

A G E N D A

REGULAR MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, FEBRUARY 28, 2011, AT 7:00 P.M. AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. OMNIBUS VOTE AGENDA
 - a. Waive Reading of Minutes (APPROVE)
 - b. Minutes - Regular Board Meeting - February 14, 2011 - (APPROVE)
 - c. Warrants - \$167,356.15 - February 28, 2011 - (APPROVE)
 - d. A Motion to Approve Application for a License to Hold a Raffle - Burr Ridge Park District - (APPROVE)

NEW BUSINESS

5. VISITOR'S BUSINESS (Public comment is limited to three minutes per person on agenda items only)

OLD BUSINESS

6. DELINQUENT WATER BILLS
7. MOTION TO APPROVE THIRD QUARTER FINANCIAL REPORT - FISCAL YEAR 2011
8. A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO PROVIDE HUMAN RESOURCE CONSULTING SERVICES - JOB DESCRIPTION UPDATE AND PERFORMANCE APPRAISAL TOOL PROJECTS, SIKICH LLP
9. COMMITTEE REPORTS
10. ATTORNEY'S REPORT
11. CLERK'S REPORT

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Village Board Revised Agenda

February 28, 2011

12. ADMINISTRATOR'S REPORT

13. PRESIDENT'S REPORT

14. EXECUTIVE SESSION

15. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 14, 2011 AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order at the hour of 7:00 p.m. by Village President Robert Napoli.

2. ROLL CALL

Those present at roll call were President Robert Napoli, Clerk Leroy Hansen, Trustees Umberto Davi, Terrence Kelly, Michael Mistele, and Paul Schoenbeck.

ABSENT: Trustee Baker.

Also present were Village Administrator Timothy Halik, Village Attorney William Hennessy, Chief of Police Mark Shelton, Deputy Chief Paul Oggerino, and Intern Garrett Hummel.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

President Napoli asked Trustee Mistele to lead everyone in saying of the Pledge of Allegiance.

4. MOTION

Board Advice and Consent to President's Appointment of Frank Trilla to Fill a Vacancy in the Office of Village Trustee.

MOTION: Made by Trustee Davi, seconded by Trustee Kelly to appoint Frank Trilla to fill a vacancy in the Office of Village Trustee.

Clerk Hansen gave the Oath of Office to Trustee Frank Trilla.

ROLL CALL VOTE: AYES: Trustees Kelly, Mistele, Davi, and Schoenbeck. NAYS: None. ABSENT: Baker.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (Approve)
- b. Minutes - Regular Board Meeting - January 24, 2011 (Approve)
- c. Warrants - February 14, 2011 - \$182,491.35 (APPROVE)

- d. Financial Monthly Report - February 14, 2011 - \$18,130,685.95 - (APPROVE)
- e. A Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code - (APPROVE)

President Napoli asked the Board if there was any item to be removed from the Omnibus Vote Agenda.

Trustee Trilla recused himself from Item 5c.

MOTION: Made by Trustee Davi, seconded by Trustee Mistele to approve the Omnibus Vote Agenda as amended.

ROLL CALL VOTE: AYES: Trustees Kelly, Mistele, Davi, and Trilla. Trustee Schoenbeck voted present on Items 5c. NAYS: None. ABSENT: Baker

MOTION DECLARED CARRIED

NEW BUSINESS

- 6. VISITOR'S BUSINESS (Public comment is limited to three minutes per person on agenda items only)

None present.

- 7. COMMITTEE REPORTS

- 8. Trustee Kelly had no report.
- 9. Trustee Mistele advised that the Municipal Service Committee approve the extension of two contracts for mowing and landscaping. Bidding of cleaning services for the village hall and police department is underway.
- 10. Trustee Davi advised he chaired his first Finance Committee meeting. President Napoli advised the Board that he has assigned Trustee Trilla to the Finance Committee.

Trustee Schoenbeck advised a "job-well done" for the Public Works Department during the recent storm.

- 11. ATTORNEY'S REPORT

Attorney Hennessy advised that he made inquiries to the Ethics Officer on the status of the Conflict of Interest issues. He advised that he had been contacted by the Attorney of the

subject of the inquiry. The Ethics Officer advised that this Thursday he would be interviewing the subject at his office. The Ethics Officer also received a letter from the subject's attorney inquiring on the charges or complaints that have been lodged against the subject. Attorney Hennessy will be providing the President with the language so that it can be placed in the hands of the Ethics Officer prior to the interview this Thursday.

*As a matter of record, this has been ongoing since October 2010. As far as the charges comply with requests for specifications of charges. Attorney Hennessy shared with the Board **Section 1-12-7 of the Code of Ethics**, where it states that any public servant or officer found to have violated any provisions of this Chapter is subject to discipline and censurer.*

Section 1-12-1 of the Code of Ethics states that all elected or appointed officers and all employees of the Village shall in relation to the position of public trust and employment, which they may occupy or maintain standards of ethical conduct set forth in this code. Such officers and employees shall at all times **segregate** their personal and private business interests from the performance of their duties and responsibilities as officers or employees of the Village to the end that the appearance of, as well as any actual conflict of interest does not exist.

Attorney Hennessy advised that in the beginning of the Code of Ethics violation issues, the Ethics Officer was asked to inquire if there was an appearance or an actual conflict of interest. When the Board referred the matter to the Ethics Officer for his findings on probable cause and sufficiency of evidence, President Napoli asked him basically to make findings relative to whether or not there is an appearance and/or a conflict of interest relative to those charges.

This provision is a key item of the Code of Ethics where the "mandate" of the Public Officer is to separate or keep apart his personal or private business interests from the performance of his/her duties of their office.

This is just one of seven allegations that have been made against the subject in question. If you look at **Section 1-12-3.1**, entitled Abstention, it states that every Public Servant should **abstain** from any official function or vote as it creates the appearance of impropriety. All the complaints or allegations that have been forwarded on to the Ethics Officer are based on

the segregation mandate and abstention mandate. Although, Attorney Hennessy believes this is very clear, he will forward a clarification letter to share with council for the subject. They will then move forward with an interview with the Ethics Officer. The Ethics Officer has stated this is the last item in his investigation and will then he will prepare his written findings of probable cause and issue of sufficiency.

12. CLERK'S REPORT

No Report.

13. ADMINISTRATOR'S REPORT

Administrator Halik provided a summary of the recent storm. He commended all village employees with their team efforts to get make the streets clear and safe for our residents.

Secondly, Chief Shelton provided an update on the Red Light Camera System. At the 75th Street location there has been a 40% decrease in accidents and a 36% decrease in rear-end accidents at 63rd Street. No tickets will be issued during the blizzard.

St. Baldrick's charitable event will be held on March 13, 2011 at the Kerry Piper. Numerous police officers will be once again shaving their heads for this worthwhile cause.

President Napoli thanked the office staff, public works staff and everyone who came in during the blizzard event.

14. PRESIDENT'S REPORT

No report.

15. EXECUTIVE SESSION

- A. 5ILCS 120/2(C)(21) Regarding the Discussion of the 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 5ILCS 120/2.06(d)

16. ADJOURNMENT

MOTION: Made by Trustee Davi, seconded by Trustee Kelly to adjourn the meeting at the hour of 7:23 p.m.

