications with all revisions thereto. The successful Vendor shall employ only workmen skilled in their trade and shall furnish full-time supervision of all construction. An English-speaking superintendent shall be at the site whenever construction is in progress. The superintendent shall have authority to receive and carry out instructions from the Village. The lack of a competent superintendent on the site during construction shall be just cause for the Village to order the work to cease.

I. SITE CONDITION AND CLEAN-UP

The successful Vendor shall store materials and equipment where directed by the Village and shall move same, if and when it becomes necessary at his/her own expense.

The successful Vendor shall have control over his/her employees' parking of automobiles on the site, and, if required, shall provide portable toilet facilities and receptacles for depositing waste paper and garbage. The successful Vendor shall keep the site neat and shall clean up any debris when directed to do so by the Village. Upon completion of the improvement, the site shall be left in a condition acceptable to the Village. Failure to keep the site neat, or clean-up debris when directed to do so shall be just cause for withholding payment due the successful Vendor and final acceptance will not be made until the site is in a condition acceptable to the Village.

J. TRESPASS ON LAND

The successful Vendor shall confine his/her operations and storage of materials and equipment to the job site, public right-of-way or easements. The successful Vendor shall exercise extreme caution so as not to trespass upon property of third parties not involved in the contract. In the event that the successful Vendor is to enter upon the property of third parties in the execution of the work, he/she shall obtain written permission prior to doing so, and submit evidence of said written permission to the Village.

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K. COPIES OF DRAWINGS AND SPECIFICATIONS

The Village shall furnish to the Vendor, without charge, three (3) sets of specifications for that portion of the work to be performed by the Vendor. If the Vendor desires additional copies of the specifications, they may be secured from the Village at Vendor's expense.

L. PROTECTION OF PUBLIC

The Vendor shall erect and maintain sufficient signs, barricades, lights and fences and shall employ competent flagmen and watchmen to warn and guard the public against the hazards created by the construction of the work. The Vendor shall not allow hazardous conditions to remain without affording adequate protection to the public. If, in the opinion of the Village, a hazardous condition exists and the Vendor fails to correct the condition, or to protect the public, the Village may order the necessary precautions to safeguard the public, the cost of which will be deducted from payments due the Vendor. Flagrant disregard for the safety of the public shall constitute just reason for the Village to order cessation of work.

M. GUARANTEE

All work and materials furnished under this contract shall be guaranteed by the Vendor against defects, failure, improper performance and non-compliance with the contract documents for a period of one (1) year after completion and acceptance of the work under this contract. During the guarantee period, the Vendor shall repair and replace, at his/her own expense, when so ordered by the Village, all work that develops defects whether these defects may be inherent in the functioning of the piece of operating equipment, materials furnished or workmanship performed. Any equipment or material that is repaired or replaced shall have the guarantee period extended one (1) year from the date of the last repair or replacement.

N. PAYMENT

Final payment will be made when the work is accepted by the Village. The Vendor shall submit final waivers-of-lien covering all labor, material, equipment, services and so forth, prior to receiving final payments.

O. ACCEPTANCE

The work shall not be accepted by the Village until the Village has determined that all work is complete and in accordance with the specifications.

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VILLAGE OF WILLOWBROOK
PARKWAY TREE TRIMMING SERVICES
SPECIFICATIONS

The undersigned ("Contractor") agrees to furnish to the Village of Willowbrook, an Illinois municipal corporation, hereinafter referred to as the "Village", **PARKWAY TREE TRIMMING SERVICES** conforming to the terms and conditions set forth herein.

I. GENERAL TERMS AND CONDITIONS

A. EXAMINATION OF SITE

Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed and the type of trimming required under this contract.

The Contractor to whom a contract is awarded will not be allowed any extra compensation by reason of any such matters of things concerning which the Contractor did not inform himself prior to bidding. The successful Contractor must employ, so far as reasonably possible as determined by the Village, such methods and means in the carrying out of his work as will not cause any interruption or interference with any other contractor.

B. MEETING BEFORE WORK BEGINS

It is mandatory that the Contractor meets with the Director of Municipal Services or his designee(s) prior to the start of work in order to review the contract specifications, designate the appropriate project contacts, and the manner in which work will be proceeding, among other items.

C. DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Any damage of public or private property caused by the Contractor's operations shall be resolved with the property owner within ten (10) days after damage occurs to the satisfaction of the Village. The Contractor shall inform the Village of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the Village, the Village reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damaged caused by the Contractor, and deduct these costs from any payment due the Contractor.

D. BASIS OF PAYMENT

The Contractor shall be paid for the work described herein on a per tree basis for each work area. Partial payment shall be made to the Contractor as work progresses but, in no case, shall payment be made on trees not completed to the satisfaction of the Village and in accordance with these specifications and accepted arboricultural practices. Diameter of

trees trimmed shall be measured with a standard diameter tape at four and one-half (4-1/2) feet from the ground. In the case of multi-stemmed trees whose crotch is four and one-half (4-1/2) feet from the ground or lower, measurement will be taken one foot below the crotch.

E. FINAL REPORT

Upon completion of the project a report shall be prepared and submitted to the Village for review and acceptance in typed form listing location (address), number(s) of trees trimmed, species and condition upon completion of the project. The Contractor shall be required to make any requested revisions to the report prior to the Village finalizing and accepting the project.

F. STARTING AND COMPLETION REQUIREMENTS

Work shall begin on or about February 15, 2016 or at a time mutually agreed upon by the Contractor and the Village inspector. All work shall be completed prior to April 1, 2016. Fifty percent (50%) of the dollar value of the contract shall be completed by March 1, 2016, as an indication that the Contractor is satisfactorily progressing toward completion of the contract.

G. WORKING HOURS

The Contractor shall work the same hours as the Public Works Division of the Village unless other arrangements are agreed upon ahead of time. The Division's normal work hours are 7:00 a.m. to 3:30 p.m., Monday through Friday. Unless otherwise approved by an authorized representative of the Village, all work by the Contractor shall be completed at least one (1) hour prior to the end of the Village's specified work hours, in order to allow an opportunity to review the completed work.

H. PREVAILING WAGES

In accordance with the law and the provisions of 820ILCS 130/0.01 et seq., entitled "an Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by any one under contract for public works", not less than the prevailing rate of wages shall be paid to all laborers, workmen and mechanics performing work under this contract. Prospective Bidders shall thoroughly familiarize themselves with the provisions of the above mentioned act and shall prepare any and all bids in strict compliance therewith. Copies of the prevailing rate of wages for this Village are on file in the office of the Village Clerk of the Village of Willowbrook.

I. TRESPASS ON LAND

The Contractor shall confine his operations and storage of materials and equipment to the job site public right-of-way or easements. The Contractor shall exercise extreme caution so as not to trespass upon property of third parties not involved in the contract. In the event that the Contractor is to enter upon the property of third parties in the execution of the work he shall obtain written permission prior to doing so and submit evidence of said written permission to the Village.

J. COSTS

The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items. This cost also includes all proposal preparation costs, insurance, royalties, transportation charges, use of all tools and equipment, superintendent, overhead expense, inspection costs, all profits and all other work services and conditions necessarily involved in the work to be done in accordance with the requirements of the contract documents considered severally and collectively.

K. ADDITIONAL WORK

The Village reserves the right to order additional work at the same unit price as provided for in the contractor's bid. Prior to commencing any additional work, the bidder shall submit his charges for performing the work and shall not proceed until the Director of Municipal Services or his designee, has approved the charges in writing.

L. ADDITIONAL INFORMATION

Each bidder shall be asked to provide the following data with the bid:

A statement of the items or equipment that the bidder proposes to use on the project and a statement noting which of these items of equipment the bidder owns. A separate statement is needed for those items the contractor does not own but will be able to rent or otherwise have access to use.

At least four (4) references who can attest to the bidder's ability to fulfill this contract including at least one (1) municipal, governmental, or institutional reference. Include names, addresses and phone numbers.

At least one (1) reference that can attest to the bidder's previous satisfactory performance of a municipal or other governmental tree trimming contract that is comparable in size to this project.

Any bidder may be required by the Village to submit additional data in support of the bidder's claim to be competent to carry out the terms and provisions of the contract.

M. PENALTY FOR NON-COMPLETION

Time is of the essence to the contract. Should the Contractor fail to complete the work within the working days stipulated in the contract or on or before the completion date stipulated in the contract or within such extended time as may have been allowed, the Contractor shall be liable and shall pay the Village two hundred fifty dollars (\$250.00) per calendar day not as a penalty but as liquidated damages, for each day of overrun in the contract time or such extended time as may have been allowed. The liquidated damages for failure to complete the contract on time are approximate, due to the impracticality of calculating and proving actual delay costs. This penalty established is to cover the cost of delay to account for administration, engineering, inspection, and supervision during periods of extended and delayed performance. The costs of delay represented by this schedule are understood to be a fair and reasonable estimate borne by the Village during extended and delayed performance by the Contractor of the work, remaining incidental work, correction

of work improperly completed, or repair of work damaged as a result of the Contractor. The liquidated damage amount specified will accrue and be assessed until final completion of the total physical work of the contract even though the work may be substantially complete. The Village will deduct these liquidated damages from any monies due or to become due to the Contractor from the Village.

The other provisions of the Contract have been established to allow for the efficient completion of this project, without creating additional burden or hardship on Village residents or additional administration and/or operating expenses for the Village. The failure to adhere to the specifications of the contract, including but not limited to the following examples, shall result in the assessment of liquidated damages of one hundred dollars (\$100.00) per incident per day. Some examples include:

- a) failure to start work on the specified date and time without notification and approval for a change from the Village;
- b) failing to show up for scheduled work without notification to the Village;
- c) starting operations before the allowed time without permission from the Village;
- d) failure to provide appropriate traffic control and protection; and
- e) failure to notify the Village in advance of where work will be taking place.

II. PRUNING SPECIFICATIONS

A. PURPOSE AND INTENT

1. All pruning shall follow the ANSI A300-2001 Pruning Standard and the ISA's Tree Pruning Guidelines for the purpose of crown cleaning, crown thinning, crown raising, and structure development.
2. All pruning shall improve the appearance of the trees, maintaining the crown shape and symmetry typical of the species at its size and age with an emphasis on the following:
 - a. Crown cleaning to remove all dead, dying, diseased, crowded, weakly attached and low-vigor branches.
 - b. Crown thinning to selectively remove and/or prune branches back to large laterals to increase light penetration and air movement through the crown. After crown thinning, trees and branches shall have foliage and mechanical stress evenly distributed along a branch and throughout the crown.
 - c. Crown raising to remove lower branches where practical to obtain an eventual full foliage height clearance of fifteen (15) feet on the street side of the tree and approximately ten (10) feet on the sidewalk or pedestrian side of the tree. All work shall always maintain the crown shape and symmetry typical of the species being pruned. If a tree is near a building, branches shall be pruned to clear the building by approximately ten (10) feet. Pruning may include heading cuts on lower limbs or thinning cuts to lighten lower branch loads to achieve clearance if complete branch removal is not practical.

- d. Pruning for structure such that if a scaffold branch is large in diameter and competes with the leader, that this scaffold branch be headed back to a lateral and/or thinned to obtain a balanced crown shape overall.
- e. Pruning to remove all interior crowding branches, and one of all crossed or rubbing branches where practical so the removal thereof will not leave large holes in the general form of the tree.
- f. Pruning to remove one branch of all structurally weak "V" crotches occurring along the main trunk or developing within young tree crowns. Special attention shall be given to the effect removal of such branches will have on the ultimate form of the tree.
- g. Pruning to remove trunk suckers and water sprouts especially where they are present below the bottomed one half (1/2) of the tree. Such branches that add to the shape of the tree above 14 feet may remain in mature trees which may not have an optimum tree crown or shape.

B. PRUNING CUTS AND TOOLS

- 1. All Final cuts shall be "collar cuts" made sufficiently close to the trunk or parent limb, without cutting into the branch collar or leaving a protruding stub, so that closure can readily begin under normal conditions. The face of the "collar cut" or wound area shall be circular in form. "Flush" cuts to the main stem behind the branch collar and that leave oval exposed wounds shall not be made. Cuts shall be made such that all wound sides are even edged and do not leave "dog ear" ridges on one side or another. Clean cuts shall be made at all times without leaving any stubs.
- 2. All limbs to be removed shall be cut in such a manner so as to prevent any ripping or tearing of the wood or bark on the parent or remaining stem. Large limbs shall be cut using the three-cut pruning manner as to prevent any damage to real or personal property, publicly or privately owned.
- 3. Proper tools for pruning shall be used for each cut. Blades of each tool, including hand pruners, pole saws, hand saws, and chain saws, shall be placed on each branch to obtain the proper pruning cut. This shall be done in a way that will not cut, rip, or harm adjacent bark areas.
- 4. No person working in trees shall use shoes with spikes, or any other footwear, which will, in the opinion of the Village Director of Municipal Services or his designee, injure the tree being pruned. At no time shall any person working in the trees for pruning purposes, wear spurs or climbing irons.

C. PRUNING OF TREES BY POWER LINES

Trees which have been disfigured due to ComEd pruning for power line clearance shall only be pruned for height clearance from the ground, clearance from buildings, and removal of structurally weak branches or deadwood under this contract. If any question arises, the Village shall define the trees which are "disfigured."

D. SITE APPEARANCE AND CLEAN-UP

Pruned limbs and branches temporarily placed in the parkway area shall be placed in such a manner as to eliminate any obstruction or potential hazard to motor vehicles and pedestrians.

The Contractor shall clean up the site and remove and dispose of all debris at the end of each day's operation. The Contractor shall clean up and dispose of all debris resulting from trimming operation, including raking all lawn areas and sweeping all paved areas. All work areas shall be cleaned up by the end of each workday. The site shall be returned to the same state it existed in prior to the pruning work. Under no circumstances shall any materials be allowed to lie on the parkway overnight. Failure to keep the site neat, complete restoration of any disturbed areas, or cleanup debris to the satisfaction of the Village, when directed to do so shall be just cause for withholding payment due the Contractor and final acceptance will not be made until the site is in a condition acceptable to the Village. If the Contractor fails to complete the repairs or clean-up immediately, or as otherwise directed by the Village, the Village shall provide notice to the Contractor and proceed to repair or replace the existing facilities and/or damaged property as may be deemed necessary at the Contractor's expense.

As pruning may occur during and after snow events, some debris may not be immediately accessible for clean up. In these instances, it is the responsibility of the contractor to re-clean and rake up debris in these areas after the snow melts. No extra payment shall be made for this clean up work.

E. TREE DISEASE DIAGNOSIS

In the course of completing the trimming work, the contractor shall identify and inventory any and all trees that the contractor believes may exhibit signs of undue stress and/or disease, including but not limited to ash trees showing signs of emerald ash borer (EAB) infestation. The contractor shall submit the full inventory of any and all trees identified to the Director of Municipal Services, or his designee, as part of the Final Report outlined in Section "E" above.

F. INSPECTION OF WORK

In order to allow for the efficient progression and inspection of the work, the Contractor shall confine their ongoing operations to a specific geographic area each day, as approved by the Village. All work must be completed to the satisfaction of the Director of Municipal Service or his designee. The Village will inspect the site(s) which have been worked on by the Contractor and notify the Contractor if any additional work is required in order to meet the project specifications. Failure to properly complete the work shall result in non-payment to the Contractor until all work has been completed to the satisfaction of the Village.

G. DISCONTINUANCE OF WORK / PROTECTION OF THE PUBLIC

Any practice of obviously hazardous activity as determined by the Director of Municipal Services or his designee shall be immediately discontinued by the Contractor upon receipt of either written or verbal notice from a representative of the Village to discontinue such practice. Continued practice of hazardous activity is grounds for termination of contract. Any and all applicable penalties will be imposed to the fullest extent of the law.

If in the opinion of the Village a hazardous condition exists and the Contractor fails to correct the condition, or to protect the public, the Village may order the necessary precautions to safeguard the public, the cost of which will be deducted from payments due the bidder.

H. PERSONNEL AND EQUIPMENT

The Contractor shall supply all material, equipment and personnel necessary to complete the work specified.

I. CERTIFIED ARBORIST

An Arborist certified by the International Society of Arbiculture must be on the job site at all times. Their name(s) and certification number(s) shall be included in the bid document. Failure to have a certified arborist on site at all times may result in termination of the contract at the discretion of the Village.

J. WORK CREW SUPERVISION

The Contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor shall be fluent in English and be authorized by the Contractor to accept and act upon all directives issued by the Director of Municipal Services or his designee and the supervisor(s) shall be available twenty-four (24) hours a day. The Village and Contractor representatives for this project will meet on a regular basis as designated by the Village representative, in order to discuss the completed work, review the ongoing tree counts, among other items. The discussions of completed work and tree counts are not the inspection of the completed work, which will be done separately by the Village.

K. PROTECTION OF OVERHEAD UTILITIES

Tree trimming operations may be conducted in areas when overhead electric, telephone, and cable television facilities exist. The Contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage should occur, and shall be responsible for all claims for damage due to his operation. The Contractor shall make arrangements with the utility for removal of all necessary limbs and branches, which may conflict with or create a hazard in conducting the operations of this contract. If the Contractor has properly contacted the utility in sufficient time to arrange for the required work by the utility, delays encountered by the Contractor in waiting for the utility to complete its work shall not be the responsibility of the Contractor.

L. SAFETY STANDARDS

All equipment to be used and all work to be performed must be in full compliance with the most current revision of the American National Standards Institute Standard Z-133.1.

M. TREE LOCATIONS

The Village designated trees to be trimmed are over (4) inches Diameter at Breast Height (D.B.H.) and located on Village right-of-way in the following areas and trimmed in the following sequence:

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WORK AREA ("WATERFORD SUBDIVISION")

1	Waterford Drive – Madison Street to Garfield Avenue	2	Waterford Court – Off of Waterford Drive
3	Bentwood Lane – Waterford Drive to Hiddenbrook Lane	4	Hiddenbrook Lane – Bentwood Lane to Meadow Lane
5	Meadow Lane – Hiddenbrook Lane to Waterford Drive	6	Wingate Road – Waterford Lane to Ridgemoor Drive
7	Woodgate Court – Off of Wingate Road	8	Stonegate Court – Off of Wingate Road
9	Cambridge Road – Waterford Drive to Ridgemoor Drive	10	Rodgers Drive – Waterford Drive to Plainfield Road
11	Ridgemoor Drive – Madison Street to Rodgers Drive	12	Wedgewood Lane – Ridgemoor Drive to Somerset Road
13	Somerset Road – Wedgewood Lane to Chaucer Road	14	Somerset Court – Off of Somerset Court
15	Chaucer Road – Somerset Road to Waterford Drive	16	Chaucer Court – Off of Chaucer Road
17	Rodgers Court – Off of Rodgers Drive	18	Ridgemoor Court – Off of Ridgemoor Drive
19	Wedgewood Court – Off of Wedgewood Lane	20	Sheffield Street – Ridgemoor Drive to Stratford Lane
21	Stratford Lane – Sheffield Street to Wedgewood Lane	22	Kingswood Road – Stratford Lane to Plainfield Road
23	Kingswood Court – Off of Kingswood Road	24	Oxford Road – Waterford Drive to Hill Road

OPTIONAL AREA 1 ("ROGERS FARM SUBDIVISION")

1	Hill Road – Tremont Road to Raleigh Road	2	Tremont Road – Hill Road to Sunset Ridge Road
3	Sunset Ridge Road – Tremont Road to Raleigh Road	4	Raleigh Road – Hill Road to Sunset Ridge Road
5	Wesley Road – Sunset Ridge Road to Hill Road	6	Briar Road – Sunset Ridge Road to Hill Road
7	Rogers Farm Road – Raleigh Road to Garfield Avenue		

OPTIONAL AREA 2

1	Garfield Ridge Court – Off of Garfield Avenue	2	Ridgefield Lane – Off of Garfield Avenue
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OPTIONAL AREA 3

1	Ridgemoor Drive – 6412 Madison to 6730 Madison west side	2	Lane Court – Off of Ridgemoor Drive
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OPTIONAL AREA 4

1	Martin Drive – Off of 63rd Street	2	Creekside Court – Off of Madison Street
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OPTIONAL AREA 5 (“FARMINGDALE SUBDIVISION”)

1	Sheridan Drive – 75th Street to Clarendon Hills Road	2	Apple Tree Lane – Sheridan Drive to Blackberry Lane
3	Blackberry Lane – Sheridan Drive to 79th Street	4	Cherry Tree Lane – Sheridan Drive to 79th Street
5	Sugarbush Lane – 79th Street to north terminus	6	Hawthorne Lane – Blackberry Lane to Cherry Tree Lane
7	79th Street – Clarendon Hills Road to west Village limits	8	Honey Locust Lane – Blackberry Lane to west Village limits
9	Pine Tree Lane – Apple Tree Lane to west Village limits		

OPTIONAL AREA 6

1	Clarendon Hills Road – 75th Street to 79th Street
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OPTIONAL AREA 7

1	79th Street – Clarendon Hills Road to east terminus
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OPTIONAL AREA 8

1	Brookbank Road – 75th Street to 79th Street
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OPTIONAL AREA 9

1	Midway Drive – Kingery Highway to Clarendon Hills Road
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OPTIONAL AREA 10 (“WILLOW MANOR SUBDIVISION”)

1	67th Place – Madison Street to 68th Street	2	68th Street – Madison Street to west Terminus
3	68th Place – 68th Street to Adams Street	4	Quincy Street – 67th Place to 68th Place
5	69th Street – Adams Street to west terminus	6	Adams Street – 68th Street to Plainfield Road
7	Caitlin Court – 68th Street to south Terminus		

A map depicting these areas is attached.

N. CHIP DISPOSAL

Disposal of chips generated by work described within this contract will be the responsibility of the Contractor. At the Village's option the Contractor may be asked to drop chips at a Village park site or other Village owned property within town.

O. EMERGENCY TREE SERVICES

At the Village's option the Contractor may be asked provide emergency tree services in the event that such services become necessary. The cost of such services will be provided on a time and equipment plus profit basis as stated on the proposal page. Work shall begin within twenty-four (24) hours of notification by the Director of Municipal Services or his designee.

P. TREE REMOVAL SERVICES

At the Village's option the Contractor may be asked to provide tree removal service. At the discretion of the Village, stump grinding will be required. Stump grinding shall include at a minimum the removal of the stump to eight inches (8") below grade as well as the removal of any surface roots in order to be able to landscape the area where the tree used to be located. The cost of removal and stump grinding will be billed separately at the rate listed on the proposal page.

Q. TRAFFIC CONTROL

The Contractor shall provide adequate traffic control for work area protection in compliance with the Federal Highway Administration Manual on Uniform Traffic Control Devices for Streets and Highways, the State of Illinois Vehicle Code, the Illinois Department of Transportation Highway Standards, and the Illinois Department of Transportation Handbook of Traffic Engineering Practice for Small Cities. This shall include but not limited to the following:

- a. Whenever possible, work vehicles shall be parked on the same side of the street as work site. Vehicles shall park with right wheels to the curb or to the right edge of the right-hand shoulder as required by the Village Code of Ordinances.
- b. Whenever possible the work site on a two-lane street shall be confined to one traffic lane leaving the opposite lane open to traffic.
- c. Work area protection shall take into account the duration of the project, the size of the project, the lanes of traffic, the volume of traffic, the speed limit, and the distance to the work area from the pavement.
- d. Work vehicles shall have the flasher light lit but not as a substitute for any traffic control devices for work area protection, which may be necessary.
- e. Under certain field conditions such as hills and curves, the spacing of the traffic control devices shall be adjusted as necessary.
- f. Warning signs such as "MEN WORKING" shall be diamond shape having a black symbol or message on an orange reflective background. Such signs shall have a minimum size of 24 inches by 24 inches with a maximum size of 48 inches by 48 inches. Such signs shall be posted at a minimum height of 12 inches above the pavement.

- g. Should individuals progress ahead of vehicles, such as tree climbers, cones shall be placed in the roadway to alert motorist of activity in those trees.
- h. Blocking of public streets shall not be permitted unless prior arrangements have been made with and approved by the Village and is coordinated with the appropriate departments.
- i. The Contractor shall provide adequate barricades, flagmen, sign and/or warning devices during the performance of the Contract to protect motorists and pedestrians. Yellow flashing lights mounted on a vehicle shall not be deemed as sufficient or adequate protection. Questions of sufficiency shall be resolved to the satisfaction of the Director of Municipal Services or his designee.

R. NOTIFICATION OF COMMENCING WORK

The Contractor shall keep the Village informed as accurately as possible as to when they plan to commence work and in what way they intend to proceed. In order to accomplish this, at a minimum, the Contractor shall provide advance daily written notification (via fax, email, or hand delivered) of the locations the Contractor intends to work that day to the Village's contact person for this project.

S. ADDITIONAL WORK – TREE TRIMMING ON PRIVATE PROPERTY

The Village offers a private participation tree trim program to interested property owners. The Contractor will be required to trim trees on private property at the unit price stated under "Additional Work" on the bid document. Work on private property, including brush removal and cleanup will be performed to the same specifications as provided in this document for trimming of trees on public property. The agreement for the work will be between the Contractor and the resident.

The Program will work as follows:

- Step 1: Property owners who live in the area where tree trimming will take place will receive a letter from the Village stating the Contractor name and price for tree trimming.
- Step 2: The property owner contacts the Contractor and arranges for tree trimming. All quotes must be provided in writing and agreed to in writing by the homeowner.
- Step 3: The Contractor invoices the property owner for the cost to perform the trimming. The cost of the work is based upon the bid award for additional work.
- Step 4: The property owner submits payment directly to the Contractor.
- Step 5: A report shall be prepared during the contract period and submitted to the Village in a typed form listing location (address), number of trees trimmed, and amount invoiced to each property owner. The report shall be submitted to the Village upon completion of the entire project.

In instances where the Contractor cannot trim a tree on private property due to an obstruction or other extenuating circumstance(s) he must contact the Director of Municipal Services or his designee to view the site. If the Director or his designee agrees that conditions exist which reasonably prevent trimming of the tree(s) the Contractor will not be required to trim the tree.

VILLAGE OF WILLOWBROOK
PARKWAY TREE TRIMMING SERVICES PROPOSAL

The undersigned "Contractor" offers to provide to the Village of Willowbrook, an Illinois Municipal Corporation, Parkway Tree Trimming Services conforming to the specifications attached hereto, with such exceptions or modifications as herewith set forth, and in accordance with the terms and conditions herein specified.

WORK AREA ("Waterford Subdivision")

Work Area #	Approximate # of Trees	Unit Price	Estimated Total
1	56	32'	1792
2	12	32'	384
3	5	32'	160
4	11	32	352
5	15	32	480
6	26	32	832
7	11	32	352
8	13	32	416
9	15	32	480
10	28	32	896
11	26	32	832
12	19	32	608
13	26	32	832
14	7	32	224
15	25	32	800
16	21	32	672
17	19	32	608
18	10	32	320
19	4	32	128
20	15	32	480
21	22	32	704
22	9	32	288
23	12	32	384
24	7	32	224
Total	414	32	\$13,248

OPTIONAL AREA 1 ("Rogers Farm Subdivision")

	Approximate # of Trees	Unit Price	Estimated Total
1	23	29	667
2	18	29	522
3	17	29	493
4	10	29	290
5	29	29	841
6	16	29	464
7	8	29	232
AREA 1 TOTAL	121	29	\$3,509

OPTIONAL AREA 2

	Approximate # of Trees	Unit Price	Estimated Total
1	31	29	899
2	26	29	754
AREA 2 TOTAL	57	29	\$1,653

OPTIONAL AREA 3

	Approximate # of Trees	Unit Price	Estimated Total
1	66	29	1914
2	19	29	551
AREA 3 TOTAL	85	29	\$2,465

OPTIONAL AREA 4

	Approximate # of Trees	Unit Price	Estimated Total
1	30	29	870
2	11	29	319
AREA 4 TOTAL	41	29	\$1,189

OPTIONAL AREA 5 ("Farmingdale Subdivision")

	Approximate # of Trees	Unit Price	Estimated Total
1	19	29	551
2	56	29	1624
3	87	29	2523
4	59	29	1711
5	17	29	493
6	8	29	232
7	42	29	1218
8	10	29	290
9	4	29	116
AREA 5 TOTAL	302	29	\$8,758

OPTIONAL AREA 6

	Approximate # of Trees	Unit Price	Estimated Total
1	18	29	522
AREA 6 TOTAL	18	29	\$522

OPTIONAL AREA 7

	Approximate # of Trees	Unit Price	Estimated Total
1	15	29	435
AREA 7 TOTAL	15	29	\$435

OPTIONAL AREA 8

	Approximate # of Trees	Unit Price	Estimated Total
1	30	29	870
AREA 8 TOTAL	30	29	870

OPTIONAL AREA 9

	Approximate # of Trees	Unit Price	Estimated Total
1	72	29	2,088
AREA 9 TOTAL	72	29	\$2,088

OPTIONAL AREA 10 ("Willow Manor Subdivision")

	Approximate # of Trees	Unit Price	Estimated Total
1	29	29	841
2	39	29	1,131
3	16	29	464
4	65	29	1,885
5	41	29	1,189
6	1	29	29
7	15	29	435
AREA 10 TOTAL	206	29	\$5,974

GRAND TOTAL (INCLUDING ALL OPTIONAL AREAS)

	Approximate # of Trees	Unit Price	Estimated Total
Total Including Optional Areas	947	Grand Total: 29	\$27,463

ADDITIONAL WORK

Item	Category	Description	Cost
1a	Tree Removal Services	Cost per D.B.H	\$ 28 -
1b	Tree Removal Services	Stump Grinding	\$ 75 -
2a	Emergency Tree Service	Cost per Man-hour	\$ 75 -
2b	Emergency Tree Service	Equipment Cost	\$ 50 -
3a	Private Participation Program - Tree Trimming	Unit Cost	\$ 350 -

3b	Private Participation Program - Tree Removal	Cost per D.B.H	\$ 28 -
3c	Private Participation Program - Stump Grinding	Stump Grinding	\$ 125 -

NOTE: Prices shall remain in effect until April 30, 2016.

Certified Arborist: DARIN RYAN
 Name
IL 1637
 Number

Contractor: NJ RYAN TREE & LANDSCAPE, LLC

Address: 17271 Rt. 23
Dekalb, IL 60115

Phone: (630) 752-8733 Date: 2/1/16

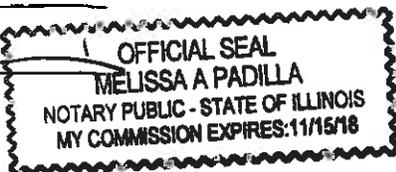
Signature: Nicole A. Fleming

Subscribed and sworn before me on this 2nd day of February, 2016

MY COMMISSION EXPIRES:

11-15-18

M. A. P.
 NOTARY PUBLIC



ADDITIONAL BID INFORMATION

Please check the appropriate column

A.	Statement of the Items / Equipment the Bidder Proposes to use for the project.	Owned By the Vendor	Rented or Other Access to by the Vendor
3	ALTEC BULBET TRUCKS	✓	
3	Chip TRUCKS	✓	
2	BRANDIT CHIPPERS	✓	
2	MONBARK CHIPPERS	✓	
2	VERMEER STUMPERS	✓	

REFERENCE LIST

(please make additional copies of this sheet if needed)

Village/City: Village of Woodbury

Contact: Scott Phone: 630-719-4757

Type & Date of Work: Tree Trim / Removal
2016 - 2016

Village/City: Village of Downers Grove

Contact: Mike Phone: 630-878-7505

Type & Date of Work: Tree Trim / Removal
2012 - 2016

Village/City: Village of Addison

Contact: Tim Phone: 630-742-5494

Type & Date of Work: Tree Trim
2006 - 2016

Village/City: Village of Riverdale

Contact: Mike Phone: 708-243-4335

Type & Date of Work: Tree Trim / Removal
2009 - 2016



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/2/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Crum-Halsted Agency Inc 2350 Bethany Road Sycamore IL 60178	CONTACT NAME: Melissa Padilla PHONE (A/C, No, Ext): (815) 756-2906 E-MAIL ADDRESS: mpadilla@crumhalsted.com	FAX (A/C, No): (815) 756-2138
	INSURER(S) AFFORDING COVERAGE	
INSURED N J Ryan Tree & Landscape, LLC 17271 IL Route 23 Dekalb IL 60115-8864	INSURER A: West Bend Mutual Ins Co NAIC # 15350	
	INSURER B: 5 Star Specialty Programs	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 2015-2016 MASTER CERT **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			0970953	12/12/2015	12/12/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Additional Insured \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			0970953	12/12/2015	12/12/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			0970953	12/12/2015	12/12/2016	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y/N if yes, describe under DESCRIPTION OF OPERATIONS below		N/A	BNOWC0115293 Darin Ryan is Excluded	12/16/2015	12/16/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Village of Willowbrook
 835 Midway Drive
 Willowbrook, IL 60527

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

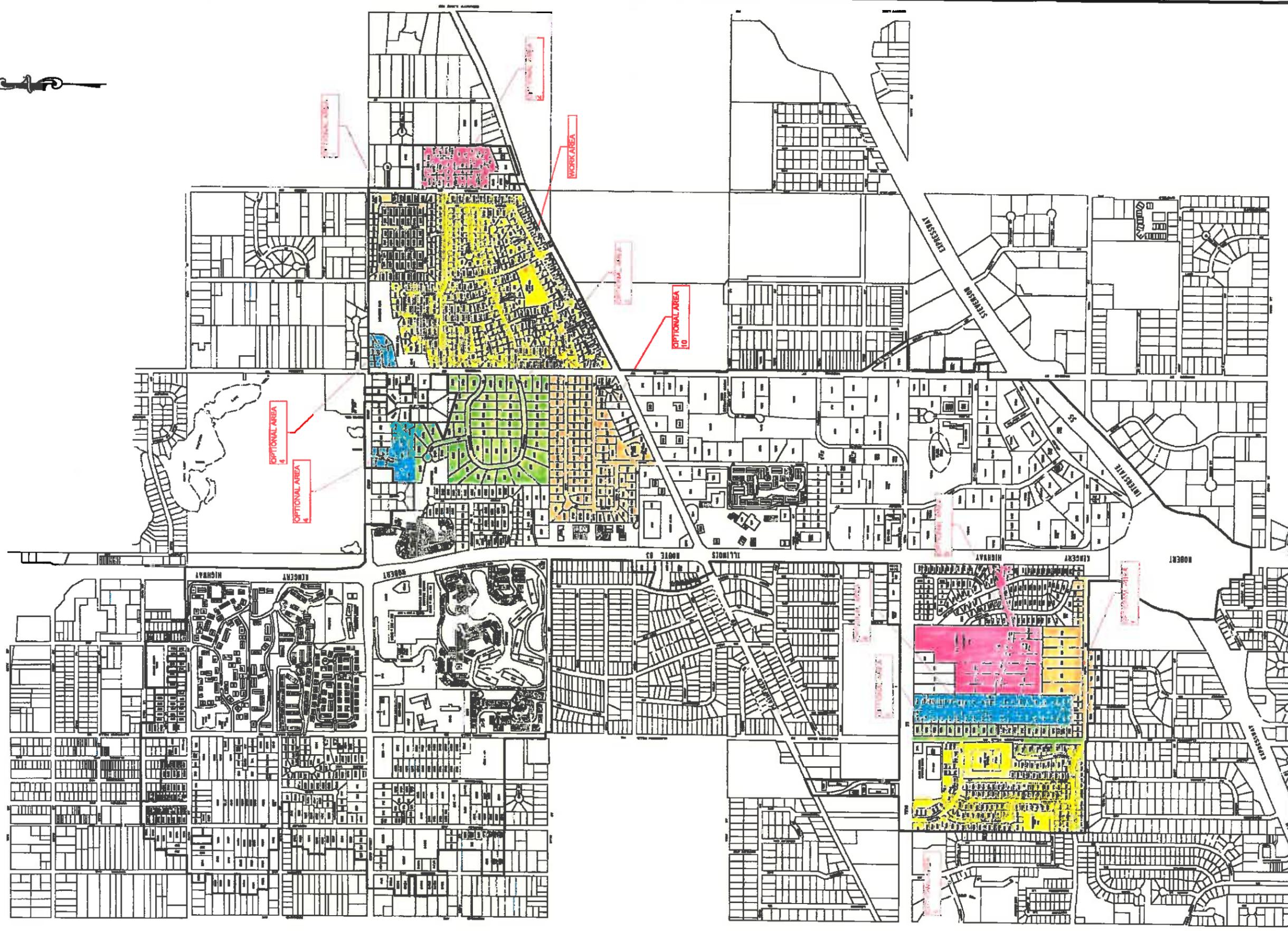
AUTHORIZED REPRESENTATIVE

P Fagan, CIC/MELISS

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VILLAGE OF WILLOWBROOK

DU PAGE COUNTY, ILLINOIS



CHRISTOPHER B. BURKE ENGINEERING, L.T.D.
9575 West Higgins Road, Suite 600
Rosemont, Illinois 60018
(847) 823-0500