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Village Board Minutes
February 14, 2011

ROLL CALL VOTE: AYES: Trustees Kelly, Mistele, Davi, Trilla, and Schoenbeck NAYS: None; ABSENT: Baker.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 2011

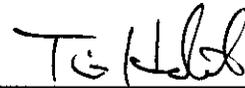
Village President

Minutes transcribed by Debbie Hahn.

WARRANTS

February 28, 2011

GENERAL CORPORATE FUND	-----	\$101,585.14
WATER FUND	-----	64,346.01
HOTEL/MOTEL TAX FUND	-----	1,425.00
TOTAL WARRANTS	-----	\$167,356.15



Tim Halik, Village Administrator

APPROVED:

Robert A. Napoli, Village President

VILLAGE OF WILLOWBROOK

RUN DATE: 02/23/11

BILLS PAID REPORT FOR FEBRUARY, 2011

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ACE STORE NO. 11 (17)	03/01 CK# 77053	\$45.76
410134/4 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	8.91
410173/4 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	18.87
410177/4 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	17.98
AFLAC (46)	03/01 CK# 77054	\$2,530.38
934375/FEB 2011 EMP DED PAY - AFLAC/ACCIDENT 01-210-217	01-210-217	597.78
934375/FEB 2011 EMP DED PAY - AFLAC/OTHER INS 01-210-218	01-210-218	1,932.60
AL WARREN OIL CO (2205)	03/01 CK# 77055	\$6,399.84
1647184 GASOLINE INVENTORY 01-190-126	01-190-126	3,921.41
1647185 GASOLINE INVENTORY 01-190-126	01-190-126	2,123.43
1648174 MAINTENANCE - GAS TANKS AND PUMPS 01-510-412	01-35-725-412	355.00
B GUNTHER & COMPANY INC. (163)	03/01 CK# 77057	\$25.00
78323 REIMB. EXPENSES - MEMORIAL PROGRAM 01-610-352	01-20-565-352	25.00
BLACK GOLD SEPTIC (208)	03/01 CK# 77058	\$310.00
49477 MAINTENANCE - PW BUILDING	01-35-725-418	310.00
KARYN A BYRNE (267)	03/01 CK# 77059	\$700.00
OCT 10 - JAN 11 CODE ENFORCEMENT INSPECTION 01-565-119	01-40-830-119	700.00
CHICAGO INTERNATIONAL TRUCKS, LLC (337)	03/01 CK# 77060	\$245.60
102116055 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	245.60
CHRISTOPHER B. BURKE (333)	03/01 CK# 77061	\$3,533.70
98637 PLAN REVIEW - PLANNER 01-15-520-257	01-15-520-257	2,587.20
98704 FEES - ENGINEERING 01-505-245	01-35-720-245	946.50
COMM ON ACCREDITATION FOR (367)	03/01 CK# 77062	\$4,363.00
2426 ACCREDITATION 01-451-202	01-30-630-202	4,363.00
COMMONWEALTH EDISON (370)	03/01 CK# 77063	\$836.19
0423085170FEB11 RED LIGHT - COM ED	01-30-630-248	51.19
0791026027FEB11 RED LIGHT - COM ED	01-30-630-248	41.04
4215105154FEB11 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	611.89
4403140110FEB11 ENERGY - STREET LIGHT 01-530-207	01-35-745-207	80.84
6863089003FEB11 RED LIGHT - COM ED	01-30-630-248	51.23
DUPAGE COUNTY TREASURER (497)	03/01 CK# 77064	\$250.00
8433/JAN 11 EDP-SOFTWARE 01-457-212	01-30-640-212	250.00
DUPAGE MATERIALS COMPANY (526)	03/01 CK# 77065	\$239.20
65234MB STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	239.20
DUPAGE MAYORS AND MGRS. CONF. (527)	03/01 CK# 77066	\$275.00
6552 SCHOOLS-CONFERENCE TRAVEL 01-420-304	01-10-455-304	275.00
H AND R CONSTRUCTION INC. (742)	03/01 CK# 77069	\$36,680.00
13948 SNOW REMOVAL CONTRACT 01-525-287	01-35-740-287	24,090.00
13949 SNOW REMOVAL CONTRACT 01-525-287	01-35-740-287	2,880.00
13950 SNOW REMOVAL CONTRACT 01-525-287	01-35-740-287	2,625.00
13951 SNOW REMOVAL CONTRACT 01-525-287	01-35-740-287	2,800.00
13952 SNOW REMOVAL CONTRACT 01-525-287	01-35-740-287	4,285.00
HOLIDAY INN WILLOWBROOK (804)	03/01 CK# 77071	\$126.26
39423 REIMB PERSONAL EXPENSE 01-501-306	01-35-710-306	126.26
HOME DEPOT COMMERCIAL (808)	03/01 CK# 77072	\$164.96
5020056 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	47.15
7025206 STREET & ROW MAINTENANCE 01-535-328	01-35-750-328	45.21
7025208 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	72.60

VILLAGE OF WILLOWBROOK

RUN DATE: 02/23/11

BILLS PAID REPORT FOR FEBRUARY, 2011

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
I.M.R.F. PENSION FUND (917)	03/01 CK# 77073	\$2,627.33
FEB 2011 SLEP PENSION 01-420-155	01-10-455-155	2,627.33
I.R.M.A. (966)	03/01 CK# 77074	\$994.33
JANUARY 2011 SELF INS - DEDUCTIBLE 01-460-273	01-30-645-273	994.33
ILLINOIS INSTITUTE FOR (884)	03/01 CK# 77075	\$159.00
EMNT DMAIN BK FEES DUES SUBSCRIPTIONS 01-420-307	01-10-455-307	159.00
IND. ELEC. SUPPLY OF HINSDALE (929)	03/01 CK# 77077	\$200.00
194378 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	200.00
JACK PHELAN DODGE (2285)	03/01 CK# 77078	\$998.10
1019202 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	998.10
LAKE HINSDALE VILLAGE HOA (1292)	03/01 CK# 77079	\$30.00
10-310 DUPLCTE BUILDING PERMITS 01-310-401	01-310-401	30.00
LASERCRAFT INC (2300)	03/01 CK# 77080	\$22,475.00
195/JAN 2011 RED LIGHT CAMERA FEES 01-30-630-247	01-30-630-247	22,475.00
LINDCO EQUIPMENT SALES INC (1153)	03/01 CK# 77081	\$473.70
20110345-P MAINTENANCE - EQUIPMENT 01-525-411	01-35-740-411	437.03
20110361-P MAINTENANCE - EQUIPMENT 01-525-411	01-35-740-411	36.67
LONG MARK (1165)	03/01 CK# 77082	\$52.85
2011 UNFRMS UNIFORMS 01-451-345	01-30-630-345	52.85
MARQUARDT & BELMONTE P.C. (2259)	03/01 CK# 77084	\$555.00
3893-JAN 2011 RED LIGHT ADJUDICATOR 01-30-630-246	01-30-630-246	555.00
MEADE ELECTRIC COMPANY (1236)	03/01 CK# 77085	\$377.56
649236 MAINTENANCE - STREET LIGHTS 01-530-223	01-35-745-223	377.56
NORTH AMERICAN SALT CO (1372)	03/01 CK# 77087	\$1,806.06
70641867 OPERATING SUPPLIES 01-540-331	01-35-755-331	1,806.06
ORKIN EXTERMINATING (1439)	03/01 CK# 77088	\$66.54
D2604360 FEB 11 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	66.54
PCS INTERNATIONAL (2201)	03/01 CK# 77089	\$994.17
125923 E D P EQUIPMENT 01-445-641	01-10-485-641	926.58
125925 OPERATING SUPPLIES 01-25-615-331	01-25-615-331	67.59
PETTY CASH C/O TIM HALIK (1492)	03/01 CK# 77090	\$136.66
11-1081 CONFIDENTIAL FUNDS 01-470-339	01-30-655-339	50.00
11-1081 SCHOOLS CONFERENCE TRAVEL 01-551-304	01-40-810-304	20.00
2/23/11 SCHOOLS-CONFERENCE TRAVEL 01-420-304	01-10-455-304	23.32
2/23/11 BUILDING MAINTENANCE SUPPLIES 01-405-351	01-10-466-351	19.52
2/23/11 SCHOOLS-CONFERENCE TRAVEL 01-451-304	01-30-630-304	23.82
PUBLIC SAFETY DIRECT INC (2309)	03/01 CK# 77091	\$173.00
21771 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	173.00
RADIO SHACK CORPORATION (1573)	03/01 CK# 77092	\$24.99
279254 OPERATING EQUIPMENT 01-451-401	01-30-630-401	24.99
LORI RINELLA (2204)	03/01 CK# 77093	\$164.50
2011 UNFRMS UNIFORMS 01-451-345	01-30-630-345	164.50
RUTLEDGE PRINTING CO. (1648)	03/01 CK# 77094	\$62.37
107436 OFFICE SUPPLIES 01-551-301	01-40-810-301	62.37
SIGNS NOW (1717)	03/01 CK# 77096	\$36.10
195-39878 OFFICE SUPPLIES 01-05-410-301	01-05-410-301	18.05
SN195-39878 OFFICE SUPPLIES 01-25-610-301	01-25-610-301	18.05

VILLAGE OF WILLOWBROOK

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GENERAL CORPORATE FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SIKICH LLP (1722)	03/01 CK# 77097	\$7,176.00
124107/1-5-2/4 CONSULTING FEES	01-10-471-253	7,176.00
SOUTHWEST UNITED FIRE DISTRICTS (1749)	03/01 CK# 77098	\$806.91
10/11-1329 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	806.91
SUBURBAN BUILDING OFFICIALS (1807)	03/01 CK# 77099	\$440.00
CONF HALIK SCHOOLS CONFERENCE TRAVEL 01-551-304	01-40-810-304	440.00
T & R TOWING (1888)	03/01 CK# 77100	\$250.00
961321 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	250.00
TOM & JERRY'S SHELL SERVICES (1883)	03/01 CK# 77101	\$3,321.68
26694 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	24.95
43614 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	20.40
43616 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	585.38
43639 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
43641 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	232.94
43649 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	24.95
43685 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	126.94
43687 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	107.05
43692 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	322.29
43694 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
43710 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	71.30
43716 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	26.46
43726 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	771.62
43728 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	45.85
43742 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	25.45
43746 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	677.98
43748 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	45.85
43754 MAINTENANCE - VEHICLES 01-451-409	01-30-630-409	161.37
UNIFIRST (1926)	03/01 CK# 77102	\$208.50
0610568789 MAINTENANCE - BUILDING 01-405-228	01-10-466-228	163.55
0610568945 MAINTENANCE - PW BUILDING	01-35-725-418	44.95
WAREHOUSE DIRECT (2002)	03/01 CK# 77103	\$96.53
1025429-0 OFFICE SUPPLIES 01-451-301	01-30-630-301	96.53
WESTOWN AUTO SUPPLY COMPANY (2026)	03/01 CK# 77104	\$39.85
34712 MAINTENANCE - VEHICLES 01-520-409	01-35-735-409	39.85
ZAZZO'S PIZZERIA (2124)	03/01 CK# 77105	\$113.52
1/11 & 2/1/11 REIMB PERSONAL EXPENSE 01-501-306	01-35-710-306	113.52
TOTAL GENERAL CORPORATE FUND		\$101,585.14

VILLAGE OF WILLOWBROOK

BILLS PAID REPORT FOR FEBRUARY, 2011

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WATER FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ALARM DETECTION SYSTEMS INC (61)	03/01 CK# 77056	\$493.65
92825MAR/MAY 11 REPAIR, MAINTENANCE-STANDPIPE, PUMP	02-50-425-485	151.26
94593MAR/MAY 11 REPAIR, MAINTENANCE-STANDPIPE, PUMP	02-50-425-485	151.26
94594MAR/MAY 11 REPAIR, MAINTENANCE-STANDPIPE, PUMP	02-50-425-485	191.13
COMMONWEALTH EDISON (370)	03/01 CK# 77063	\$2,110.66
4651111049FEB11 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	1,019.50
5071072051FEB11 ENERGY - ELECTRIC PUMP 02-420-206	02-50-420-206	1,091.16
DUPAGE WATER COMMISSION (521)	03/01 CK# 77067	\$60,325.75
9047/JAN 11 PURCHASE OF WATER 02-420-575	02-50-420-575	60,325.75
ENVIRO TEST INC (555)	03/01 CK# 77068	\$87.50
11-128213JAN 11 SAMPLING ANALYSIS 02-420-362	02-50-420-362	87.50
HACH CHEMICAL COMPANY (745)	03/01 CK# 77070	\$486.45
309544624 CHEMICALS 02-420-361	02-50-420-361	486.45
M.E. SIMPSON COMPANY INC (1235)	03/01 CK# 77083	\$225.00
20895 LEAK SURVEYS 02-430-276	02-50-430-276	225.00
NORLAB INC (1374)	03/01 CK# 77086	\$267.00
67868 CHEMICALS 02-420-361	02-50-420-361	267.00
SCOTT CONTRACTING INC (1682)	03/01 CK# 77095	\$350.00
418 WATER DISTRIBUTION REPAIR-MAINTENAN	02-50-430-277	350.00
TOTAL WATER FUND		\$64,346.01

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VILLAGE OF WILLOWBROOK
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HOTEL/MOTEL TAX FUND

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ILLINOIS RESTAURANT ASSN. (908)	03/01 CK# 77076	\$1,425.00
2946 WINE & DINE INTELLIGENTLY 03-436-378	03-53-436-378	1,425.00
TOTAL HOTEL/MOTEL TAX FUND		\$1,425.00

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VILLAGE OF WILLOWBROOK
BILLS PAID REPORT FOR FEBRUARY, 2011

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SUMMARY ALL FUNDS

BANK ACCOUNT	DESCRIPTION	AMOUNT	
01-110-105	GENERAL CORPORATE FUND-CHECKING - 0010330283	101,585.14	*
02-110-105	WATER FUND-CHECKING 0010330283	64,346.01	*
03-110-105	HOTEL/MOTEL TAX FUND-CHECKING 0010330283	1,425.00	*
TOTAL ALL FUNDS		167,356.15	**

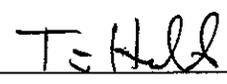
VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A MOTION TO APPROVE APPLICATION FOR A LICENSE TO HOLD A RAFFLE – BURR RIDGE PARK DISTRICT

AGENDA NO. 4d**AGENDA DATE:** 02/28/11**STAFF REVIEW:** Debbie Hahn**SIGNATURE:** **LEGAL REVIEW:** N/A**SIGNATURE:** N/A**RECOMMENDED BY VILLAGE ADMIN.:****SIGNATURE:** **REVIEWED & APPROVED BY COMMITTEE:** YES N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

The Burr Ridge Park District has submitted an application to hold a raffle at their annual fund raising event. This event will be held on May 15, 2011 at the Ashton Place, 341 W. 75th Street, Willowbrook, Illinois.