ADDRESS MAP

DRAWN	DTM	PROJECT NO.
CHECKED	DLL	50-144PPP
SCALE	DATE	SHEET 1 OF 1
DATE	DATE	DRAWING NO.
5/8/2010	5/8/2010	1

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION TO ADOPT MUNICIPAL LEGISLATIVE POSITIONS AND PRIORITIES FOR THE 2016 LEGISLATIVE SESSION OF THE SECOND YEAR OF THE 99TH GENERAL ASSEMBLY

AGENDA NO. 5j

AGENDA DATE: 02/08/16

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: THALIK

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: THALIK

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Through the Village's membership in the DuPage Mayors and Managers Conference, we are given an opportunity to be part of a group comprised of more than 1,000,000 residents located within thirty-four (34) communities. Each year, the Conference develops a Legislative Action Program (LAP) outlining the Conference's legislative initiatives to be furthered throughout the year. The LAP publication (attached) is then forwarded to each member municipality for review. After identifying any desired amendments or exceptions to the LAP, it is locally adopted via resolution.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

It is customary for the Village to endorse the Conference's Legislative Action Program through adoption of a local resolution. This year's Legislative Priorities are categorized as those initiatives relating to: Revenue and Taxation, Personnel and Labor, Municipal Authority, and Airport Development and Regulations (i.e., local impacts of the Elgin-O'Hare Expressway expansion project). Some sub-categories include:

- Protecting Local Revenue
- Reform Municipal Public Safety Pensions
- Amending the Public Safety Employee Benefits Act (PSEBA)
- Amending the Workers' Compensation Act
- Removing Barriers of Non-Home Rule Authority
- Supporting True Western Access to O'Hare Airport

Once adopted by the Village Board, a signed and certified copy of the attached resolution will be forwarded to the DuPage Mayors and Managers Conference, to all state and federal legislators that represent Willowbrook, and the Governor's Office.

ACTION PROPOSED:

Adopt Resolution.

RESOLUTION NO. 16-R-_____

A RESOLUTION TO ADOPT MUNICIPAL LEGISLATIVE
POSITIONS AND PRIORITIES FOR THE 2016 LEGISLATIVE SESSION
OF THE SECOND YEAR OF THE 99th GENERAL ASSEMBLY

WHEREAS, the Village of Willowbrook is a member of the DuPage Mayors and Managers Conference; and,

WHEREAS, the DuPage Mayors and Managers Conference develops its annual Legislative Action Program with the goal of establishing a comprehensive platform on legislative issues in order to protect and benefit the interests of its member municipalities, residents, and businesses in these municipalities, and the region generally; and,

WHEREAS, on January 20, 2016, the DuPage Mayors and Managers Conference voted unanimously to adopt its 2016 Legislative Action Program, attached hereto; and,

WHEREAS, the Village of Willowbrook will be individually benefitted by formally establishing positions on legislative issues affecting municipalities, thereby giving clear direction to officials and employees of the Village of Willowbrook regarding legislative positions that may be represented in official capacity or on behalf of the municipality;

NOW, THEREFORE, BE IT RESOLVED that the Village of Willowbrook hereby adopts as its legislative positions and priorities for the 2016 Legislative Session the positions, goals, and principles of the DuPage Mayors and Managers Conference's 2016 Legislative Action Program.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the DuPage Mayors and Managers Conference, to all state and federal legislators representing the Village of Willowbrook, to the Office of the Governor, and to department heads in the Village of Willowbrook.

ADOPTED and APPROVED this 8th day of February, 2016

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

DUPAGE MAYORS AND MANAGERS CONFERENCE



2016 LEGISLATIVE ACTION PROGRAM

DuPage Mayors and Managers Conference
1220 Oak Brook Road
Oak Brook, Illinois 60523
630-571-0480
www.dmmc-cog.org



INTRODUCTION

At the start of each legislative session, the DuPage Mayors and Managers Conference focuses our efforts by selecting key legislative priorities which have significant and immediate impacts on municipalities and their residents. The Conference is pleased to share these six priorities with you in our *2016 Legislative Action Program*.

We greatly value this opportunity to give a municipal voice to the more than 1,000,000 residents of our 34 member communities. The topics selected for this year's *Legislative Action Program* reflect the needs and values of municipalities as they strive to maintain economic viability and a healthy sense of community, which are necessary to promote safe, livable, and sustainable communities. It is the Conference's desire to foster a collaborative partnership between local and state governments while working with legislators to serve our common constituents as we address these legislative priorities.

The DuPage Mayors and Managers Conference is a coalition of 34 cities and villages in DuPage County, providing a municipal voice on regional, state, and national issues.

Legislative Priorities are those specific, immediate issues that the Conference pursues through initiating legislation, strong advocacy, and cooperation with partner organizations. Legislative Priorities are our primary legislative focus as we commence the second year of the 99th General Assembly.

REVENUE AND TAXATION

Protect Local Revenue

Municipalities have made difficult decisions in order to keep balanced budgets despite skyrocketing public safety pension costs, the continued impacts of the Great Recession, and the state's budget uncertainties of 2015. The state must refrain from withholding, freezing, diverting, delaying, or reducing any state-collected local revenue streams. If local revenue is withheld in any way, municipalities will be forced to cut basic essential services, raise property taxes, or layoff critical staff to cover this loss, all to the detriment of the taxpaying residents and businesses throughout the state.

Reform Municipal Public Safety Pensions

In 2015, the Illinois Supreme Court ruled the 2013 state pension reform was unconstitutional, compounding the growing municipal public safety pension crisis. It is vital that the legislature acknowledge this crisis and act to mitigate the burden on taxpayers while ensuring sustainable pension systems. Of critical and immediate importance, police and fire pension boards should be allowed to consolidate funds. Consolidation saves on administrative costs and results in better returns. In addition, the compliance and penalty provisions of Public Act 96-1495 must be amended. This law requires municipalities to fund pensions to a level of 90%, amortized to 2040, or risk having local revenue withheld by the state. If the high cost of current pensions is not addressed, this provision will require some municipalities to immediately increase pension funding to a point that cripples their ability to provide basic services. Municipalities cannot withstand this burden without necessary cost-saving pension reforms.

PERSONNEL AND LABOR

Amend the Public Safety Employee Benefits Act (PSEBA)

PSEBA was originally created to supply health insurance benefits to public safety employees who suffer catastrophic injuries in the line of duty. However, the system is frequently used to provide duplicative benefits at the expense of taxpayers, even when recipients are able to secure alternative, gainful employment with health insurance benefits. The federal definition of “catastrophic injury” must be adopted to ensure that taxpayers are no longer needlessly overcharged.

Amend the Workers’ Compensation Act (Act)

Incremental changes to the Illinois Workers’ Compensation system have increased the burden on taxpayers to a level that is both unfair and unsustainable. Five specific reforms are sought at this time:

- **Remove the Burden of Proof for the Cause of Firefighter Injuries from Municipalities**
Statutory rebuttable presumption provisions put the burden of proof on the employer to prove that an injury arose from a cause outside of employment. In certain situations this presumption unfairly shifts the burden to the taxpayer to prove causation, particularly in cases where the public agency does not have access to records from an employee’s secondary employer. The Act should be changed to place the same burden of proof on firefighters as is placed on other employees.
- **Require Arbitrators to Adhere to the American Medical Association (AMA) Disability Rating Guidelines**
The AMA provides guidelines for rating the level of permanent impairment due to injury. However, arbitrators may give little or no consideration to the AMA ratings when provided at hearings, instead awarding greater loss of use at the expense of taxpayers. State statute should require arbitrators to adhere to the AMA guidelines.

- **Return the Length of Time Compensated to Pre-2006 Levels**
The Act specifies the number of weeks of salary an employee shall receive in compensation for each specific injury. As of February 1, 2006, the number of weeks of compensation was increased by approximately 7%, resulting in additional taxpayer costs. Compensation levels should be returned to those granted through 2005.
- **Overturn the Workers' Compensation Commission Case Regarding Shoulder Injuries**
The Commission has ruled that a permanent shoulder injury is viewed as "man as a whole," doubling the cost of compensation and also providing duplicative compensation for previous arm injuries. The Act should be amended to overturn the ruling and equate permanent loss of the shoulder to loss of use of the arm, which is limited to a total of 253 weeks including previous compensation.
- **Enforce the Medical Fee Schedule for Workers' Compensation Claims**
2011 reforms established fees that medical providers may charge for treating patients with Workers' Compensation claims. However, medical providers bill at non-approved, higher rates and place the burden on the employer to calculate fee schedule reductions. Medical providers should be required to issue bills pursuant to the fee schedule.



MUNICIPAL AUTHORITY

Remove Barriers of Non-Home Rule Authority

The distinction between home rule and non-home rule communities should be removed to recognize the ability of all municipalities to govern themselves, regardless of population.

- **Allow Greater Flexibility with Regulations and Expenditures**
Allow non-home rule municipalities to employ policies such as state and local funding alternatives and economic development incentives. Legislation should also allow non-home rule municipalities to assess and expend—for any government purpose—tax revenue from hotel/motel stays, sales tax, car rentals, gasoline, and natural gas utilities.
- **Allow Crime Free Housing Regulations**
Home rule municipalities are permitted to license landlords and require periodic inspection of dwellings. Legislation should allow non-home rule communities to use this program as well.

AIRPORT DEVELOPMENT AND REGULATIONS

Support True Western Access

As the Elgin-O'Hare Expressway expansion project plans are finalized, the state must consider the project's impact on local residents and businesses. The state should approve a resolution supporting maximum project benefits by ensuring the new access route is a true western entrance to the airport. True western access means a direct route to the terminal, which would increase multi-modal mobility around the airport, improve quality of life for residents and businesses, and provide economic development opportunities and increased job growth in the region west of the airport.

LEGISLATIVE COMMITTEE

Director, Rich Veenstra, Mayor, Village of Addison
Deputy Director, Nunzio Pulice, Mayor, City of Wood Dale
James Addington, Trustee, Village of Westmont
Jason Bielawski, Assistant Village Administrator, Village of Roselle
Joe Breinig, Village Manager, Village of Carol Stream
Joe Broda, Mayor, Village of Lisle
Judith Brodhead, Councilwoman, City of Naperville
Deborah Bullwinkel, President, Village of Villa Park
Franco Coladipietro, President, Village of Bloomingdale
Kevin Coyne, Councilman, City of Naperville
Rodney S. Craig, President, Village of Hanover Park
Gina Cunningham, Mayor, Village of Woodridge
Rich Keehner, Jr., Village Manager, Village of Villa Park
Jack Knight, Management Analyst, Village of Woodridge
Sylvia Layne, Trustee, Village of Addison
Jennifer McMahon, Assistant Village Administrator, City of Warrenville
David S. Olsen, Commissioner, Village of Downers Grove
Enza Petrarca, Village Attorney, Village of Downers Grove
Jeffery J. Pruyn, President, Village of Itasca
Frank Saverino, Sr., Mayor, Village of Carol Stream
Todd Scalzo, Councilman, City of Wheaton
Frank Soto, President, Village of Bensenville
Mickey Straub, Mayor, Village of Burr Ridge
Edward Tiesenga, Trustee, Village of Oak Brook
Frank Trilla, Mayor, Village of Willowbrook

CONFERENCE OFFICERS

President, Gayle Smolinski
Mayor, Village of Roselle

Vice President, David Brummel
Mayor, City of Warrenville

Secretary/Treasurer, Jeff O'Dell
Village Administrator, Village of Roselle

Executive Director, Mark A. Baloga



CONFERENCE MEMBERSHIP

Village of Addison	Village of Lisle
City of Aurora	Village of Lombard
Village of Bartlett	City of Naperville
Village of Bensenville	Village of Oak Brook
Village of Bloomingdale	City of Oakbrook Terrace
Village of Bolingbrook	Village of Roselle
Village of Burr Ridge	Village of Schaumburg
Village of Carol Stream	Village of Villa Park
Village of Clarendon Hills	City of Warrenville
Village of Downers Grove	Village of Wayne
City of Elmhurst	City of West Chicago
Village of Glen Ellyn	Village of Westmont
Village of Glendale Heights	City of Wheaton
Village of Hanover Park	Village of Willowbrook
Village of Hinsdale	Village of Winfield
Village of Itasca	City of Wood Dale
Village of Lemont	Village of Woodridge



DuPage Mayors and Managers Conference

an association of municipalities representing over 1,000,000 people

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

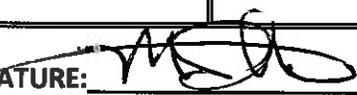
ITEM TITLE:

A RESOLUTION AUTHORIZING THE CHIEF OF POLICE TO PURCHASE TWENTY-THREE AVON C50 MASKS FROM PRO-TECH.

AGENDA NO. 5k

AGENDA DATE: 02/08/2016

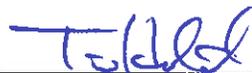
STAFF REVIEW: Mark Shelton, Chief of Police

SIGNATURE: 

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: 

RECOMMENDED BY: Timothy Halik, Village Administrator

SIGNATURE: 

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Currently the department has Avon FM-12 respirators. The department received these respirator masks ten years ago, which is the approximate life span of the respirators. The current masks were distributed by ILEAS to all ILEAS member agencies over ten years ago.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, ETC.)

Avon has informed ILEAS of a trade-in program. The program involves receiving a \$100.00 trade-in value for each expired respirator, bringing the cost for the new C50 Twin Part Respirators to \$250.00 each instead of \$350.00 per respirator. The vendor, Pro-Tech, is the State of Illinois master contract holder for respirators. The total cost will be \$5,760.00, which includes shipping.

RECOMMENDATION:

Adopt attached Resolution

RESOLUTION NO. 16-R-_____

A RESOLUTION AUTHORIZING THE CHIEF OF POLICE TO PURCHASE TWENTY-THREE AVON C50 MASKS FROM PRO-TECH.

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Chief of Police is hereby authorized to place an order for twenty-three Avon C50 Masks, in accordance with the proposal attached hereto as Exhibit "A" and made a part hereof.

ADOPTED and APPROVED this 8th day of February 2016.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

EXHIBIT "A"

Pro-Tech
Quote # 20161701



1313 West Bagley Road • Berea, OH 44017
 Toll Free: 800-888-4002 • Local: 440-239-0100
 Fax: 440-239-9243
 www.protechsales.com

Quote

Date: January 17, 2016 **Quote #:** 20161701 **Expires:** When offer ends
Department: Willowbrook Police Department **ATTN:** Mark Altobella
Address: 7760 Quincy Street
City: Willowbrook **State:** IL **Zip:** 60527
Phone: 630-920-2253 **Fax:** 630-323-7915 **E-Mail:** MAltobel@willowbrook.il.us

Ship To Location: (if different from above)

Department: **ATTN:**
Address:
City: **State:** **Zip:**

Qty	Part Number	Description	Cost Each	Total Cost
23	ILEASTUP	Avon C50 ILEAS Special Package Mask, Outsert, Filter	\$350.00	\$8,050.00
23		With FM12 Trade In	-\$100.00	-\$2,300.00
		<u>3</u> - Small		
		<u>7</u> - Medium		
		<u>3</u> - Large		
6		FM12 Trade In	-\$15.00	-\$90.00

Sizing Comparison Chart

FM12	3	2	1
C50	Small	Medium	Large

The carriers will fit your new masks.
 You are responsible for shipping the old masks
 back to our office. We only need the masks.

Federal Id#: 34-1607042

Delivery:

Quote by: Gary P. Stryker **E-mail:** gstryker@protechsales.com
Title: Vice President, Business Development
Phone: 224-765-4056

Sub-Total: \$5,660.00
Shipping: \$100.00
Tax:
Total: \$5,760.00

Purchase Order #:		Date:	
Card Credit Type:	Exp Date:	Card #:	Sec Code:
Name on Card:		Billing Address:	
City:	State:	Zip:	

FOR OFFICE USE ONLY:
Source:

To Accept: Please fill out ABOVE information, sign below and fax back.

x _____

The **ILEAS** FM12 UPGRADE PROGRAM

FM12

AVON Protection and Pro-Tech Sales are offering **ALL ILEAS MEMBERS** a chance to upgrade their legacy AVON FM12 APR's to the new state-of-the-art Avon C50 for a substantial reduction in cost!