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

The President and Board of Trustees have approved their application in previous years.

ACTION PROPOSED: Approve Application to hold a Raffle.

The Village of

WILLOWBROOK

7760 Quincy Street • Willowbrook, Illinois 60527-5594 • Phone: (630) 323-8215 • Fax: (630) 323-0787

Village President

Robert A. Napoli

APPLICATION FOR LICENSE TO HOLD A RAFFLE

Village Clerk

Leroy R. Hansen

1. Name, age and address of the applicant in the case of an individual or in such other case of the duly authorized representative of the applicant, the date of incorporation of any corporation, the date of formation of any other organization, the object for which an organization or corporation was formed, the names and addresses of the officers and directors of any organization or corporation.

Village Trustees

Dennis Baker

Terrence Kelly

Timothy McMahon

Michael Mistele

Sandra O'Connor

Paul Schoenbeck

Name JAMIE JANUSZ Address 15W400 HARVESTMAN Age
BURN RIDGE FL
FOR THE BURN RIDGE PARK DISTRICT

Date of incorporation, if ~~corporation~~ LOCAL GOVERNMENT 1977

Date of formation of organization: SAME

Object for which organization or corporation was formed: PARK DISTRICT

2. The area or areas within the Village in which raffle chances will be sold or issued and the time period during which raffle chances will be sold or issued.

ASHTON PLACE 2 PM - 5 PM

3. The date on which the drawing is to be held

MAY 15 2011

4. The place at which the drawing is to be held.

ASHTON PLACE

5. Has the applicant ever been convicted of a felony and been disqualified to receive a license by reason of any matter or thing contained in Chapter 3-17 of the Village of Willowbrook Code of Ordinances, laws of the State or of the United States of America.

Yes: _____

No: _____

If yes, explain: _____

6. The aggregate retail value of all prizes or merchandise awarded by the licensee in a single raffle.

_____ *\$ 5,000.00* _____

7. The maximum retail value of each prize awarded by the licensee in a single raffle.

_____ *VARIES* _____

8. The maximum price which may be charged for each raffle chance issued or sold.

_____ *\$ 10 PER TICKET* _____

9. Has a previous license issued by any state or subdivision thereof or by the Federal government ever been revoked:

Yes: _____

No: _____

If yes, state reasons: _____

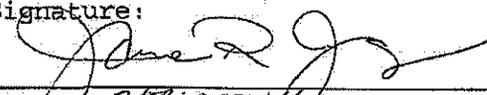
10. Affirm that the applicant will not violate any of the laws of the State or of the United States or any ordinances of this Village in the conduct of raffles.

_____ *[Signature]* _____

11. Affirm that the applicant will not allow gambling devices or gambling on the premises where the drawing will be held.

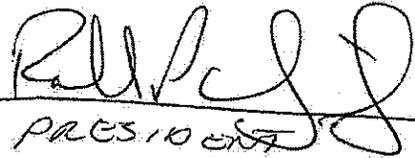
12. Attach a sworn statement attesting to the not-for-profit character of the prospective licensee organization signed by the presiding officer and secretary of that organization.

Signature:


SECRETARY

Date

2/14/11


PRESIDENT



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

January 27, 2011

Village President

Robert A. Napoli

Mr. & Mrs. Perry Bateman
300 - 60th Ct
Willowbrook Il 60527

Village Clerk

Leroy R. Hansen

Re: Account No. 352280.001
Delinquent Water Bill

Dear Mr. & Mrs. Bateman:

Village Trustees

Dennis Baker

Umberto Davi

Terrence Kelly

Michael Mistele

Sandra O'Connor

Paul Schoenbeck

Please be advised that your water bill is now delinquent in the amount of \$61.35. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before February 28, 2011, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

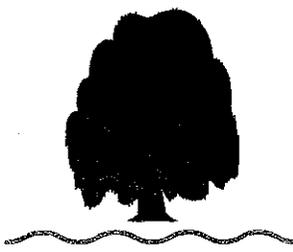
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, Il 60527 or call 920-2238 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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January 27, 2011

Village President

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Village Trustees

Dennis Baker

Umberto Davi

Terrence Kelly

Michael Mistele

Sandra O'Connor

Paul Schoenbeck

Estate of Dean Campbell
25 Kyle Court
Willowbrook Il 60527

Re: Account No. 350495.000
Delinquent Water Bill

Dear Sir:

Please be advised that your water bill is now delinquent in the amount of \$130.21. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before February 28, 2011, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

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If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



Village of Willowbrook

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Willowbrook, IL 60527-5594

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January 27, 2011

Village President

Robert A. Napoli

Ms. Kathleen Errion
368 65th St
Willowbrook II 60527

Village Clerk

Leroy R. Hansen

Re: Account No. 352710.000
Delinquent Water Bill

Dear Ms. Errion:

Village Trustees

Dennis Baker

Umberto Davi

Terrence Kelly

Michael Mistele

Sandra O'Connor

Paul Schoenbeck

Please be advised that your water bill is now delinquent in the amount of \$158.31. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before February 28, 2011, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 920-2238 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



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January 27, 2011

Village President

Robert A. Napoli

Mr. Michael Klicpera
6544 Tennessee Ave
Willowbrook IL 60527

Village Clerk

Leroy R. Hansen

Re: Account No. 352980.001
Delinquent Water Bill

Dear Mr. Klicpera:

Village Trustees

Dennis Baker

Umberto Davi

Terrence Kelly

Michael Mistele

Sandra O'Connor

Paul Schoenbeck

Please be advised that your water bill is now delinquent in the amount of \$98.75. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before February 28, 2011, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 920-2238 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

January 27, 2011

Village President

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Village Trustees

Dennis Baker

Umberto Davi

Terrence Kelly

Michael Mistele

Sandra O'Connor

Paul Schoenbeck

Mr. Kevin Mc Carthy
5918 Clarendon Hills Rd
Willowbrook Il 60527

Re: Account No. 352300.005
Delinquent Water Bill

Dear Mr. Mc Carthy:

Please be advised that your water bill is now delinquent in the amount of \$190.26. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before February 28, 2011, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, Il 60527 or call 920-2238 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



Village of Willowbrook

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Willowbrook, IL 60527-5594

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January 27, 2011

Village President

Robert A. Napoli

Mr. Daniel Mitchell
365 65th St
Willowbrook IL 60527

Village Clerk

Leroy R. Hansen

Re: Account No. 352705.001
Delinquent Water Bill

Dear Mr. Mitchell:

Village Trustees

Dennis Baker

Umberto Davi

Terrence Kelly

Michael Mistele

Sandra O'Connor

Paul Schoenbeck

Please be advised that your water bill is now delinquent in the amount of \$74.58. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before February 28, 2011, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 920-2238 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

January 27, 2011

Village President

Robert A. Napoli

Mr. Kevin Vahey
6420 Western Ave
Willowbrook IL 60527

Village Clerk

Leroy R. Hansen

Re: Account No. 352725.002
Delinquent Water Bill

Dear Mr. Vahey:

Please be advised that your water bill is now delinquent in the amount of \$98.82. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before February 28, 2011, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

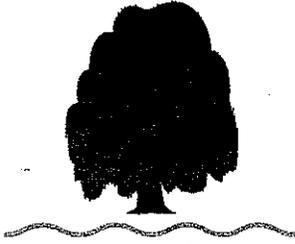
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 920-2238 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp



Village of Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

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

January 27, 2011

Village President

Robert A. Napoli

Village Clerk

Leroy R. Hansen

Village Trustees

Dennis Baker

Umberto Davi

Terrence Kelly

Michael Mistele

Sandra O'Connor

Paul Schoenbeck

Worldwide Transmission Group
585 Executive Dr
Willowbrook IL 60527

Re: Account No. 410210.004
Delinquent Water Bill

Dear Sir or Madam:

Please be advised that your water bill is now delinquent in the amount of \$365.64. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before February 28, 2011, will result in the immediate termination of your water service.

Should your water service be terminated, Section 6-8-8 of the Village Code provides that a \$70.00 non-refundable reinstatement fee be charged. Said \$70.00 reinstatement fee shall be paid in addition to all delinquent bills and all penalties thereon before water service will be reinstated.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the President and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 7760 Quincy Street, Willowbrook, IL 60527 or call 920-2238 not later than five (5) days prior to the scheduled termination date.

If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services

TJH:pkp

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: MOTION TO APPROVE THIRD QUARTER FINANCIAL REPORT – FISCAL YEAR 2011

AGENDA NO. 7

AGENDA DATE: 2/28/2011

STAFF REVIEW: Carrie Dittman,
Interim Director of Finance

SIGNATURE: Carrie Dittman

LEGAL REVIEW: N/A

SIGNATURE: N/A

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 PERTINENT HISTORY)

Attached is the 3rd Quarter report for the Village's General Fund.

Highlights of the General Fund revenues and expenditures for the period ending January 31, 2011 and projections for April 30, 2011 are attached. Fund balance information and the number of days operating expense in fund balance are also attached.

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

See attached report

ACTION PROPOSED:

APPROVAL OF THIRD QUARTER FINANCIAL REPORT – FISCAL YEAR 2011

February 28, 2011

MEMO TO: President and Board of Trustees

FROM: Carrie Dittman, Interim Director of Finance

SUBJECT: Quarterly Financial Reports - Third Quarter Fiscal 2011

Attached please find **General Fund** financial reports for the third quarter of fiscal year 2011 (November 2010 - January 2011).

Third Quarter Revenue Highlights

Revenues for the General Fund are projected to come in about 6.7% greater than budgeted. The majority of revenue sources are on track or slightly above budgeted amounts.

- **Sales Tax** - To date sales tax receipts are coming in about 5.5% above budget. This accounts for about 33% of the projected 6.7% increase in overall General Fund revenues.
- **Income Tax** - Income tax receipts are trending about 1.5% above the budgeted amount (estimated receipts of \$697,000 versus the budgeted amount of \$686,000). However, on a year-to-date basis, receipts are 2% lower than the same period last year.

From a timing perspective the State of Illinois continues to remain 4-5 months behind on distributions. The Illinois Municipal League is of the opinion that receipts will continue to be distributed to municipalities but the lag time will remain throughout the year. 2 payments were received in January 2011.

- **Utility Tax** - To date utility tax receipts are coming in about 5% above budget.
- **Places of Eating Tax** - To date places of eating tax receipts are coming about 3% above budget.
- **Red Light Fines** - Red light fine receipts to date are about \$543,000 versus the budgeted amount of \$484,400; the projected April 30, 2011 revenue is \$584,400, and the increase accounts for approximately 20% of the projected 6.7% increase in overall General Fund revenues.
- **Building Permits** - Permit revenue to date is \$171,000 compared to \$103,500 budgeted, however due to the difficulty in predicting this revenue source, April 30, 2011 projected revenue is a conservative \$175,000, approximately.
- **Federal/State Grants** - Exceeds budget due primarily to a \$50,000 grant received in late January from the state of IL for reimbursement of lighting expenses at Rt. 83 and Plainfield Rd.

Third Quarter Expenditure Highlights

Total expenditures for the General Fund are projected to come in about \$71,000 below the budgeted amount of \$7.3 Million based on the following:

Decrease in Expenditures

- Administration Dept (Financial Auditing): Budget includes \$110,000 for Village Administrator consulting services. Staff estimates spending \$55,000.
- Board of Police Commissioners (Administration) & Administration Dept (Legal Services): Reduced spending on Village attorney fees based on current trend and reduced spending on labor attorney fees based on decision to not challenge the Sergeant/Commander unionization.
- Police Dept: Projected to be under budget by \$71,000, due to one patrol officer position that was not filled and savings on clerical salaries (this offsets increases such as red light camera related fees).
- Public Works Dept (Storm Water Improvements): Projected to be under budget by about \$21,000 due to savings on site improvements (ditching) and tree maintenance.

Increase in Expenditures

- Village Board & Clerk: Payments for Village anniversary celebration (\$8,500) were not budgeted, however are offset by donation revenue.
- Administration Dept (General Mgt): Clerical salaries are expected to be about \$41,000 over budget based on the one-time voluntary separation and accumulated vacation and sick leave payout for an employee that retired. Also, Town Center sales tax rebate payment was \$20,000 over budget but is directly related to better than expected sales tax revenues.
- Police Dept (Administration): Red light related expenditures are projected to be \$18,000 greater than budget.
- Public Works Dept (Snow Removal): Projected to be \$20,000 over budget based on the unusually heavy snowfalls this winter.
- Building Dept (Engineering): Expenditures for plan review of building code and drainage engineer exceeded budget by about \$15,500.

Based on the trends in the first nine months of the fiscal year the Village appears to be on track to meet or exceed budget.

If you have any questions, please feel free to contact me.

**Village of Willowbrook
General Fund
Quarterly
Projection of Revenues and Expenditures
As of April 30, 2011**

	Approved <u>Budget</u>	Estimated as of <u>4/30/2011</u>	Over (Under) <u>Budget</u>
Fund Balance - May 1, 2010	\$ 3,328,323	\$ 3,827,541 ¹	\$ 499,218
Revenue	7,516,455	8,021,803	505,348
Operating Expenses	7,196,970	7,123,409	(73,561)
Capital Expenses	112,765	114,958	2,193
Total Expenses	<u>7,309,735</u>	<u>7,238,367</u>	<u>(71,368)</u>
Net Surplus (Deficit)	<u>206,720</u>	<u>783,436</u>	<u>576,716</u>
Fund Balance - April 30, 2011	<u>\$ 3,535,043</u>	<u>\$ 4,610,977</u>	<u>\$ 1,075,934</u>
Number of days of Operating Expense - General Fund	179	236	
Operating expense per day - General Fund	\$ 19,718	\$ 19,516	

¹ Actual balance per April 30, 2010 audit report.