***100.00 trade-in value**
for each FM12 traded-in

What's The Deal?

1. AVON C50 Twin Port CBRN mask, Clear Outsert (protects viewport) and NIOSH CBRN certified filter for \$350.00
2. Trade in your legacy FM12 mask and receive \$100.00 credit.
3. **Your new total cost for the C50 Kit is \$250.00!**

** If you need a new mask carrier, add it for \$35.00*

** If you need additional masks for new officers, they are \$350.00*

** State contract price on the C50 mask alone is \$325.00*

←---- C50 Twin Port Respirator

- Field proven, military pedigree respiratory protection
- Maximum operational flexibility
- NIOSH certified, CBRN approved
- Full line of Accessories & filters
- Same adaptors used for fit testing as FM12 and FM53
- In use with ILEAS Mobile Field Force Teams
- Filter compatibility with other agencies

ADVANCE WITH CONFIDENCE

ILEAS Agencies ONLY

Limited time only offer so contact

Gary Stryker

www.protechsales.com



t: 224-765-4056

e: gstryker@protechsales.com



VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

Receive Plan Commission Recommendation – Public Hearing 2016-01 – Special Use permit for a 7,216 square foot “commercial school” in unit 7450A in the Willowbrook Plaza (Formerly Wingren Plaza) Shopping Center.

AGENDA NO.**51****AGENDA DATE:** 2/8/16**STAFF REVIEW:** Jo Ellen Charlton, Planning Consultant**SIGNATURE:****LEGAL REVIEW:** Tom Bastian, Village Attorney**SIGNATURE:****RECOMMENDED BY:** Tim Halik, Village Administrator**SIGNATURE:****REVIEWED & APPROVED BY COMMITTEE:**YES NO N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)**

The subject 3.6 acre shopping center is located on the northeast corner of Route 83 and 75th Street. The center contains 51,350 square feet of gross leasable area, of which the proposed Holtz Educational Center school will occupy 7,216 square feet. The use is proposed on the east side of the center, which accesses a separate parking lot from Quincy. Commercial schools are conditional uses in the B-2 zoning district, which allows the Village to better evaluate appropriateness of use, parking, loading, signage and other details.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

At its February 3, 2016 meeting, the Plan Commission held the public hearing and made a recommendation to approve a special use for the proposed commercial school.

No one from the public was in attendance to provide any testimony for this project.

At their February 3, 2016 meeting, the following Plan Commission members were in attendance:

Chairman Kopp, Vice Chairman Wagner, and members Remkus, Soukup, and Ruffolo. Member Kaucky was absent.

After hearing the applicant's and staff's testimony and report regarding this project, the Plan Commission unanimously approved the sample motion recommended by staff in the staff report, as shown on Page 7 of the attached Village Board report.

ACTION PROPOSED:

February 8, 2016: Receive Plan Commission Recommendation.



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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MEMORANDUM

MEMO TO: Frank A. Trilla, Mayor
Board of Trustees

MEMO FROM: Chairman Daniel Kopp, Plan Commission

DATE: February 3, 2016

SUBJECT: Zoning Hearing Case 16-01: Petition for a special use for a Commercial School pursuant to 9-6B-2.

At the regular meeting of the Plan Commission held on February 3, 2016, the above referenced application was discussed and the following motion was made:

MOTION: Made by Commissioner Remkus, seconded by Commissioner Soukup that based on the submitted petition and testimony presented, the special use for a 7,216 square foot commercial school in space 7450 A in the Willowbrook Plaza Shopping Center for Holtz Education Center meets the standards for a special use as outlined in the staff report prepared for the February 3, 2016 Plan Commission meeting and deliberated by the Plan Commission; therefore I move that the Plan Commission recommend approval of PC 16-01 subject to the following conditions:

1. The special use granted herein only applies to the 7,216 square foot space in Unit 7450 A.
2. The applicant shall provide turning templates should the need arise for a larger, traditional school bus.
3. The applicant shall provide the appropriate signage for the requested parking spaces adjacent to the front and East entrance of the building. Signage should be approved by the Village of Willowbrook and placed in a designated area prior to the issuance of a certificate of occupancy. See attached EXHIBIT 2: FIGURE 3.
4. The special use shall be null and void if construction of the proposed use is not commenced and a certificate of occupancy is not granted within eighteen (18) months of the date of any approval of the special use by the Village Board.

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton



Proud Member of the
Illinois Route 66 Scenic Byway

ROLL CALL: AYES: Commissioners Lacayo, Remkus, Soukup, Ruffolo, Vice-Chairman Wagner and Chairman Kopp; NAYS: None. ABSENT: Commissioner Kaucky.

MOTION DECLARED CARRIED

Should any member of the Board have any questions regarding this matter, please do not hesitate to contact me.

DK:jp

VILLAGE OF WILLOWBROOK

STAFF REPORT TO THE VILLAGE BOARD

Village Board Receive Date: February 8, 2016

Plan Commission Public Hearing Date: February 3, 2016

Prepared By: Jo Ellen Charlton, Planning Consultant &
Tiffany Kolodziej, Administrative Intern

Case Number and Title: PC 16-01: Special Use/Holtz Educational Center

Petitioner: Karen Harper, representing Holtz Educational Center with permission from the property owner, Wingren Plaza Ventures

Action Requested: Special use for a Commercial School pursuant to 9-6B-2.

Location: Willowbrook Plaza Shopping Center (Formerly Wingren Plaza)
800-900 S 75th St
Unit 7450A
Northwest corner of 75th and S Quincy

PINs: 09-26-202-014

Existing Zoning: B-2

Existing Land Use: Mixed Use Retail/Office Space

Property Size: Approximately 3.6 acres

Surrounding Land Use:

	<i>Use</i>	<i>Zoning</i>
<i>North</i>	Bakers Square	B-4
<i>South</i>	Gas Station & Multi-Tenant Industrial	B-2 & M-1
<i>East</i>	Vacant	M-1
<i>West</i>	Patio Retail Center	B-2

Documents Attached: "Business Plan" EXHIBIT 1: FIGURES 1-5
"Plat of Survey" EXHIBIT 2: FIGURES 1-5

Necessary Action by Village Board: Receive Plan Commission Recommendation shown on Page 7 of this report.

VILLAGE OF WILLOWBROOK

STAFF REPORT TO THE VILLAGE BOARD

Site Description: The Willowbrook Plaza shopping center is located on the northeast corner of 75th and Route 83 on property containing about 3.6 acres. There is 51,350 square feet of gross leasable space within the shopping center building, and the site contains approximately 203 parking spaces, with 162 spaces in front of the center and 41 spaces along Quincy.



History and Proposal:

The applicant, with the property owner's permission, is requesting approval of a special use to allow a 7,216 square foot commercial school (Holtz Educational Center) to operate in tenant space 7450 A in the Willowbrook Plaza Shopping Center. **SEE EXHIBIT 2: FIGURE 1-3.** This unit is one of the vacant spaces on the East end of the property, South of FedEx's Quincy Street entrance.

Holtz Educational Center is a new business acting as a "therapeutic day school" which provides special education alternatives for students diagnosed with Autism Spectrum Disorder (ASD) and other related disorders. They intend to accommodate students between the ages of 3-14 years of age, and operate Monday through Friday from 9:00AM to 3:00PM. **SEE EXHIBIT 1: FIGURE 1-4.** Students occupying the building will arrive and depart via private or school district transportation and will not occupy parking spaces during operation hours. School district transportation will consist of a shorter school bus, approximately 15 feet in length. The applicant does not expect longer, more traditional school buses to enter the premises. If a traditional school bus were to be utilized in the future, a condition of approval is that Holtz Education Center will need to provide required turning templates for the vehicle to determine whether there is adequate room for a larger school bus to maneuver.

VILLAGE OF WILLOWBROOK

STAFF REPORT TO THE VILLAGE BOARD

Designated drop-off time is expected to occur between 8:40AM-9:00AM. Pick-up is expected to occur between 2:40PM-3:00 PM. Holtz Education center would like to reserve 6 individual parking spaces adjacent to their proposed main entrance during these allotted times. **SEE EXHIBIT 2: FIGURE 3.** These spaces will be reserved for 20 minutes in the morning and 20 minutes in the afternoon during their respective drop-off/pick-up times. Outside of these allotted times, the parking space will be otherwise available. A condition of approval is that Holtz Education Center will need to provide the required signage for these reserved parking spots, 6 total

In terms of building occupation during business hours, they expect that all projected employees and students will be present in the building during the school day. Projected number of employees at the end of the first year will be approximately 20 persons during their first academic year. Projected number of enrolled students at the end of the first year, will be approximately 9 students. These numbers are expected to rise by their third year of operation. Expected number of employees by the end of 2019 will be approximately 36 full and part-time staff. Expected number of enrolled students, by the end of 2019, will be approximately 26 students. **SEE EXHIBIT 1: FIGURE 5.**

Staff Analysis

Parking

The East side shopping center along Quincy has 4 total tenant spaces, 3 of which are currently vacant. **SEE EXHIBIT 2: FIGURE 1.** These spaces consist of: Unit 7420, Available Office space at 5,061 square feet; Unit 830 FEDEX Kinko's at 7,260 square feet; 7450A Proposed Holtz Educational Center at 7,216 square feet; and finally, 7450 B Available Office space at 1,074 square feet.

If this proposed use passes, Holtz Educational Center will fill the second largest tenant space in that East side shopping center, next to Fedex. Therefore, parking must be analyzed.

Holtz Education Center is classified as a commercial school, therefore the Village Code requires 1 space for every 2 employees and 1 space for every 3 students. In accordance with our ordinances, the required parking for the end of the school's first year of employment and enrollment will require 13 parking spaces. The table below illustrates a year-by-year projection, based on the applicant's given information. **SEE EXHIBIT 1: FIGURE 5.**

HOLTZ EDUCATION CENTER PROJECTED PARKING

	# of Employees	Required Employee Parking	# of Students	Required Student Parking	TOTAL REQUIRED PARKING
2017 YEAR END	20	10	9	3	13
2018 YEAR END	28	14	18	6	20
2019 YEAR END	36	18	26	9	27

The applicant has produced a layout of parking that suggests there are currently 44 parking spaces within the East parking lot alongside Quincy (42 when not including two handicap accessible spots). On site photographs produced by Village Staff shows a more accurate depiction of the parking lot's current state, holding 41 parking spaces (39 parking spaces when not including two handicap accessible spots). **SEE EXHIBIT 2: FIGURE 4.**

VILLAGE OF WILLOWBROOK

STAFF REPORT TO THE VILLAGE BOARD

Nevertheless, when discerning allotted parking for the proposed lot usage, a few considerations must be made:

1. Students will be dropped off and picked up. They will not occupy parking spaces during school hours
2. If the proposed location of the Holtz Education Center was not re-zoned as a commercial school, it would be zoned as Office Space. Village ordinance for office space parking requires 1 parking spot for every 225 square feet. The proposed location of Holtz Education center, lot 7450A, measures at 7,216 square feet. If it remained zoned as an Office Space, and a tenant were to claim the space, it would require 32 parking spaces. Thus making Holtz's parking requirement in their three year projections, 27 spaces, less than it would for the required Office space parking at 32 spaces (...continued to the next page)
3. As mentioned earlier, the East shopping center alongside Quincy Street has a total of 4 tenant spaces, 3 of which are currently available. Unit 7420, Available Office Space at 5,061 square feet; 7450A Proposed Holtz Educational Center at 7,216 square feet; and finally, 7450 B Available Office Space at 1,074 square feet. (If Unit 7420 of Available Office Space and Unit 7450 B of Available Office Space were to be occupied in the future, parking requirements may or may not conflict with the proposed Holtz Education Center).

Again, the Village ordinance requires 1 parking space for every 225 square feet of Office Space:

7420 Available Office Space at 5,061 square feet will require 22 parking spaces.

7450 B Available Office Space at 1,074 square feet will require 8 parking spaces.

Nevertheless, these figures are for consideration only since these lots have continued to be vacant.

4. Upon conducting on site visitation by Staff, it appears that Fedex employees park on the East lot. Approximately eight cars at any given time. **SEE EXHIBIT 2: FIGURE 5.** Fedex operation hours on Monday-Fridays are 7:00AM-11:00PM. Although there are approximately 162 additional spaces in the West parking lot of the shopping center, this is still something to consider.

Finally, drop-off & pick-up of children is always a concern with any commercial school in a retail shopping center. Given that some young children will be utilizing this facility, it will be important that parents or responsible adults park before escorting young children into the school. Furthermore, because these uses sometimes create problems when students are picked up after class, Staff recommends the approval of Holtz Education Center's reserved parking spots for the allotted time frames of 8:40-9:00AM & 2:40-3:00PM.

Appropriateness of Use:

The shopping center is zoned B-2, Community Shopping District. While this zoning district includes sixty-two (62) listed "Permitted Uses", only ten (10) of them are for non-retail types of uses. In other words, the B-2 District is intended primarily to provide retail shopping opportunities for the community. With the exception of Papa John's and Men's Warehouse, this center has become a service oriented commercial center. While these uses do not help support the local sales tax which Willowbrook relies on, it may be unrealistic at this point to assume that most retailers would find the space suitable. This location in particular, due to its location alongside Quincy instead of Route 83, would not be advantageous to a prospective retailer. Instead, this use will fill a long standing vacancy and bring more attention to the East end of the property, which may help to re-invigorate the Quincy Street-side plaza.

Utilities:

The proposed use will not alter the approved utility service plan.

Landscaping:

The proposed use will not alter the approved landscape plan, however it is noted that the center is not currently in compliance with its previously approved landscape plan. Staff will work with the management company to correct this situation as the center continues to be leased out. This includes shrubbery in the center islands of the West lot.

Wetland/Stormwater Management: The proposed use will not alter the approved storm water management plan.

VILLAGE OF WILLOWBROOK

STAFF REPORT TO THE VILLAGE BOARD

Standards:

Section 9-14-5.2 of the Willowbrook Zoning Ordinance establishes seven standards that must be evaluated by the Plan Commission and Village Board. Recommendations may include conditions of approval if appropriate to mitigate any negative impacts created by the special use. A list of the special use standards is provided below, along with the proposed findings to be incorporated in the Plan Commission's recommendation and the Village Board's ordinance if approved.

- (A) That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

Finding: An 7,216 square foot commercial school in space number 7450 A will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare if approved with recommended conditions.

- (B) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

Finding: While Staff has always expressed concern about the loss of retail space to non-retail users, traditional retailers are not currently part of this center and the space to be occupied by the applicant is not particularly suited to retail uses given its frontage on Quincy and lack of Route 83 exposure.

- (C) That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

Finding: Again, while retail is preferred, certain non-retail uses are "permitted" in the zoning district. The proposed special uses will therefore not impede development of the surrounding area.

- (D) That adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided.

Finding: The shopping center is already provided with existing utilities, access roads, drainage and other facilities.

- (E) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

Finding: The applicant's suggested reserved parking will allow a minimum occupancy time of no more than 20 minutes within the designated time frames. Should students arrive in transportation provided by the school district, the vehicle will be shorter than the average bus, approximately 15 feet in length. Turning templates will be provided by the applicant should a larger transportation vehicle be utilized. **SEE EXHIBIT 2: FIGURE 5**

- (F) That the special use shall in all other respects conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the Village Board pursuant to the recommendation of the Plan Commission.

Finding: The proposed special use itself conforms to all other applicable regulations of the district in which it is located.

- (G) Conditions in the area have substantially changed, and at least one year has elapsed since any denial by the Village Board of any prior application for a special use permit that would have authorized substantially the same use of all or part of the site. (Ord. 97-O-05, 1-27-1997)

Finding: This applicant has not requested approval in the past to locate in this shopping center.

VILLAGE OF WILLOWBROOK

STAFF REPORT TO THE VILLAGE BOARD

Staff Recommendation:

The proposed tutoring use in this location will help fill a vacancy and bring additional life to the shopping center, particularly in this difficult to lease location which only has access to Quincy. Additionally, it will not generate any negative impacts on the center as long as larger school buses do not navigate through the parcel's parking lot and students are dropped-off & picked-up. The applicant has stated that the only buses that Holtz Education Center will expect are those that are approximately 15 feet in length. Should a larger vehicle be needed, the applicant has agreed to produce a turning template for the respective vehicle. In addition, the applicant has agreed to produce the proper signage to designate the 6 parking spots to be reserved for drop-offs and pick-ups. Staff supports the requested Special Use and recommends the Village Board approve the Plan Commission's recommendation.

Plan Commission Public Hearing:

The Plan Commission conducted a public hearing for this petition at their regular February 3, 2016 meeting. The following Plan Commission members were in attendance at that meeting:

Chairman Kopp, Vice Chairman Wagner, and members Remkus, Soukup, and Ruffolo. Member Kaucky was absent.

The petitioner provided an overview of the project.

There was no one from the public that wished to comment on this petition

A summary of the Plan Commission's discussion is as follows:

- The small office space at the southeast corner of the project is NOT currently leased. It is assumed this space will be leased to a small office space in the future.
- Although it is apparent Fed Ex uses parking in the east parking lot, there was discussion that additional parking is available in the west parking lot to accommodate Fed Ex or overflow parking requirements for east parking lot users. A sidewalk along 75th is available to allow people to safely walk between the west and east parking lots if necessary.
- The Plan Commission noted that, based on the applicant's testimony, the applicant intends to 1) provide parking and circulation hand-outs to parent and/or drivers indicating drop-off and parking requirements, 2) to provide people in the lot to direct traffic if necessary, and that 3) their staff is ready to accept students being dropped off and pick up during those time windows.
- There was acknowledgement that this business will extend beyond the school year into the summer months.
- That the use is a welcome addition to the center that provides an important need for our youth, and that is utilizing a space that has been underutilized for some time. This use will bring people to the community to shop and eat at our local establishments.