**VILLAGE OF WILLOWBROOK
GENERAL FUND REVENUES
FOR THE QUARTER ENDED
JANUARY 31, 2011**

<u>Source</u>	<u>Budget</u>	<u>Year to Date 1/31/2011</u>	<u>Percent Collected</u>	<u>Projected 4/30/2011</u>
Operating Revenue:				
Property Taxes	\$ 154,200	\$ 157,486	102.13%	\$ 157,500
Sales Tax	3,121,250	2,453,464	78.61%	3,290,000
Income Tax	686,000	537,980	78.42%	697,000
Amusement Tax	90,000	62,503	69.45%	84,600
Replacement Tax	1,000	1,132	113.20%	1,135
Utility Tax	1,150,000	874,166	76.01%	1,211,000
Utility Tax - Water System	97,200	70,756	72.79%	95,256
Telecommunication Lease	28,285	28,285	100.00%	28,285
Places of Eating Tax	404,500	314,422	77.73%	418,000
Licenses	99,770	106,571	106.82%	108,285
Permits	103,500	171,083	165.30%	175,085
Fines	200,000	148,668	74.33%	200,000
Red Light Fines	484,400	543,564	112.21%	584,400
Transfers - Other Funds	411,820	310,704	75.45%	411,820
Charges & Fees	50,300	32,138	63.89%	41,617
Park & Recreation Revenues	41,589	33,053	79.48%	49,461
Other Revenues	362,641	317,879	87.66%	438,359
Total Operating Revenues	<u>7,486,455</u>	<u>6,163,854</u>	<u>82.33%</u>	<u>7,991,803</u>
Non-Operating Revenue:				
Interest Income/Market Value Change	<u>30,000</u>	<u>22,617</u>	<u>75.39%</u>	<u>30,000</u>
Total Non-Operating Revenue	<u>30,000</u>	<u>22,617</u>	<u>75.39%</u>	<u>30,000</u>
TOTAL GENERAL FUND REVENUES	<u>\$ 7,516,455</u>	<u>\$ 6,186,471</u>	<u>82.31%</u>	<u>\$ 8,021,803</u>

**VILLAGE OF WILLOWBROOK
GENERAL FUND EXPENDITURES
FOR THE QUARTER ENDED JANUARY 31, 2011**

Program Area	Budget	Year to Date 1/31/2011	Percent Spent	Projected 4/30/2011
Village Board & Clerk.:				
General Management	\$ 39,304	\$ 26,519	67.47%	\$ 39,376
Community Relations	500	9,220	1844.00%	9,230
Capital Improvement	0	0	0.00%	0
Contingencies	0	0	0.00%	0
Total Village Board & Clerk	39,804	35,739	89.79%	48,606
Board of Police Comm:				
BPC Administration	12,750	2,860	22.43%	2,869
Other	10,500	8,972	85.45%	8,975
Contingencies	0	0	0.00%	0
Total Commissions	23,250	11,832	50.89%	11,844
Administration Dept.:				
General Management	445,256	475,307	106.75%	511,411
Electronic Data Processing	3,900	4,922	126.21%	5,060
Buildings	46,880	36,859	78.62%	47,240
Legal Services	150,000	72,918	48.61%	122,265
Financial Auditing	110,000	30,398	27.63%	55,000
Community Relations	5,260	3,571	67.89%	6,000
Risk Management	204,762	207,872	101.52%	207,872
Capital Improvement	7,475	3,463	0.00%	7,665
Contingencies	0	0	0.00%	0
Total Administration Dept.	973,533	835,310	85.80%	962,513
Planning:				
General Management	44,048	31,629	71.81%	42,293
Electronic Data Processing	2,500	2,425	97.00%	2,925
Engineering	65,500	60,132	91.80%	75,920
Risk Management	2,500	0	0.00%	0
Capital Improvement	513	622	121.25%	622
Contingencies	0	0	0.00%	0
Total Planning	115,061	94,808	82.40%	121,760
Parks and Recreation Dept.:				
Administration	92,735	67,941	73.26%	87,723
Electronic Data Processing	0	0	0.00%	0
Risk Management	2,500	0	0.00%	2,500
Landscaping	79,365	53,565	67.49%	72,200
Maintenance	35,185	26,908	76.48%	33,438
Summer Program	16,698	9,291	55.64%	14,800
Fall Program	7,700	5,313	69.00%	10,400
Winter Program	12,360	5,550	44.90%	11,600
Special Rec. Services	49,500	33,530	67.74%	47,530
Capital Improvement	56,650	56,950	100.53%	56,989
Contingencies	0	0	0.00%	0
Total Parks and Recreation	352,693	259,048	73.45%	337,180

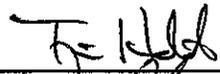
**VILLAGE OF WILLOWBROOK
GENERAL FUND EXPENDITURES
FOR THE QUARTER ENDED JANUARY 31, 2011**

Program Area	Budget	Year to Date 1/31/2011	Percent Spent	Projected 4/30/2011
Finance Dept.:				
General Management	\$ 272,642	\$ 231,037	84.74%	\$ 266,017
Electronic Data Processing	28,760	24,276	84.41%	29,475
Financial Auditing	23,800	20,500	86.13%	20,500
Capital Improvement	885	1,052	118.87%	1,055
Contingencies	0	0	0.00%	0
Total Finance Dept.	326,087	276,865	84.91%	317,047
Police Department:				
Administration	4,205,256	3,078,862	73.21%	4,134,315
Electronic Data Processing	7,000	2,476	35.37%	5,000
Risk Management	12,500	2,669	21.35%	7,700
Patrol Service	3,500	3,818	109.09%	10,975
Investigative Services	1,250	344	27.52%	500
Traffic Safety	4,515	3,010	66.67%	4,515
E S D A Coordination	556	541	97.30%	556
Crime Prevention	5,500	1,716	31.20%	5,500
Telecommunications	256,001	192,001	75.00%	256,001
Capital Improvement	47,242	27,172	57.52%	47,242
Total Police Department	4,543,320	3,312,609	72.91%	4,472,304
Public Works Department:				
Administration	273,965	215,999	78.84%	282,756
Electronic Data Processing	3,220	2,471	76.74%	4,140
Engineering	46,750	32,657	69.85%	46,750
Building	4,000	7,215	180.38%	8,200
Risk Management	0	0	0.00%	0
Equipment Repair	16,450	12,195	74.13%	16,450
Snow Removal	51,160	19,617	38.34%	71,160
Street Lighting	27,888	20,326	72.88%	27,888
Storm Water Improvements	132,359	82,928	62.65%	111,436
Street Maintenance	124,384	90,020	72.37%	123,167
Nuisance Control	30,231	30,324	100.31%	30,324
Capital Improvement	620	757	122.10%	760
Total Public Works Dept.	711,027	514,509	72.36%	723,031
Building Dept.:				
Administration	148,397	114,423	77.11%	151,192
Electronic Data Processing	2,550	18	0.71%	2,550
Engineering	47,500	43,921	92.47%	63,080
Risk Management	0	0	0.00%	0
Inspection Services	26,000	20,772	79.89%	26,635
Capital Improvement	513	622	121.25%	625
Total Building Dept	224,960	179,756	79.91%	244,082
TOTAL GENERAL FUND	\$ 7,309,735	\$ 5,520,476	75.52%	\$ 7,238,367