VILLAGE OF WILLOWBROOK

STAFF REPORT TO THE VILLAGE BOARD

The following motion by Remkus was seconded by Soukup and unanimously approved by a roll call vote of the members present.

Based on the submitted petition and testimony presented, the special use for a 7,216 square foot commercial school in space 7450 A in the Willowbrook Plaza Shopping Center for Holtz Education Center meets the standards for a special use as outlined in the Staff report prepared for the February 3, 2016 Plan Commission meeting and deliberated by the Plan Commission; therefore I move that the Plan Commission recommend approval of PC 16-01 subject to the following conditions:

1. The special use granted herein only applies to the 7,216 A square foot space in Unit 7450 A.
2. The applicant shall provide turning templates should the need arise for a larger, traditional school bus.
3. The applicant shall provide the appropriate signage for the requested parking spaces adjacent to the front and East entrance of the building. Signage should be approved by the Village of Willowbrook and placed in a designated area prior to the issuance of a certificate of occupancy. See attached EXHIBIT 2: FIGURE 3.
4. The special use shall be null and void if construction of the proposed use is not commenced and a certificate of occupancy is not granted within eighteen (18) months of the date of any approval of the special use by the Village Board.



Addendum to the Application for a Special Use Permit

Holtz Educational Center is a for-profit, therapeutic day school that provides special education alternatives to students utilizing the principles of Applied Behavior Analysis (ABA). Holtz Educational Center accepts students between the ages of 3-14 years who are diagnosed with Autism Spectrum Disorder (ASD) and related disorders. The school's mission is to provide the highest quality, research-based educational services to assist individuals in achieving their full potential. As the number of students identified as having ASD continues to increase, there is a need for schools that specialize in ABA; an empirically validated treatment approach that has produced clinically significant results. Treatment therapies that are grounded in ABA are considered to be the most effective therapeutic and educational interventions available for individuals with autism (Wong et al., 2013). As the prevalence rate of children with disabilities and those with autism in particular, continues to grow, there is a need for a school like ours in Willowbrook and the surrounding communities.

The school in its operations will provide no negative or deleterious effect on any part of the community. Nor will the school have a negative impact on any of the standards (9-14-5.2) of your ordinance. Rather Holtz Educational Center will benefit Willowbrook and its surrounding area by increasing employment opportunities. We estimate that within three years we will have employed approximately 45 new positions at this location. In addition, we will be providing students with disabilities a safe and caring environment in which they can learn the skills they need to be independent and successful in their home school and community. All initial staff, hold either master's or doctorate level degrees and have expertise working with this population.

The Holtz Educational Center's vision is that every child should have the opportunity to receive high quality instructional programming within an individually motivating environment. To achieve this goal, we have identified several key strategies and initiatives that we will utilize:

- Recruiting and retaining highly effective and committed faculty and staff
 - Selective and competitive screening and hiring process for faculty and staff (minimum of a bachelor's degree if working with children, certain positions require a master's degree, experience working with children with autism or related disorders)
 - Rigorous orientation and ongoing training and professional development program
 - Staff incentive program
- High standards and expectations, rigorous curriculum, and powerful instruction
 - Strives to help children reach their maximum potential

EXHIBIT 1: Figure 2

Required Application Submittals #2 Addendum and Standards

- Provide students with an environment where they are motivated to actively participate
- Encourage and prepare parents to be active participants in their child's education
- Provide programs that address the core deficits of autism
- Research new ideas and methods that are scientifically-based
- Respect each student's individual personality and create programs that foster confidence and competence
- Systems of support that meet student needs
 - Least Restrictive Environment
 - Outlined tiered program for intensive programming through re-integration support.
 - "Graduation/ transition/ reintegration" requirements within the school and between schools
 - Accommodations and modifications
 - Classroom supports
 - Differentiation of instruction/ input-output channels
 - Availability of curriculum
 - Modification of available curricular tools
 - Access to special education curricular tools
 - Exposure to commonly used district specific curricular tools to support reintegration
- Engaged and empowered families and community
 - Parent involvement at multiple levels:
 - Parent training
 - PTA
 - Involvement in school activities
 - Observation in the classrooms
 - Volunteer opportunities
 - Committees
 - Home visits
- Community
 - Provide awareness and sensitivity training for the community
 - Police/ fire department partnership/ awareness/ Professional Crisis Management training
 - Community workshops/ outreach
 - Park district facilities/ Special rec partnerships
 - School district collaboration/ consultation
 - Reintegration services
 - Community based instruction and learning opportunities (local to school and local to families/district)
 - Student volunteer/ community service opportunities
 - Participation in local government/ community groups
 - National business partnerships

We recognize the important role families have in the lives of the students and the need for

EXHIBIT 1: Figure 3

Required Application Submittals #2 Addendum and Standards

parents to be active participants in their child's education. As a result we provide parents the opportunity to consult with teachers and directly observe their child's progress. Parents will also receive daily notes home from their child's teacher as well as quarter/trimester progress reports. In addition, upon request and administrative approval, families can benefit from home or community visits each quarter/trimester and have the opportunity to participate in parent teacher conferences throughout the year. Moreover, parents are also encouraged to attend parent workshops, join parent committees, and volunteer at the school.

The projected enrollment numbers for the end of the first school year are not expected to exceed a total of 9 students, and by the end of the third school year the total student enrollment is not expected to exceed 26 students. During the first school year, the school's faculty and staff is expected to consist of approximately fifteen full and part-time individuals. By the third year, we anticipate that the maximum number of school faculty and staff (including interns) at the school at one time will increase to approximately thirty-six full and part-time employees (please see On-Site Occupancy document for a breakdown). The large number of faculty and staff to student ratio is a result of the high level of support provided to students in the program as we teach the students the skills they need for increased independence.

It is expected that students will be in attendance throughout the school year and although the majority of students enrolled at the school will be funded through their home school district, private pay students can also attend. Holtz Educational Center will be approved and monitored through the Illinois State Board of Education and, as a result, the tuition rate is determined by the Illinois Purchased Care Review Board.

School hours are expected to be Monday through Friday from 9:00am - 3:00p.m. Student drop-off is expected to occur between 8:40-9:00 and pick-up is expected between 2:40-3:00. We plan to provide signage to reserve six individual parking spaces adjacent to the front entrance of the school for vehicles to pick-up and drop-off students. Students will most likely be transported either via taxi, parent/guardian, or in a shorter school bus (approximately 15 feet long). As each student vehicle will pull into 1 full size space, the existing striping will be used. No full-size school busses will be used to transport children. Arrival and departure is expected to take a minimum of 10 minutes and a maximum of 20 minutes. This is calculated by the following: a) It will take approximately 1-2 minutes to pick-up and drop-off each student; b) this calculation assumes that each student arrives in a separate vehicle; any students who share a vehicle will impact the arrival/departure by decreasing allotted time; b) 2 minutes for a group of 6 vehicles results in a minimum of ten minutes for the arrival/departure for 30 students. These are approximations, however, occasionally weather or other conditions may impact the time it takes students to enter or depart the school from their vehicle. All student transportation vehicles will be required by the school to enter from the North end of the parking lot and pull into the reserved spaces (i.e., only one vehicle per space at any point in time). Drivers will not be allowed to leave their vehicles. Please see Document #8: Proposed Student Pick-up and Drop-off.

As we are just beginning to accept students, this process will be further refined and any needed modifications or adjustments will be made to the plan in order to ensure that traffic flow in the area will remain unaffected. However, based on past experiences, we do not anticipate any needed changes even as the student population increases.

EXHIBIT 1: Figure 4

Required Application Submittals #2 Addendum and Standards

We request that the six reserved spaces for vehicle loading and unloading be utilized after students are present as short term visitor parking while school is in session. During the school day, there will be a limited number of visitors consisting of current and prospective parents, district representatives, and on occasion volunteers/interns.

As a therapeutic day school, one of the goals is to help transition students back to their home school district as soon as reasonably possible. It is our belief that students should be educated within their own community and have the opportunity to engage in the same educational and social opportunities as their peers to the maximum extent appropriate. Because of this, the school utilizes a tiered system of support to help students achieve greater independence and reintegration.

Section 5-14-5.2 of the Zoning Regulation

- A. The operation of the Holtz Educational Center will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare of the community.
- B. The school will not be injurious to the use and enjoyment of other property in the vicinity of the school, nor will the presence of the school diminish and impair property values within the neighborhood.
- C. The school will have no effect on the development or improvement of surrounding property for uses permitted in the district.
- D. All existing roads, utilities, drainage, and other facilities already exist and will not be negatively impacted.
- E. It is expected that students will be in attendance throughout the school year.
- F. Holtz Educational Center intends to comply with all applicable regulations of the district in which it is located, including such regulations that have been modified by the Village Board.
- G. There is no knowledge of any previous applications or denials that have occurred within one year for this site.

EXHIBIT 1: Figure 5

On-Site Occupancy Chart

Elementary School						
	2016-2017		2017-2018		2018-2019	
	Year Beginning	Year Ending	Year Beginning	Year Ending	Year Beginning	Year Ending
Projected Student Enrolment	3	9	9	18	18	26

Note: Students occupying the building will arrive and depart via school district transportation and will not be occupying parking spaces during this time.

Elementary School Staff						
	2016-2017		2017-2018		2018-2019	
	Year Beginning	Year Ending	Year Beginning	Year Ending	Year Beginning	Year Ending
CEO and President [Karen Harper]	1	1	1	1	1	1
Director of Operations [Imran Khan]	1	1	1	1	1	1
Principal	1	1	1	1	1	1
Human Resources	1	1	1	1	1	1
Director of Program & Behavior Services	1	1	1	1	1	1
Classroom Behavior Therapist	0	1	2	3	3	4
Finance and Accounting	1	1	1	1	1	1
Classroom Teachers	2	2	3	3	4	4
Speech Language Pathologist	1	1	1	1	1	1
Occupational Therapist	1	1	1	1	1	1
School Nurse					1	1
Teacher Aides and Assistants	2	6	8	11	14	16
School Operations Support Staff	1	1	1	1	1	1
Interns	2	2	2	2	2	2
Maximum Staff on Site During business hours	15	20	24	26	33	36

EXHIBIT 2: Figure 1

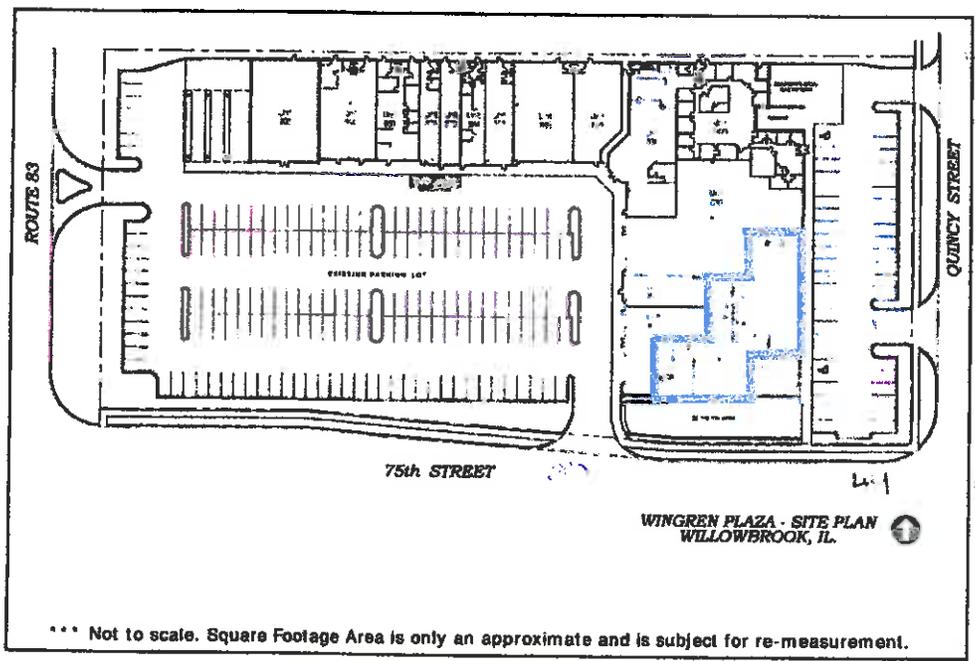


Property Solutions Group
 Brokerage | Management | Development

Willowbrook Plaza

NBC 75th and Kingery Hwy
 Willowbrook, IL 60521

312-262-1400



UNIT	TENANT	SIZE
900	Bank Buildout Available Drive Thru Area Available	3,943 2,320
894	Orange Theory	3,063
880	Chiropractor	2,274
876	Tutoring Center	1,110
870	Available	1,125
864	Papa John's Pizza	1,300
858	Restaurant Available	1,504
846	Salon Suites	3,101

UNIT	TENANT	SIZE
840	Pilates Studio	2,235
834	Nail and Day Spa	4,600
830	FEDEX Kinko's	7,260
820	Men's Wearhouse	1,260
810	ATT Wireless	2,904
7420	Available (Offices)	5,061
7450 A	Proposed Holtz Educational Center	7,216
7450 B	Available (Offices)	1,074
TOTAL SQUARE FEET		51,350

Property Solutions Group LLC is a licensed Illinois Real Estate Company with Rosemarie Gardner as the Managing Broker. Property Solutions Group LLC is an Equal Opportunity Employer. This information is provided for informational purposes only and does not constitute an offer of real estate. To the best of our knowledge, the information contained in this Marketing Brochure is accurate. However, we do not warrant the accuracy of the information. It is your responsibility to independently confirm the accuracy and completeness of any information. We do not represent the current or future performance of the property. The value of this information to you depends on facts and circumstances. You and your advisors should conduct a careful, independent investigation of the property to determine its suitability for your purposes. November 17, 2016



EXHIBIT 2: Figure 2

Required Application Submittals
#21 Conceptualized Floor Plan



This is our conceptualized floor plan. It is anticipated that some changes (i.e., widening of hallway, conversion of some open space into classrooms) will occur prior to occupancy, while other open spaces may become classrooms later. We will prepare and submit our plans for internal construction of the premises after the approval of the special use by the Village. We recognize that these are subject to review by the Village staff prior to the issuance of a building permit.

Construction Schedule

It is expected that all construction will be completed within 120 days of approval.

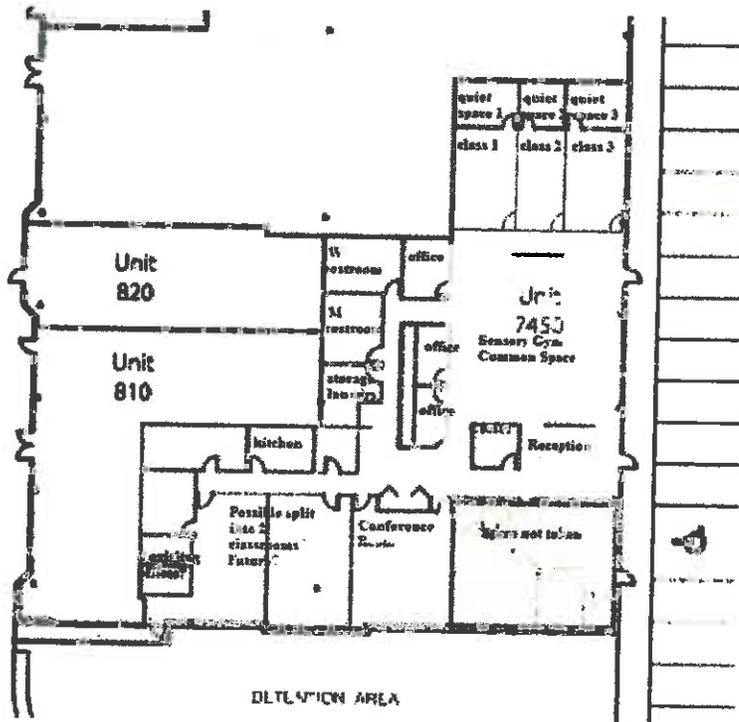
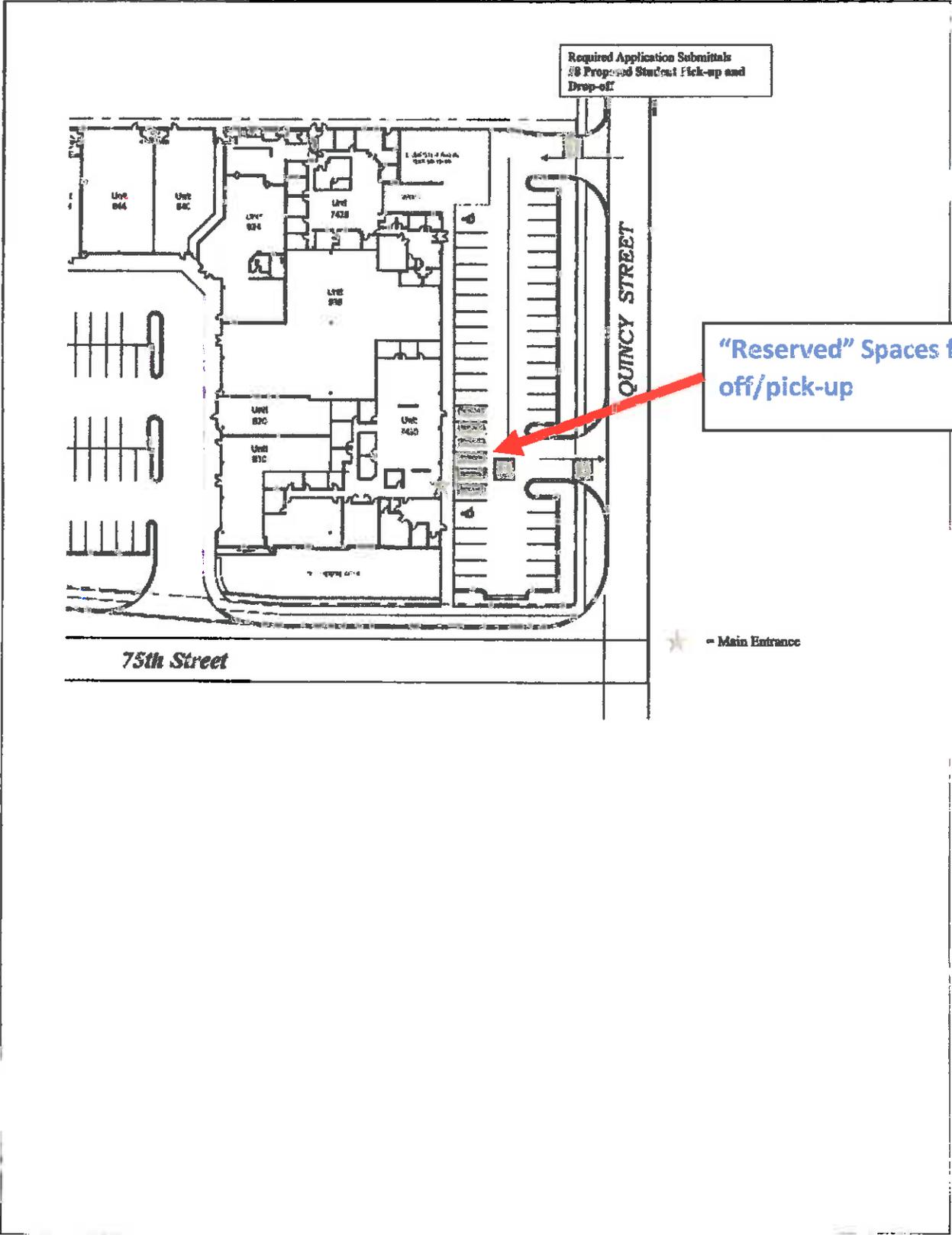


EXHIBIT 2: Figure 3



Required Application Submittals
88 Proposed Student Pick-up and
Drop-off

"Reserved" Spaces for drop-off/pick-up

★ - Main Entrance

75th Street

QUINCY STREET

EXHIBIT 2: Figure 4

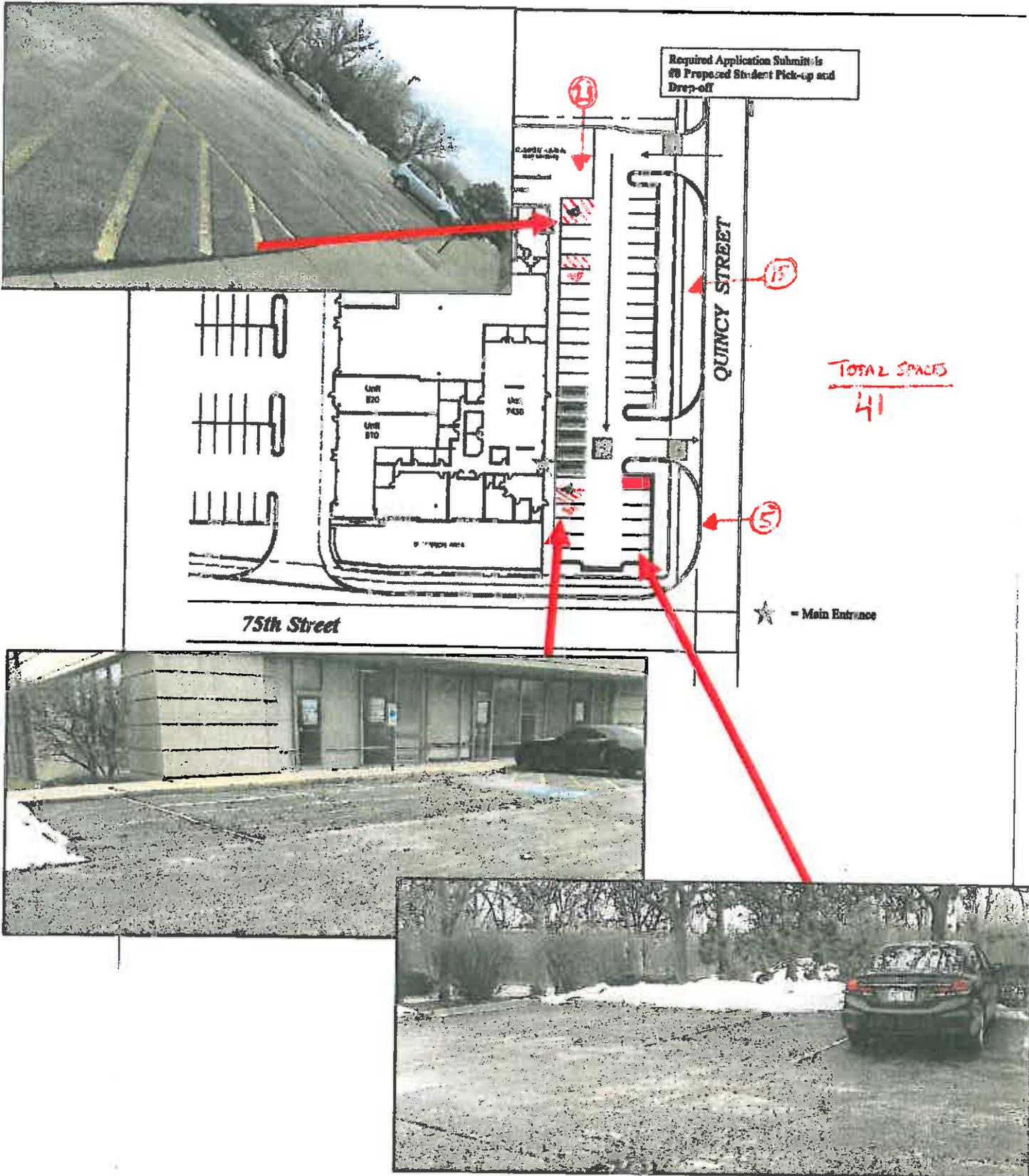


EXHIBIT 2: Figure 5



**Typical 8 vehicles currently
parked in lot**

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

AN ORDINANCE ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2015 TO PAY THE PRINCIPAL AND INTEREST ON THE \$4,930,000 GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2015 OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

AGENDA NO. 6

AGENDA DATE: 2/8/16

STAFF REVIEW: Carrie Dittman, Director of Finance

SIGNATURE: Carrie Dittman

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN JR.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

On March 23, 2015, the Village issued \$4,930,000 in General Obligation Bonds (Alternate Revenue Source) to fund the renovation of the police department, to re-paint one of the Village's three water towers, and to refund a portion of the GO (ARS) Bonds, Series 2008. The bond is secured by water fund revenues and income tax receipts. At any time, if water fund revenues and income tax receipts were not sufficient to pay the debt service, the Village could levy a property tax to pay for the annual debt service. The debt service payment is included in the FY 2016/17 budget.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.)

With the passage of the March 23, 2015 ordinance, every year the DuPage County Clerk automatically prepares an annual property tax levy extension for the payment of the bond debt service unless an annual tax abatement ordinance is filed with the Clerk's office. The Village Board will pass an ordinance such as this one each year until the bonds are paid off in 2034.

ACTION PROPOSED:

Pass the Ordinance abating the taxes levied for the year 2015 to pay the principal and interest on the \$4,930,000 General Obligation Bonds.

ORDINANCE NO. 16-O-_____

AN ORDINANCE ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2015 TO PAY THE PRINCIPAL AND INTEREST ON THE \$4,930,000 GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2015 OF THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS

WHEREAS, the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois (the "VILLAGE"), by Ordinance Number 15-O-06, passed on March 23, 2015 (the "BOND ORDINANCE"), did provide for the issue of \$4,930,000 General Obligation Bonds (Alternate Revenue Source), Series 2015 (the "BONDS"), and the levy of a direct annual tax sufficient to pay principal and interest on the BONDS, and in particular, taxes were levied in the amount of \$247,550.00 for the year 2015 for the BONDS; and

WHEREAS, the Village has the Pledged Revenues (as defined in the BOND ORDINANCE) in the appropriate account or fund pursuant to the BOND ORDINANCE for the purpose of paying the principal and interest on the BONDS up to and including December 30, 2016; and

WHEREAS, it is necessary and in the best interest of the VILLAGE that the tax heretofore levied for the year 2015 to pay such debt service on the BONDS be abated.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, as follows:

SECTION ONE: The tax heretofore levied for the year 2015 in the BOND ORDINANCE is hereby abated in its entirety.

SECTION TWO: That the Village Clerk shall and is hereby authorized to file with the County Clerk of DuPage County a certified copy of this Ordinance, and it shall be the duty of said County Clerk to abate said tax levied for the year 2015 in accordance with the provisions hereof.

SECTION THREE: That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

SECTION FOUR: That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED and APPROVED this 8th day of February, 2016.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

 NAYS: _____

 ABSTENTIONS: _____

 ABSENT: _____

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of DuPage County, Illinois, and as such official I do further certify that on the _____ day of _____ 2016, there was filed in my office a duly certified copy of Ordinance No. _____ entitled:

AN ORDINANCE ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2015 TO PAY THE PRINCIPAL AND INTEREST ON THE \$4,930,000 GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2015 OF THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS

duly passed by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, on the 8th day of February, 2016, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this _____ day of _____, 2016.

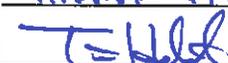
County Clerk of DuPage County, Illinois

{SEAL}

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT BY AND BETWEEN THE VILLAGE OF WILLOWBROOK AND EHLERS & ASSOCIATES, INC. REGARDING THE ROUTE 83/PLAINFIELD ROAD BUSINESS DISTRICT	AGENDA NO. 7 AGENDA DATE: 2/8/16
---	---

STAFF REVIEW: Tim Halik, Village Administrator	SIGNATURE: <u></u>
LEGAL REVIEW: Thomas Bastian, Village Attorney	SIGNATURE: <u>THOMAS BASTIAN TH.</u>
RECOMMENDED BY: Tim Halik, Village Administrator	SIGNATURE: <u></u>
REVIEWED BY COMMITTEE: YES <input checked="" type="checkbox"/> on February 8, 2016 NO <input type="checkbox"/> N/A <input type="checkbox"/>	

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

The Village has been working with two (2) developers regarding potential commercial re-development projects located near Kingery Highway (Illinois Route 83) and Plainfield Road. Each developer has requested the Village's consideration of providing a public subsidy due to a financial gap that exists in the pro forma for each project. Without some form of assistance, neither project is financially viable. The Village has hired the financial consultant Ehlers Associates on an hourly basis to review the submitted project pro formas and gap analysis reports for each project to determine whether the amount of financial assistance requested for each project is warranted. After the financial review is fully completed, the resulting information along with a staff recommendation will be forwarded to the Village Board for consideration.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

It is likely that any developer wishing to re-develop these areas will require some level of subsidy. Therefore, it is recommended that this revenue be raised through the creation of a new business district in accordance with the Illinois Business District Act (65 ILCS 5/11-74.3 et seq.). Under the provisions of the Act, an evaluation must be completed to determine whether the area is eligible. If it is, there is a statutory process to establish a new Business District. Once created, the sales tax rate within the newly formed Business District would be slightly higher to generate additional revenues which could be applied to these projects. These monies could be paid back to a developer(s) to pay down a note. In order to begin the process of creating a new Business District, a qualified Public Finance Consultant would need to be hired.

The Village has used the Financial Consultant Ehlers & Associates many times in the past in the review of the financial submittals of commercial developments requesting public subsidies. Therefore staff has requested a proposal from Ehlers to assist in the creation of a New Business District to be located at Kingery Highway (Illinois Route 83) & Plainfield Road. The attached proposal includes two (2) main phases of work:

- Phase I – Initial Project Review / Feasibility Analysis.....\$6,500
- Phase II – Business District Plan Preparation and Adoption.....\$11,000

} Total Fee: \$17,500

The estimated project duration is 4 to 8 weeks, dependent of the schedule of required public meetings. If the new Business District is ultimately created, this expense can be reimbursed to the Village from the newly created fund.

ACTION PROPOSED: Adopt Resolution, which was drafted by Village Attorney Brian Baugh.

RESOLUTION NO. 16-R-_____

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION
OF AN AGREEMENT BY AND BETWEEN THE VILLAGE OF
WILLOWBROOK AND EHLERS & ASSOCIATES, INC.
REGARDING THE ROUTE 83/PLAINFIELD ROAD BUSINESS DISTRICT**

WHEREAS, the Village of Willowbrook (the "Village") is considering the establishment of a business district generally located at the intersection of Route 83 and Plainfield Road within the Village; and

WHEREAS, the Village has previously utilized the consulting services of Ehlers & Associates, Inc. ("Ehlers") and has a satisfactory relationship with Ehlers; and

WHEREAS, it is in the best interests of the Village to enter into an agreement with Ehlers for the purpose of assisting the Village with the establishment of the proposed Route 83/Plainfield Road Business District (the "Project").

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois as follows:

Section 1. It is hereby determined that the Village has a satisfactory relationship with Ehlers & Associates, Inc., and it is advisable, necessary, and in the public interest that the Village enter into an agreement between the Village and Ehlers for the furnishing of professional consulting services for the Project.

Section 2. That the Mayor be and is hereby authorized and directed to execute and the Village Clerk be and is hereby authorized and directed to attest that certain agreement by and between the Village of Willowbrook and Ehlers & Associates, Inc., in substantially the form attached hereto as Exhibit "A" and made a part hereof, with such

changes therein as shall be authorized by the officials executing the same, their execution thereof to constitute conclusive evidence of such changes.

Section 3. This Resolution shall be in full force and effect from and after its passage in the manner provided by law.

PASSED and APPROVED this 8th day of February, 2016.

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy Hansen, Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

EXHIBIT A
EHLERS AGREEMENT



December 22, 2015

**Proposal for
Business District Services**

Village of Willowbrook, Illinois

Ehlers & Associates, Inc.

525 W. Van Buren Street, Ste. 450
Chicago, IL 60607
Phone: 312-638-5250
Fax: 312-638-5245
www.ehlers-inc.com

Project Contact

Maureen Barry, Senior Municipal Advisor/Vice President
Phone: 312-638-5257
Email: mbarry@ehlers-inc.com

Project Team Members

Tricia Marino Ruffolo, Municipal Advisor
Mindy Barrett, TIF/BD Coordinator



1-800-552-1171 | www.ehlers-inc.com



December 22, 2015

Tim Halik
Village Administrator
Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527

Subject: Proposal for Business District Services

Dear Mr. Halik:

Thank you for inviting Ehlers to submit a proposal to provide the Village of Willowbrook with Business District services for the proposed Project Area, which is located at the southeast and northeast corners of Kingery Highway/State Route 83 and Plainfield Road and includes the Village's Town Center shopping center, a new redevelopment adjacent to the Town Center parcels, and the former K-Mart property.

We have enjoyed working with the Village in reviewing the Developers' proposals for Village assistance in the redevelopment of these properties and we look forward to furthering our partnership with these proposed services. The enclosed proposal for Business District Consulting Services for the Village describes our company's profile, Ehlers' approach to this assignment, scope of services, proposed fees, and an overview of our relevant experience.

Ehlers distinguishes itself from other financial advisory firms by our strong financial skill set and experience, independence, and the collaborative partnership we build with our clients. Ehlers' Municipal Advisors have previous local government experience in finance, management, planning, and development. For over 15 years, Ehlers staff has helped Illinois communities of all sizes and types use Business Districts and Tax Increment Finance to accomplish their economic development and redevelopment goals. We take a pro-active approach to projects and we work with our clients to avoid pitfalls and calm any opposition that may arise.

Ehlers works exclusively with local government clients, not for developers or private parties that might attempt to influence the project or the advice of the firm. Our team offers experience in working on both sides of the process however (public and private), which enhances our ability to work collaboratively with the Village and to be a long-term partner in your success.

Thank you for your consideration of our proposal. We look forward to continuing to work with you on this Business District project in Willowbrook. Should you have any questions or need additional information, please contact me at (312) 638-5257 or mbarry@ehlers-inc.com.

Sincerely,

Maureen Barry
Senior Municipal Advisor/Vice President

Ehlers Inc., Ehlers Investment Partners and Bond Trust Services are affiliate companies.

1-800-552-1171 | www.ehlers-inc.com

The information provided in these materials does not create or imply any fiduciary relationship, and is being provided solely for the purpose of marketing our services to you as a prospective client of Ehlers & Associates, Inc.

Proposal for Business District Services For the Village of Willowbrook, Illinois

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Appendices

Appendix A: Ehlers Project Experience and References

Appendix B: Resumes

Appendix C: Ehlers Firm Profile

Proposal for Business District Services For the Village of Willowbrook, Illinois

Executive Summary

The following proposal is provided by Ehlers & Associates, Inc. (Ehlers) in response to a request from the Village of Willowbrook in December, 2015. The Village of Willowbrook seeks a qualified Public Finance Consulting Team to investigate the feasibility of a Business District for an area which is located at the southeast and northeast corners of Kingery Highway/State Route 83 and Plainfield Road and includes the Village's Town Center shopping center, a new redevelopment adjacent to the Town Center parcels, and the former K-Mart property, and to prepare the required documentation should the area prove to be eligible as a Business District according to the Illinois Municipal Code, specifically in 65 ILCS 5/11-74.3 *et seq.*, as amended (the "Business District Act" or the "Act").