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO PROVIDE HUMAN RESOURCE CONSULTING SERVICES – JOB DESCRIPTION UPDATE AND PERFORMANCE APPRAISAL TOOL PROJECTS, SIKICH LLP	AGENDA NO. 8 AGENDA DATE: <u>02/28/11</u>
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STAFF REVIEW: Tim Halik, Village Administrator	SIGNATURE: 
LEGAL REVIEW: William Hennessy, Village Attorney	SIGNATURE: 
RECOMMENDED BY: Tim Halik, Village Administrator	SIGNATURE: 
REVIEWED & APPROVED BY COMMITTEE: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	

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

On October 12, 2009 the Village Board accepted a proposal from Sikich LLP to conduct an analysis of the Human Resource (H.R.) function of the Village. The assessment was conducted in February 2010 and focused on current personnel processes and compliance with applicable employment laws. Upon completion, the final report was presented to the Village Board on August 9, 2010. The Executive Summary within the report contained a series of recommendations including: the need to update the Village Personnel Manual, the need to revise current job descriptions, and the need to rework the non-union annual performance evaluation tool.

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

On January 10, 2011, the Village Board adopted a resolution accepting a proposal from Sikich to update the Village Personnel Manual. This project is now underway. The remaining H.R. projects to be completed include the revision of current job descriptions and reworking of the annual employee performance evaluation tool. We have asked Sikich to provide a proposal (copy attached) to complete these projects. The cost for Sikich H.R staff to revise the job descriptions is \$6,375 and the cost for them to rework the Village performance evaluation tool is \$4,650.

The FY 10/11 Budget included \$110,000 in consulting fees primarily intended for Sikich to provide interim administrator services to the Village. The use of Sikich in this capacity was discontinued in July 2010. Therefore, approximately \$80,000 remains in this line that can be used to complete these two (2) projects. Staff would recommend that these projects be completed now, rather than budgeting for them next year.

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>UNEXPENDED</u>
GenFnd.	01-10-471-253	Admin. – Consulting Fees	\$79,601.50

ACTION PROPOSED:

Adopt the Resolution.

RESOLUTION NO. 11-R-_____

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO PROVIDE HUMAN RESOURCE CONSULTING SERVICES – JOB DESCRIPTION UPDATE AND PERFORMANCE EVALUATION TOOL PROJECTS, SIKICH LLP

BE IT RESOLVED by the President and Board of Trustees of the Village of Willowbrook, Du Page County, Illinois, that the Village hereby accepts a proposal provided by Sikich LLP to provide human resource consulting services to the Village to: 1) update Village job descriptions, and 2) rework the Village employee annual performance appraisal tool, and that the Village President and Village Clerk are hereby authorized to sign the Proposal attached hereto and incorporated herein as Exhibit "A".

ADOPTED and APPROVED this 28th day of February, 2011.

APPROVED:

Village President

ATTEST:

Village Clerk

ROLL CALL VOTE: AYES: _____

NAYS: _____

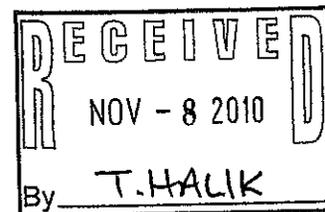
ABSTENTIONS: _____

ABSENT: _____

EXHIBIT "A"

**Proposal for
Human Resource
Consulting Services**

Presented to:
Village of Willowbrook
Tim Halik, Village Administrator
Sue Stanish, Director of Finance
November 7, 2010



EXECUTIVE SUMMARY

We appreciate this opportunity to present the Village of Willowbrook with a proposal to provide Human Resource consulting services. We believe our qualifications and experience are particularly well-suited for this type of engagement. Sikich operates through several service areas, each of which excel in a specific practice area to help clients meet the varied challenges they face, regardless of where they may be in their life cycle.

Sikich provides a full range of professional services and business advisory support to organizations throughout the Midwest:

Accounting & Consulting	Technology
Tax Services	Accounting Software & Support
Human Resource Consulting	Corporate Finance
Entrepreneurial Services	Retirement Plan Services
Marketing	Wealth Management

As a firm dedicated to providing exceptional service, we understand your unique requirements and take pride on promptly responding to your needs. Please refer to page 2 for more detailed information on why Sikich is a great fit for the Village of Willowbrook.

Village of Willowbrook

SCOPE OF SERVICES

Based on a recent conversation with Tim Halik and Sue Stanish, Sikich makes the following recommendations to support the HR function at the Village of Willowbrook. Each of the projects are outlined and priced separately to allow maximum flexibility with regards to timing and selection of projects.

HR SUBSCRIPTION

The Sikich subscription service provides client companies with telephone access to experienced human resource professionals who help clients deal with a variety of human resource issues and employee relations' challenges. Each client is assigned a designated contact who typically has 10 plus years of human resource experience in public and private entities. This individual will effectively become part of your HR team, tuned in to your issues and concerns.

While subscriptions can be tailored to meet the specific needs of the organization, the basic subscription includes five hours of telephone/research time per quarter (for a total of 20 hours per 12 month period). Other uses for the subscription may include:

- Revision of current employment application
- Exit interviews and summary feedback on a quarterly basis

As an aid to client organizations, Sikich provides the following tools as part of the subscription service:

- Employment Law Overview including threshold employee levels and penalties for non-compliance
- Best Practices in HR Overview to help you benchmark key HR opportunities
- Individualized Planning Tool including a review of activities/progress over the previous three quarters and identification of priorities moving forward

Additional hours may be purchased as required.

Timetable for Delivery of Services

The subscription can begin at the discretion of the client and will run for twelve consecutive months. Each subscription commitment is for a twelve-month period and will be billed quarterly.

Other Recommendations

During the course of the subscription period, Sikich may have additional recommendations based on the types of questions and issues being discussed.

Job Descriptions

Sikich will review up to 30 existing job descriptions along with information obtained during an organization assessment with Sikich's Government Services Team. As much as possible, Sikich will use information obtained during interviews with Larry Maholland and Megan Pierce in order to keep the Village costs lower.

During this review, Sikich will determine what information is missing and develop a questionnaire to gather missing information from employees. Again, information already

Village of Willowbrook

obtained during Larry and Megan's work will be utilized as much as possible. It is anticipated that this questionnaire will be completed electronically.

Sikich will develop a draft job description for each position, containing critical job information along with other recommended information including experience, education and physical/ADA requirements.

The drafts will be presented to department heads and supervisors for review and comment. Sikich will incorporate additional comments into the draft and finalize.

Timetable for Delivery of Services

The project can begin at the client's discretion. A specific timetable will be developed upon agreement to move forward.

Performance Appraisal Tool

Sikich makes the following recommendations to design the Village of Willowbrook's performance appraisal tool.

In preparation for the development of these tools, Sikich will work with the Village's executive team to determine competencies and appropriate performance criteria based on the organization's culture and the traits necessary to perform effectively. Sikich will develop communications and a ranking tool to assist in determining the traits necessary to be successful within the organization. Sikich will also facilitate a meeting to discuss the selections and to provide an understanding of the top ten selected competencies. A second facilitation meeting will be scheduled if needed to determine a final list and definition of competencies. Upon completion of this meeting, Sikich will prepare a rough draft of the performance appraisal and then facilitate a discussion with appropriate executives prior to finalizing.