Ehlers is an independent financial advisory firm, and Ehlers' staff has had the pleasure of providing service to local governments in the Midwest since 1955. Close to eighty professionals serve clients from our Illinois, Colorado, Minnesota and Wisconsin offices. These include eight professionals in the Chicago, Illinois office from which the Business District consulting services would be performed. Ehlers provides a complete range of services for Business Districts and economic development. Key services include analysis and documentation of Business District eligibility, recommendations for district boundaries, preparation of the required Business District Plan, projection of Business District sales and hotel/motel taxes, and coordination of the public process.

Our project proposal covers two main phases of work:

1. Phase I – Initial Project Review / Feasibility Analysis
2. Phase II – Business District Plan Preparation and Adoption

Phase II will build on Phase I and could be separately authorized by the Village of Willowbrook. If during Phase I, it is determined that the area does not meet the statutory requirements for designation as a Business District, the contract will be concluded and only fees for Phase I will be billed. During all phases, Ehlers will work with Village staff, engineers, and attorneys to coordinate efforts and to make sure activities occur in accordance with the Village's expectations. Ehlers is in constant contact with our clients to make sure their needs are met.

Qualifications

About Ehlers

Ehlers has worked successfully throughout Illinois to accomplish development and redevelopment goals through the use of Business Districts and Tax Increment Finance (TIF) Districts for over 15 years. We assess whether these economic development tools can provide value, and are legally, financially, and politically viable in your community. In addition, Ehlers has helped communities use TIF and Business Districts to upgrade and improve infrastructure; revitalize deteriorated or outmoded commercial areas; attract development to improve job opportunities and the local economy; rehabilitation neighborhoods; and bring new development to areas that are impaired by market or physical constraints, such as environmental contamination or chronic flooding.

A list of references and some similar project examples are provided in Appendix A. Recent Business District and TIF clients include the following list:

- Village of Bellwood
- City of Bradley
- City of Geneva
- Village of Glen Ellyn
- Village of Glenwood
- Village of Lemont
- Village of Matteson
- Village of North Riverside
- Village of Oak Park
- Village of Oakwood
- Village of Rockton
- City of Peoria
- City of St. Charles
- Village of Tinley Park
- City of Wheaton
- Village of Wheeling

Conflict of Interest Statement

The key characteristic of Ehlers is "independence." The firm does not have any relationship with any other parties that might attempt to influence the direction or advice of the firm. Our focus is to work with local units of government and not represent the interests of private parties, investors or developers. Ehlers is unaware of any personal or professional financial interests of any employees which would be a conflict of interest in fulfilling our responsibilities or in representing the Village.

Ehlers owns Bond Trust Services, a bond registrar/paying agent service, as well as Ehlers Investment Partners, serving the investment needs of local government. Currently, these firms have no relationship with the Village of Willowbrook.

Scope of Services

Ehlers has successfully used the project approach and work program described below for projects similar to the one envisioned by the Village of Willowbrook. The proposed Project Area is located at the southeast and northeast corners of Kingery Highway/State Route 83 and Plainfield Road and includes the Village's Town Center shopping center, a new redevelopment adjacent to the Town Center parcels, and the former K-Mart property.

Phase I – Initial Project Review / Feasibility Analysis

Task 101: Project Area Review and Analysis

The focus of Phase I is to establish Project Area eligibility, conduct field surveys and data analysis, and document findings (to be included in an Eligibility Report created in Phase II if warranted). In Phase I, Ehlers will undertake the following steps within this scope of services:

- Convene a project initiation meeting with representatives of the Village to launch the project and explore the establishment of a Business District as a financing tool for redevelopment.
- Review and gather information on each parcel to ascertain if the qualifying criteria are present and if the Project Area as a whole qualifies for designation under the standards within the Illinois Business District Act (the "Act").
- Establish Project Area Boundary. During the project initiation meeting, preliminary Project Area boundaries will be discussed. Ehlers will map these boundaries and make recommendations for alterations based on information gathered. For similar projects, Ehlers has made recommendations about the boundaries so that the area provides adequate income for planned improvements within the District, and also encourages a large enough redevelopment effort to stimulate development in surrounding areas.
- Where applicable, the Village shall provide certain items to assist in documenting the eligibility of the proposed Business District. Those items include planning documents, information regarding the number of traffic accidents, any traffic studies conducted by the Village or its consultants, and documentation of any outstanding building or life safety code violations, building permit records, property maintenance records, and documentation of the lack of fire suppression or unsafe building conditions for properties or areas within the proposed Business District.
- Review the evidence criteria and create a record supporting the "But For" provision of the Act.
- Prepare a map of the recommended optimal boundaries of the Business District and a map of the qualifying conditions.
- Report findings of the Phase I analysis to the Village.

Fee for Task 101:

\$6,500

Phase II - Business District Plan Preparation and Adoption

Assuming the findings of the analysis conducted in Phase I confirm the eligibility of the Project Area for designation by the Village as a Business District according to the Act, in Phase II, materials for the Business District Plan are developed and a document for Village Board adoption is prepared. The Business District Act outlines a specific adoption process, which includes a required public hearing. The Business District Plan is required to initiate the public hearing process and serves as the basis of the ordinance(s) establishing the Business District and any Business District taxes. This phase concludes with the Village's action on the adopting ordinance(s) and, if approved, filing the necessary documentation with the state of Illinois. In Phase II, Ehlers recommends and will perform the following services:

Task 201: Prepare Business District Plan and Map

- Prepare Business District Plan document according to the Act. This will include items such as a general description of the Business District boundaries and a map; a legal description of the Business District boundaries (as provided by the Village); the eligibility findings from Phase I; a comparison of the Business District to the Comprehensive Plan and other planning documents; the rate of any taxes to be imposed in the Business District and the period of time for which the taxes shall be imposed. Ehlers will review the draft Business District Plan document at a meeting with Village staff and the Village's designated Business District attorney¹, if desired.
- Provide a final Map of the Business District. The Village shall prepare a legal description of the boundaries of the Business District based on this map.

Task 202: Business District Adoption Preparation

- Confer with Village and its Attorney(s) on the construction of an adoption timeline.
- Assist with drafting ordinance or resolution setting the date and time of the public hearing.
- Assist with drafting public notice(s). The Village will be responsible for the dissemination and posting of all public notifications and advertisements.

Task 203: Business District Plan Adoption and Submittal to the State of Illinois

- Attend and make presentation at a public hearing held by the Village Board, as required by the Act.
- Provide Business District Plan revisions, if required as a result of the public participation process and agreed to by the Village.
- Assist with drafting ordinance(s) designating the Business District.

¹ Ehlers recommends that the Village retain an attorney with specific experience in the creation and adoption of Business Districts in Illinois to review and provide assistance with the documents and processes identified within this scope of services. While Ehlers has extensive experience as a qualified consultant, Ehlers does not have attorneys on staff. All attorney expenses are to be assumed by the Village.

Proposal for Business District Services

- Upon approval by the Village Board, assist the Village in submitting all required documentation to the Illinois Department of Revenue. (Note: as part of this task either the Village or Ehlers, at an hourly billing rate, shall confirm property addresses for U.S. Postal Service format.)

Fee for Phase II (Tasks 201, 202, and 203): \$11,000

Meetings

The following meetings are included in the Scope of Services:

- A project initiation meeting with representatives of the Village to launch the project and to coordinate various steps.
- A meeting or conference call to review the draft Business District Plan with Village staff, and the Village's designated Business District attorney.
- A Public Hearing held by the Village Board on the proposed Business District.
- One additional progress conference call meeting, if desired, to be scheduled at the discretion of the Village staff.

All services will be performed in conjunction with designated staff of the Village and its designated attorney. All attorney expenses are to be assumed by the Village.

As requested by the Village, Ehlers will participate in additional meetings to discuss the proposed Business District with various parties, such as the Village Board, members of the business community, etc. Any additional meeting requested or required related to the development, qualification, and adoption of the proposed Business District will be submitted to the Village for authorization prior to its completion and will be subject to Ehlers' Hourly Billing Rate of \$200.00 per hour.

Proposal for Business District Services

Project Time Frame*

The proposed time line for each phase is presented below. Ehlers will begin project work immediately after authorization from the Village of Willowbrook.

Phase I – Initial Project Review (Feasibility Analysis)	4 to 8 weeks
Phase II - Business District Plan Preparation and Adoption	4 to 8 weeks
<i>*Proposed time frame is in part dependent on schedule of public meetings</i>	

Some contingency times have been included in the time line. However, adherence to the above time line for each phase is dependent on timely provision of information and documents from the Village of Willowbrook and other sources, as well as timely authorization to proceed with each successive phase.

Project Pricing

Ehlers charges a flat fee for Business District development, qualification, and adoption services, except where hourly rates apply to the optional services offered in this proposal. The project will be completed for the costs provided below, which includes all time, materials, and expenses associated with two iterations of the documents.

Phase I – Initial Project Review / Feasibility Analysis (Task 101)	\$6,500
Phase II - Business District Plan Preparation and Adoption (Tasks 201, 202, and 203)	\$11,000
Total for Phases I – II	\$17,500

If during Phase I it is determined that the area does not meet the statutory requirements for designation as a Business District, the contract will be concluded and only fees for Phase I will be billed.

All services will be performed in conjunction with designated staff of the Village and the community's designated attorney. All attorney expenses are to be assumed by the Village.

Over the course of the assignment, additional services may be required for the development, qualification, and adoption of the proposed Business District that are not included in the Scope of Services. As authorized by the Village, Ehlers will participate in additional meetings and/or will complete additional assignments outside of the proposed Scope of Services to assist the Village. Other additional services could include work associated with boundary changes after completion of reports, crossing into a new tax year, extended delays in receiving comments and changes to documents, additional research and analysis associated with changes to the development program or Business District boundaries, delays that require updating addresses or survey data, or mapping.

Any additional service requested or required for the development, qualification, and adoption of the proposed Business District will be submitted to the Village for authorization prior to its completion and will be subject to Ehlers' Hourly Billing Rate of \$200.00 per hour.

Invoices will be submitted to the Village at the completion of each Phase and are payable upon receipt.

Project Personnel and Availability of Staff

Ehlers has a team of more than 35 Municipal Advisors companywide with a wide range of private and public sector expertise from which to draw. Ehlers' Illinois office is staffed with six municipal advisors, a financial specialist, and a TIF Coordinator. The Illinois team is supported by over 70 additional Ehlers professionals in our Colorado, Minnesota and Wisconsin offices.

Ehlers uses a team approach with Municipal Advisors assisted by research analysts. One Municipal Advisor will have primary responsibility for our work with the Village and will be assisted by several staff members. This approach affixes responsibility and assures continuity of service for the client from initial submittal through any follow-up work. This also allows a better match of Ehlers' staff expertise to the needs of the Village.

The following Ehlers staff will make up the Willowbrook Project Team:

Maureen Barry, Senior Municipal Advisor/ Vice President, will serve as lead advisor for the Village. As such, all of the project work will either be completed by or directly overseen by Maureen, and she will attend all scheduled meetings.

Tricia Marino Ruffolo, Municipal Advisor, will serve as the second advisor for the Village. She will assist with field studies, reviewing qualifications of the Business District, and review of final documents.

In addition, the Ehlers Project Team will use expertise and resources from within our Illinois and our other offices, if needed, to meet the needs of the Village.

Resumes for Ehlers Team Members as listed above are available for review in **Appendix B**.

The staff assigned to the project will be available to undertake the project as indicated in the "Project Time Frame" section. The Ehlers staff views itself as an extension of the Village's staff and as part of the Village's team to make sure activities occur in accordance with expectations. The Project Team will make every attempt to be available on short notice for meetings and conference calls. We are in constant contact with our clients to make sure their needs are met.

Duties of the Village

The Village shall provide the following information to assist with determining and documenting eligibility of the proposed Business District:

- Planning documents and traffic studies that address existing and future conditions in the proposed Business District area, such as the Comprehensive Plan, strategic plans, information on proposed developments, engineering studies or cost estimates of proposed public improvements, or other relevant items.
- Address, parcel, ownership, and business/tenant name information for each property within the proposed Business District area in U.S. Postal Service format. (Or, at the Village's request, Ehlers will confirm address information subject to hourly billing rates.)
- Information regarding unsafe building conditions and the existence of conditions which endanger life or property by fire or other causes. Such information may include traffic accident numbers for the past five years, building permit records, property maintenance records, and documentation of the lack of fire suppression.

In Phase II, the Village shall be responsible for the legal description of the boundaries of the Business District based on the final map, and for the publication and mailing of all notices related to the adoption process.

The Village's Attorney shall prepare the ordinance(s) designating the Business District. Ehlers will review the draft ordinances prior to their consideration by the Village Council.

The Village will authorize and direct its administration, attorneys, bond counsel, accountants, engineers, architects, actuaries, and other consultants to prepare and furnish such information as may be reasonably necessary for Ehlers to carry out its duties and obligations, all at no cost to Ehlers.

Agreement

This proposal is respectfully submitted by authorized representatives of Ehlers & Associates, Inc.:



Maureen Barry,
Senior Municipal Advisor/Vice President



Jennifer M. Tammen,
Municipal Advisor/Principal

The Village of Willowbrook, Illinois hereby accepts the above Proposal for the following Business District Services by its authorized officers, this ____ day of _____, 2015.

Attest: _____ By: _____

Title: _____ Title: _____

Please send a copy of the agreement page with original signature to:

Ehlers & Associates, Inc.
525 W. Van Buren Street, Ste. 450
Chicago, IL 60607

Appendix A: Ehlers Project Experience and References

Ehlers has worked successfully throughout the Midwest for over 30 years to accomplish development and redevelopment goals through the use of Business Districts and TIF. In the past three years, Ehlers has completed over 280 TIF and Business District Redevelopment Plans and Modifications or Amendments in over 150 communities.

The following summaries describe some examples of Ehlers' specific project experience. The districts and challenges facing these Illinois communities share similarities with the Village of Willowbrook's proposed Business District. The staff contacts listed may be used as references:

City of St. Charles

The City of St. Charles is located in Kane and DuPage Counties, 34 miles west of Chicago. It is a mature community that grew rapidly in the 1970s to 1990s. Growth has slowed in recent years and many of its commercial and retail developments on the east side of the community are experiencing decline. Older developments along East Main Street are having trouble competing with newer developments on Randall Road.

In the course of the City's development of a new Comprehensive Plan, the East Main Street "subarea" was identified as a key area to be strengthened. In 2012, Ehlers was hired to study the feasibility of the East Main Street Corridor as a Business District. Our work demonstrated that the area is eligible as a Business District and meets the criteria outlined in the Business District Act required to implement Business District taxes. The City of St. Charles is currently in discussions concerning the potential adoption of the Business District Plan. If the City elects to move forward, the next step in the process may be to host a series of meetings with businesses in the proposed Business District to discuss its purpose and how it can be of benefit to them.

Specialized Project Experience

- Regional Mall Redevelopment
- Commercial Corridor Redevelopment
- Business District Eligibility and Creation
- Public Participation

Contact:

Rita Tungare, AICP, Director of Community & Economic Development
2 East Main Street
St. Charles, Illinois 60174
Phone: (630) 443-3685

Village of Lemont

The Village of Lemont is a historic community along the Des Plaines River, the Chicago Sanitary and Ship Canal, and the Illinois and Michigan Canal. The Village of Lemont wished to have their historic assets be a catalyst for new downtown development. Lemont had a successful, older TIF District in place, but realized this TIF would not have enough years remaining to encourage further redevelopment. Ehlers assisted Lemont with the creation of a second TIF District (Downtown Canal TIF) and undertook a financial analysis to make sure revenue would support a refinancing of TIF bonds. With a development project on the table, Ehlers prepared increment forecasts and pro forma analysis. Ehlers assisted the Village in developer negotiations to create the redevelopment agreement. (The project has since been constructed and is fully occupied.) The Village has made many public improvements with the assistance of TIF funds, including the construction of a parking structure.

Lemont then engaged Ehlers in 2008 to assist the community in the creation of an additional TIF (Gateway TIF), located on the Village's northeast border. The mostly vacant area has been occupied by heavy industrial uses, many of which are still present, such as automobile and construction storage, wrecking, and utility transmission uses. Deterioration, a lack of access, and inadequate utilities are the main issues to be overcome in this TIF, as well as environmental issues, which may impact adjacent properties once redevelopment occurs. Redevelopment has been slow to occur in the Gateway TIF because of the broader economy, but interest in the area by the development community has been renewed. Ehlers recently worked with the Village to assemble additional vacant parcels, annex them, and add them to the Gateway TIF (as an amendment) to attract a developer to the area.

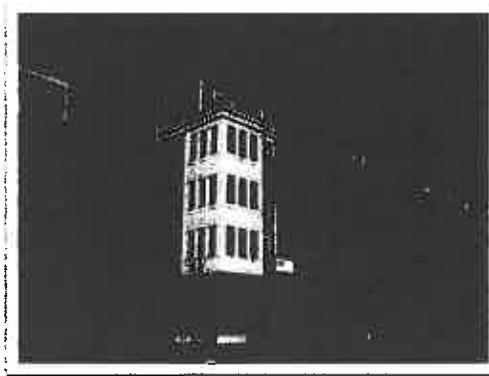
Ehlers continues to serve as Lemont's TIF consultant and also compiles its annual TIF reports and conducts an annual Joint Review Board meeting.

Specialized Project Experience

- TIF District Creation
- TIF Amendment
- Downtown Redevelopment
- Financial Analysis
- TIF Increment Projections
- Pro forma Analysis
- Developer Negotiations
- Public Infrastructure Finance
- Developer Attraction

Contact:

George Schafer, Village
Administrator
418 Main Street
Lemont, Illinois 60439
Phone: (630) 243-2709



Village of Tinley Park

The Village of Tinley Park undertook the development of two TIF Districts in 2003. The focus of these TIFs was to redevelop key projects as identified by a downtown strategic plan. Ehlers was hired to assist the Village with TIF District qualification and adoption, redevelopment implementation and management, developer RFP, developer negotiations, pro forma analysis, and TIF increment projections.

During the TIF District qualification process, the exact boundaries of the TIF Districts became an issue. The Village had made the decision to minimize the number of properties in the TIF Districts, believing that this would be beneficial to the local School District. However, in negotiations the School District indicated it was desirous of adding parcels not initially identified for the TIF. Ehlers assisted with the creation of TIF boundaries that would not only increase the EAV of the parcels for the School District at the end of the TIF, but encourage a large enough redevelopment effort to stimulate additional redevelopment and increase EAV in areas surrounding the TIF.

This work has resulted in Tinley Park becoming a major retail, restaurant, and hospitality hub for the southern suburbs. Additionally, the School District's belief that activity in the TIFs would result in redevelopment outside the TIF areas has become reality, as significant rehabilitation and renewal of properties in this area has occurred.

Ehlers provides TIF increment projections on redevelopment proposals and other TIF Consulting and Administration services on an ongoing basis for the Village, and is currently consulting with the Village on plans for two new proposed TIF Districts.

Specialized Project Experience

- Downtown Development
- TIF District Creation
- TIF Amendments
- Redevelopment Implementation
- Public Participation
- Developer RFP
- Developer Negotiations
- Pro forma Analysis
- TIF Increment Projections

Contact:

Michael Mertens, Assistant Village
Administrator
16250 South Oak Park Avenue
Tinley Park, Illinois 60477
Phone: (708) 444-5000



Appendix B: Resumes



Maureen Barry, CIPMA
Municipal Advisor

Maureen joined the Ehlers Illinois office in 2008 as a Municipal Advisor after working directly for local governments for over 16 years. She specializes in assisting public organizations in Illinois with the design and implementation of financial and economic development solutions. Ehlers clients benefit from Maureen's broad perspective and hands-on experience in a wide range of local government matters, including tax increment financing, development analysis, project management, debt issuance, and other public finance related projects.



Maureen Barry
Direct: (312) 638-8257
mbarry@ehlers-inc.com

Areas of Expertise

Economic Development & Redevelopment

- Tax Increment District and Business District Feasibility Studies and Plans for District Qualification and Amendment
- Project Management Services
- Revenue Projections
- TIF Annual Reports
- Development Incentives Analysis & Negotiations
 - o Pro Forma Analysis/But For Test
- Development Strategic Planning
- Developer Attraction & Selection
- Fiscal Impact Analysis
- Revenue Bond Financing

Public Participation

- Referendum Strategies
- Public Participation Process

Debt Planning and Issuance

- Analysis & Presentation of Alternative Financing Options, Plans Representation to Bond Market & Credit Rating Agencies
- Refundings
- Special Service Area Financing
- Debt Management

Strategic and Financial Planning

- Goal Setting & Strategic Planning
- Financial Management Planning
- Capital Improvements Planning
- Fiscal Impact Studies
- Utility Rate Studies

Intergovernmental and Public/Private Partnerships

- Intergovernmental and Public/Private Project Studies and Negotiations

Certifications

- Certified Independent Professional Municipal Advisor (CIPMA) by the National Association of Municipal Advisors (NAMA)

Professional Memberships

- Illinois City/County Management Association
- Illinois Government Finance Officers Association
- Illinois Municipal Treasurers Association
- Illinois Tax Increment Association
- International City/County Management Association
- Lambda Alpha International (Land Economics)
- Council of Development Finance Agencies

Education

- Bachelor of Arts (Political Science), University of Dayton
- Master of Public Affairs (Public Management), School of Public and Environmental Affairs, Indiana University

Notable Projects

- Completed a study of redevelopment financing options for the Roosevelt Road Business Corridor in Oak Park, IL.
- Prepared TIF Eligibility Reports and Redevelopment Plans for two new TIF Districts in Villa Park, IL.
- Advised the City of North Chicago, IL for the refunding of two bond issues resulting in a substantial savings to taxpayers.
- Negotiated redevelopment agreements for a new commercial center in Bradley, IL and new businesses in Decatur, IL.
- Advised the Village of Wheeling, IL on a long term financial forecast and management plan.
- Completed Annual TIF Reports to the State of IL, Department of Revenue for municipalities across Illinois.



Tricia Marino Ruffolo
Municipal Advisor

Tricia joined Ehlers in 2015 after serving most recently as a financial analyst for the City of Chicago's Department of Planning and Development and as Vice President at LouisSchneider & Associates, Inc. She brings to Ehlers a unique perspective as a consultant for developer and municipalities and as a municipal employee.



Tricia Marino Ruffolo
Direct 312.638.6282
truffolo@ehlers-inc.com

Areas of Expertise

Economic Development

- Tax Increment District and Business District Feasibility Studies and Plans for District Qualification and Amendment
- Project Management Services
- TIF Feasibility Studies
- TIF Revenue Projections
- TIF Increment Analysis
- Development Incentives Analysis & Negotiations
 - Pro forma Analysis/But For Test
- Development Strategic Planning
- Developer Attraction and Selection
- Fiscal Impact Analysis

Development & Redevelopment

- Redevelopment Planning
- Developer Pro forma Analysis
- Redevelopment Agreement Structuring and Negotiation
- Project Management Services
- Developer Attraction & Selection
- Developer Incentives Analysis

Public Participation

- Public Participation Process
- Strategic Communications Planning

Intergovernmental and Public/Private Partnerships

- Intergovernmental and Public/Private Project Studies and Negotiations

Strategic and Financial Planning

- Goal Setting & Strategic Planning
- Fiscal Impact Studies

Professional Memberships

- Council of Development Finance Agencies
- Illinois Economic Development Association
- Illinois City/County Managers Association
- Illinois Tax Increment Association
- Women in Planning and Development

Education

- Bachelor of Arts (Urban Planning), Lake Forest College

Notable Projects

- Managed the technical process of establishing, amending and closing out over 90 Tax Increment Financing (TIF) districts throughout the Chicagoand Area as both a consultant and as a municipal employee. Successfully qualified over 60 redevelopment areas as TIF districts by effectively managing a myriad of details of the approval process.
- Developed a TIF Designation Procedural Manual for the City of Chicago's Department of Planning and Development details the 78+ steps required for a TIF designation process.
- Initiated review and streamlined procedures for designation TIF districts; identified cost saving measures for notification and mailing procedures and long term record storage as required by the State of Illinois.

Appendix C: Ehlers Firm Profile

Ehlers is an independent public financial advisory firm. We have been in business since 1955 working exclusively for public sector clients throughout Illinois and the Midwest.

Our mission is to design customized financial solutions that help build outstanding communities. Ehlers has a long-standing reputation for developing solutions designed to meet the individual needs of our clients. As your Municipal Advisor, our job is to work with you, the client, to add value, to explain the available options, and to offer advice so that solid, informed decisions are made that benefit the community.

At Ehlers, all employees have ownership in the company and take ownership in serving clients. Ownership sets the tone for the operation of the firm and the nature of the services clients receive. All-employee ownership at Ehlers means:

- Every Ehlers employee has a vested interest in providing the best possible service.
- Our focus is on the long-term success of our clients, not solely on short-term profit and return on investment.

Compliance with Federal Regulations

For over 50 years, Ehlers has been committed to a fiduciary relationship with our clients. This means that we serve *only* your community's best interests in any financial transaction – not the interests of investors, underwriters, banks or developers.

As of October 1, 2010, all Municipal Advisors are now regulated by the Municipal Securities Rulemaking Board (MSRB) and the Securities Exchange Commission (SEC) as Municipal Advisors (MA) and must act in a "Fiduciary Duty" to issuers. Ehlers has registered and is in compliance with the Dodd-Frank Act.

Ehlers Services

Ehlers is a full service firm and economic development is just one of Ehlers' core services. The staff at Ehlers provide a wide range of financial services designed to help resolve issues facing local governments.

Our services are grouped into four main categories, representing our core areas of expertise:

- Debt Planning & Issuance
- Economic Development and Redevelopment
- Financial Planning
- Strategic Communications

Ehlers has helped communities to upgrade and improve infrastructure; revitalize deteriorated or outmoded commercial areas; attract development to improve job opportunities and the local

economy; rehabilitate neighborhoods; and bring new development to areas that are impaired by market or physical constraints.

Ehlers provides some of the following services to our clients throughout the Midwest:

Capital Finance & Debt Issuance

Capital finance is the foundation of Ehlers' business. The ability to borrow money and to manage debt effectively helps local governments fund their capital improvements. Ehlers consistently ranks in the top five nationally for Municipal Advisors in the number of competitive bond sales supervised per year.

Our approach to debt issuance focuses on:

- A thorough understanding of the capital finance options available to local government.
- An issuance process that uses specialization to provide efficient and effective results.
- Ability to issue bonds and other debt ranging in size from \$50,000 to \$100,000,000.
- Good working relationships with other "players" in Illinois public finance, including bond counsel, local counsel, rating agencies, bond dealers, and bond insurers.

Financial Planning Services

An important planning tool for local governments is the development of a long-term financial plan. Ehlers believes it is useful to combine elements of strategic and financial planning with capital and operating projections. The result provides an enhanced framework for financial decisions so administrators and elected officials have the essential information needed to make decisions on a timely basis.

A financial plan should include three basic elements:

- Spreadsheet with five-to-ten year projection of capital and operating needs.
- Narrative description of the basis for those needs.
- Prioritized schedule of actions needed to implement the plan.

A financial plan differs from a capital improvement plan (CIP). A CIP generally addresses only infrastructure or equipment needs. A financial plan addresses both operating needs and capital needs. It outlines the funding sources as well.

Economic Development / Redevelopment

Local financial resources often play a role in economic development. Ehlers' staff brings the experience gained from participation in hundreds of development projects. This experience covers all forms of development and all types of public participation. Ehlers helps you assemble the pieces of the puzzle: determining need, assessing risk, evaluating options, and making it happen. This may include prioritizing community goals, preparing a financial plan, and developing a framework for successful decision-making. Ehlers can also help communities

assess the cost/benefit of proposed developments by producing cash flow projections and impact analyses.

Tax Increment Financing

Tax increment financing ("TIF") has proven to be one of the most significant economic development tools available to Illinois municipalities since the late 1970s. Ehlers offers a full spectrum of TIF services that help communities: (i) assess whether TIF is legally, financially and politically feasible and, when appropriate, (ii) proceed with TIF adoption and implementation. Ehlers' core services include completing the analyses and preparing the reports required for TIF adoption. In addition, we offer sophisticated analysis of revenue projections, financial feasibility and the potential impacts of TIF on other taxing districts. Once a TIF district is adopted, Ehlers helps municipalities achieve effective and timely project implementation. Ehlers' services include: facilitation of developer recruitment and selection, analysis of project *pro formas*, negotiation of developer agreements, evaluation of developer incentives and management of the development process.

Enterprise Performance and Utility Rate Studies

Municipalities, park districts, and other local governments own community enterprise operations. This form of physical asset includes convention centers, sports arenas, water parks, golf domes, fitness centers, water & sewer utilities, and community centers. Day-to-day operations may be entrusted to full-time staff or outsourced to a management company. In either situation, the elected governing board and administration want to be sure that their enterprise is producing service and income to the maximum capability. Ehlers can provide a special evaluation or a periodic assessment of your asset. Our strategic advice will be focused on the best business plan and practices for maximum service and income.

Arbitrage Monitoring Services

Sometimes local governments must rebate some of the interest earned from bond proceeds back to the IRS. At Ehlers we help you evaluate ways to qualify for exemptions to this requirement and if that is not possible we offer tracking and reporting services to enable you to fulfill your rebate obligations.

Continuing Disclosure

One of the services we offer as Municipal Advisors is to help you disseminate your financial information annually to national information repositories when this is required with your bond undertaking.

Investment Services

Local governments are challenged daily to balance sound borrowing and investment decisions while managing their cash requirements. Ehlers Investment Partners, an Ehlers affiliate, is a full service, federally registered, independent investment adviser providing investment advisory services to all forms of local governments, helping them balance sound investment decisions and manage daily cash flow needs to control costs and keep assets secure with the goal of earning competitive returns.

ADDENDUM

This Addendum is made this 11th day of January, 2016, by and between Ehlers & Associates, Inc. (“Ehlers”) and the Village of Willowbrook, Illinois (the “Village”) for professional services relating to assisting the Village with matters pertaining to establishing a business district for an area generally described as the southeast and northeast corners of Route 83 and Plainfield Road.

WHEREAS, the Village desires to retain Ehlers for professional services relating to the above-described services and proposes to enter into an agreement (the “Agreement”) to be dated evenly therewith and desires to amend the Agreement by the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants set forth in the Agreement and this Addendum, Ehlers and the Village agree that the Agreement shall be amended and supplemented as follows:

1. The following terms and conditions shall be and are hereby added to the Agreement:

Certifications. Ehlers certifies that Ehlers, its shareholders holding more than five percent (5%) of the outstanding shares of Ehlers, its officers and directors:

- a. are not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;
- b. are not in default, as defined in 5 ILCS 385/2, on an educational loan, as defined in 5 ILCS 385/1;
- c. are in agreement that in the event of non-compliance with the provisions of this certification relating to equal employment opportunity, the Illinois Human Rights Act or the Illinois Department of Human Rights, Rules and Regulations, Ehlers may be declared ineligible for future agreements with the Village, and this Agreement may be canceled or voided in whole or in

part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation;

d. are in compliance with equal employment opportunities and that during the performance of this Agreement:

- 1) That Ehlers will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service; and, further, that Ehlers will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.
- 2) That, if Ehlers hires additional employees in order to perform this Agreement or any portion of this Agreement, Ehlers will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the areas from which Ehlers may reasonably recruit and Ehlers will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
- 3) That, in all solicitations or advertisements for employees placed by Ehlers or on its behalf, Ehlers will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service.
- 4) That Ehlers will send to each labor organization or representative of workers with which Ehlers has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of Ehlers's obligations under the Act and the Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with Ehlers in its efforts to comply with the Act and Rules and Regulations, Ehlers will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the Agreement.
- 5) That Ehlers will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Act and the Department's Rules and Regulations.

- 6) That Ehlers will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Act and the Department's Rules and Regulations.
 - 7) That Ehlers will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the Agreement obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this Agreement, Ehlers will be liable for compliance with applicable provisions of this clause by subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, Ehlers will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations;
- e. are in compliance with 775 ILCS 5/2-105(A)(4) by having in place and enforcing a written sexual harassment policy;
 - f. are in compliance with 30 ILCS 580/1 *et seq.* (Drug Free Workplace Act) by providing a drug-free workplace by:
 - (1) Publishing a statement:
 - (a) Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in Ehlers's workplace.
 - (b) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (c) Notifying the employee that, as a condition of employment on such Agreement, the employee will:
 - (i) abide by the terms of the statement; and
 - (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 - (2) Establishing a drug-free awareness program to inform employees about:

- (a) the dangers of drug abuse in the workplace;
 - (b) Ehlers's policy of maintaining a drug-free workplace;
 - (c) any available drug counseling, rehabilitation, and employee assistance program; and
 - (d) the penalties that may be imposed upon employees for drug violations.
- (3) Making it a requirement to give a copy of the statement required by subparagraph f.(1) to each employee engaged in the performance of the Agreement, and to post the statement in a prominent place in the workplace.
 - (4) Notifying the Village within ten (10) days after receiving notice under Subparagraph f.(1)(c) (ii) from any employee or otherwise receiving actual notice of such conviction.
 - (5) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5.
 - (6) Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place.
 - (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section;

g. that during the performance of this Agreement Ehlers will not maintain or provide for its employees any segregated facilities at any of its establishments, and not permit its employees to perform their services at any location, under its control, where segregated facilities' means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis or race, creed, color, or national origin because of habit, local custom, or otherwise; Ehlers (except where it has obtained identical certifications from proposed Subcontractors and material suppliers for specific time periods), obtain certifications in compliance with this subparagraph from proposed subcontractors or material suppliers prior to the award of a subcontract or the consummation of material supply agreements,

exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that Ehlers will retain such certifications in its files;

- h. that no Village of Willowbrook officer, spouse or dependent child of a Village of Willowbrook officer, agent on behalf of any Village of Willowbrook officer or trust in which a Village of Willowbrook officer, the spouse or dependent child of a Village of Willowbrook officer or a beneficiary is a holder of any interest in Ehlers; or, if Ehlers's stock is traded on a nationally recognized securities market, that no Village of Willowbrook officer, spouse or dependent child of a Village of Willowbrook officer, agent on behalf of any Village of Willowbrook officer or trust in which a Village of Willowbrook officer, the spouse or dependent child of a Village of Willowbrook officer or a beneficiary is a holder of more than one percent (1%) of Ehlers, but if any Village of Willowbrook officer, spouse or dependent child of a Village of Willowbrook officer, agent on behalf of any Village of Willowbrook officer or trust in which a Village of Willowbrook officer, the spouse or dependent child of a Village of Willowbrook officer or a beneficiary is a holder of less than one percent (1%) of Ehlers, Ehlers has disclosed to the Village of Willowbrook in writing the name(s) of the holder of such interest;
- i. that no officer or employee of the Village of Willowbrook has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from Ehlers in violation of the Willowbrook Village Code;
- j. that Ehlers has not given to any officer or employee of the Village of Willowbrook any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer in violation of the Willowbrook Village Code;
- k. that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person and that Ehlers and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are

not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person;

1. shall comply with the requirements of the Local Government Prompt Payment Act (50 ILCS 505/4 *et seq.*).
2. The remaining terms and provisions of the Agreement are in full force and effect and are not amended, altered or modified by this Addendum.

VILLAGE OF WILLOWBROOK

By: _____
Frank Trilla, Mayor

EHLERS & ASSOCIATES, INC.

By: _____
Maureen Barry, Vice President