The performance appraisal tool will be customized to meet the needs of the organization and will include three specific parts. The first part will include competencies determined in the executive meetings. The second part will include position specific criteria to be rated during the review process and the third part will include goal setting. Specific ratings and definitions of the ratings for each section will be discussed with the Village Administrator and Director of Finance.

As part of this process, Sikich will work with the Director of Finance and/or Village Administrator to design and communicate an appropriate administrative process to be used by supervisors. Sikich will also provide one two hour training session for supervisors, introducing the tool and discussing how it should be used and also reviewing the importance of the performance review process.

The organization may also wish to include training for employees to introduce the updated forms. The employee training is included as an add-on option.

Additional hours may be added for presentations/workshop sessions with the Village Board regarding the new performance appraisal tool and will be priced separately as the Village's request.

Village of Willowbrook

Timetable for Delivery of Services

The timing of this project is flexible and can be timed to correspond with the current appraisal process as desired. It is anticipated that the initial rough draft of the form can be completed within three to four weeks following the information-gathering process with the executive team. Specific time tables for the project will be determined upon agreement to move forward.

WHY SIKICH?

Sikich provides solutions to the most complex questions, problems, and situations that organizations encounter. Whether you need integrated support or a single service to assist you, we have the knowledge, the skills and the people in place to provide you with results.

Sikich clients benefit from the full spectrum of professional services and skills available from our service areas. We will be able to draw upon one or more of our specialized practice groups to serve your specific requirements. Some of these include:

- **Human Resources Consulting**

Our Human Resources experience, encompassing broad-based human resources knowledge, has had a successful track record in disseminating highly-relevant employment data and creating an HR framework for our clients to function more efficiently and effectively.

Sikich provides expert assistance with and advice on the full range of Human Resource functions: from recruiting and retaining top talent, to managing the performance of highly motivated employees and terminating poor performers, to ensuring your policies and records conform to all applicable laws and regulations.

- **Certified Public Accountants and Advisors**

Our CPAs and Advisors service area provides industry-specific expertise in strategic, operational, and financial matters to not-for-profit organizations, privately-held businesses, and governmental entities. Service areas include assurance, accounting, auditing, taxation, strategic planning, and financial consulting. All business consulting services are led by senior-level professionals who have extensive experience providing management advice.

- **Technology**

Sikich is a leading Technology consulting firm in the Midwest and a Microsoft Gold Certified Partner. Our technology service area provides clients consulting and implementation services, including software development, network integration, and ERP and CRM systems. Each solution is scalable, customizable, and can automate your unique business process to accelerate your organization's success.

Sikich has been profitable since its inception, and we continue to grow and improve the services we offer. In addition to the financial stability, our organizational stability is important to note. We have maintained the same organizational structure since the beginning and still retain a great majority of our employees from Sikich's early days.

ACCEPTANCE OF THE PROPOSAL

The Village of Willowbrook employees will need to provide Sikich with requested, relevant information in a timely fashion. Sikich is not responsible for any delays in this project due to delays on behalf of the Village of Willowbrook. Thank you for allowing Sikich to submit a proposal for these projects. Should you have any questions please contact: Jennifer Lollino at (630) 566-8483, or via email at jlollino@sikich.com

The foregoing proposes Sikich's professional services to be provided to the Village of Willowbrook for the purposes of recruitment support for positions identified by the Village of Willowbrook today and in the future. This further constitutes our entire working agreement which is subject to changes or additions only if both parties agree to modifications. Your acceptance of this Engagement letter is authorized by the signing and return of Appendix 1 below.

Terms and Fees

The foregoing proposes Sikich's professional services to be provided to the Village of Willowbrook. The Village of Willowbrook is responsible for management decisions and functions; for designating a management-level individual with suitable skill, knowledge and experience to oversee the services Sikich is providing and for evaluating the adequacy and results of those services and accepting responsibility for them. These services will not satisfy any requirements for an audit in accordance with auditing standards generally accepted in the United States of America. We are accepting this engagement as consultants rather than auditors. Therefore, we request that you do not record this as an audit engagement in your minutes and other memoranda.

HR Subscription

The annual professional fee is \$3,750 (payable in quarterly installments of \$937.50. Professional fees are billed on the 15th of the month prior to the quarter in which service is provided. No service will be performed for any quarter without payment of the professional fee.

Subscriptions automatically renew at the end of each subscription period absent a 30-day notification to discontinue. The first renewal will be billed at the professional fee indicated above. Second and subsequent renewals will be billed at the subscription rate in effect at the time of the renewal. If there is a fee change, the new fee will be communicated 60 days prior to the end of the subscription period.

Job Descriptions

The cost for updating up to 30 job descriptions will be an amount not to exceed \$6,375. The first half of the fee will be billed upon agreement to move forward with the second half due prior to the presentation of the final drafts.

Performance Appraisal Tool and Supervisory Training

The professional fee for this project is \$4,650 and includes the executive team interviews, facilitation of the first draft, preparation of the final document and administrative processes, and one introductory session for supervisors as well as the drafting of introductory communication within the organization. Half of the professional fee is due prior to the start of the project with the second half due prior to the presentation of the final draft.

If the organization wishes to hold employee training sessions around the performance appraisal tool, the professional fees will be \$1350 for two one hour employee sessions. This session will introduce the updated form, define the ratings and also discuss the employee's role within the process.

Additional work not quoted in the project proposal will be priced separately. Professional fees quoted in this proposal will remain in effect for 30 days. After 30 days, Sikich reserves the right to modify pricing.

Village of Willowbrook agrees to pay to Sikich the amount stated in the "Proposal for Human Resource Services", plus any and all other costs incurred as outlined. Sikich's philosophy on additional fees and/or billings is based on an understanding between Sikich and Village of Willowbrook on the scope of the work to be performed.

Appendix 1

Invoices not paid within sixty (60) days are assessed a finance charge of one percent (1%) per month, twelve percent (12%) annually.

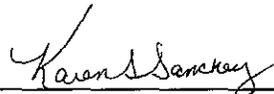
Client understands and agrees that (i) the advice provided by Sikich is based upon commonly accepted human resource practices consistent with applicable Federal and State employment laws as commonly understood by human resource professionals as of the date of the consultation, (ii) Sikich assumes no obligation to supplement or modify its advice to Client if any applicable laws change after the date of the consultation, (iii) Sikich assumes no obligation to provide advice to anyone other than the individuals authorized to receive services hereunder, (iv) the personnel at Sikich are not attorney licensed to practice law, (v) the advice provided by Sikich is not intended to replace qualified legal counsel and Client is encouraged to seek such legal counsel and (vi) in no event shall the liability of Sikich under any circumstances exceed the amounts actually paid to it by Client for rendering services hereunder.

Prepared by:

Jennifer Lollino
Vice President, HR Consulting Services
Phone:630.566.8483
jollino@sikich.com

November 7, 2010

Date



Signature of Authorized Representative
Sikich LLP

Date

Signature of Authorized Representative
Village of Willowbrook