

EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerlno

Village Administrator

Tim Halik

Chief of Police

Mark Shelton

Director of Finance

Carrie Dittman

A G E N D A

REGULAR MEETING OF THE MUNICIPAL SERVICES COMMITTEE TO BE HELD ON MONDAY, AUGUST 14, 2017, AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - a) June 12, 2017 Regular Meeting of the Municipal Services Committee
4. DISCUSSION – Naming Rights Policy for Village Parks and Park Amenities
5. REPORTS – Municipal Services Department:
 - a) June & July 2017 Monthly Permit Activity Reports
 - b) May & June 2017 Water System Pumpage Reports
 - c) June & July 2017 Scavenger Reports
 - d) June & July 2017 Mosquito Abatement Program Report
6. VISITOR'S BUSINESS
(Public comment is limited to three minutes per person)
7. COMMUNICATIONS
8. ADJOURNMENT



Proud Member of the
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES
COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
JUNE 12, 2017 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Michael Mistele called the meeting to order at 5:30 PM.

2. ROLL CALL

Those present at roll call were Chairman Michael Mistele, Trustee Paul Oggerino, and Village Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the April 10, 2017 regular meeting of the Municipal Services Committee, Chairman Michael Mistele made a motion to approve the minutes as presented. Trustee Paul Oggerino seconded the motion. Motion Carried

4. DISCUSSION -- FY2017/18 Motor Fuel Tax (MFT) Funded Roadway Maintenance Program
– Review of Bids

Administrator Halik advised the Committee that this year's Motor Fuel Tax (MFT) Roadway Maintenance Program will include the resurfacing of 1.14 miles of roadways within the Waterford Subdivision, full-depth patching on various streets throughout the Village, replacement of defective concrete curb and pedestrian sidewalks, and replacement of worn pavement markings. The public bid opening for this year's program was held at the Village Hall on Tuesday, May 30, 2017 at 10:00 AM. Halik advised that a total of five sealed bids were received prior to the deadline with the low bid submitted by M&J Asphalt Paving Company, Inc. in the amount of \$144,991.88. M&J Asphalt Paving Company, Inc., Cicero, IL, is an IDOT pre-qualified bidder. Halik shared that they have not completed the Willowbrook annual roadway maintenance program in the past. Staff requested a list of municipal references, which was received, and our civil engineering consultant contacted the agencies listed. No negative comments were received. The company has successfully completed work in the City of Chicago, the City of Berwyn, Worth Township, and for the Wheaton Sanitary District. Halik advised that their bid amount of \$144,991.88 is \$77,226.62 below the engineer's estimate of probable cost for the project. Staff would recommend that the low bid submitted by M&J Asphalt Paving Company, Inc. be accepted and that the contract be awarded to them for the 2017 MFT Roadway Maintenance Program in the amount of \$144,991.88. Once the Village Board awards the contract, staff will schedule a preconstruction meeting with the contractor. After which, the Village will issue the Notice to Proceed, and the work will begin. Staff anticipates that the work would start soon after the July 4th holiday. The Committee concurred with the staff recommendation to award this year's MFT road contract to M&J Asphalt Paving Company, Inc.

5. DISCUSSION – Proposed Village-Wide Leak Detection Program

Administrator Halik shared with the Committee that, typically, municipal water systems conduct leak surveys of their distribution systems as part of ongoing water conservation efforts to guard against loss of revenue, and to ensure that unaccounted for flow remains low within the annual water inventory report submitted to the state of Illinois. Although Willowbrook's total unaccounted for flow to net annual pumpage remains relatively low at .038 million gallons per day, according to our 2016 LMO-2 Report, staff would recommend that we complete a system-wide leak listening survey to identify any leaks that may exist within the water distribution system. We try to complete this type of survey about every three years. The last time it was completed was in the spring of 2013. Halik stated that it would be worthwhile to complete again, to ensure our unaccounted-for flow remains low. This year, Associated Technical Services, Ltd. submitted the lowest proposal in the amount of \$6,864.48. Halik advised that although the F.Y. 2017/18 Budget did not include funding for this specific project, there is funding available within the Water Fund to conduct a leak survey this spring. Therefore, staff would recommend that the proposal submitted by Associated Technical Services, Ltd. in the amount of \$6,864.48 be accepted to perform a leak listening survey of the Village water distribution system. If the Committee concurs, this item can be placed on the agenda for the June 26th regular meeting of the Village Board for consideration. The Committee was in agreement with conducting the survey this spring using ATS.

6. REPORT – Police Building Expansion/Renovation, Progress Update

Administrator Halik shared with the Committee a two-page progress report on the police station construction that was prepared by Integrated Project Management, Burr Ridge. Halik advised that the report was for information only. Chairman Mistele and Administrator Halik also provided an update on the status of the duty locket vent change order, the estimated move-in schedule, and potentially adding can lights, if needed, in the two conference rooms. Halik also requested that Trustee Oggerino choose the desired paint color for the main hallway lower level walls. Trustee Oggerino also inquired about final landscaping. Halik advised that he is meeting with Hinsdale Nurseries to review their proposal to provide final landscaping.

7. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity reports for both the months of April and May 2017. Halik advised that the Village received about \$16,000 in permit revenue for the month of April, and about \$74,700 in the month of May. Halik advised that April was the last month of the 2016/17 fiscal year, and the department brought in a total of 214.51% of the budgeted revenue, indicating a very busy year. With regard to the May 2017 report, the total amount of revenue collected to date represents about 30% of the total budgeted amount of revenue for fiscal year 2017/18.
- b. Administrator Halik shared the water system pumpage report for March and April 2017. The report indicates that the Village pumped 25,855,000 gallons of water in the month of March, and 24,720,000 gallons in the month of April. The total amount of water pumped in the 2016/17 fiscal year is slightly below the 350,000,000-gallon projection at 343,790,000 gallons. After a short discussion, the Committee agreed that, based on certain criteria, the pumpage projection for fiscal year 2017/18 should remain at 350,000,000 gallons for the year.

- c. Administrator Halik shared the April and May 2017 scavenger report, and advised that the report was for informational purposes only.
- d. Administrator Halik shared the May 2017 Clarke Mosquito Abatement Program Report, and advised that the report was for informational purposes only.

8. VISITOR'S BUSINESS

(None)

9. COMMUNICATIONS

Trustee Oggerino inquired about the logo to be placed on the Village Hall water tank after the re-painting is done. He suggested that along with the actual logo the copy should read, "Willowbrook Municipal Campus" or "Willowbrook Municipal Complex." Chairman Mistele agreed, and stated that he preferred the word "campus." Halik stated that he would discuss with Mayor Trilla. Halik also provided brief development updates on the renovation of Midwest Helicopter, the Compass Arena, and the ROC development.

10. ADJOURNMENT

Motion to adjourn was made by Chairman Mistele and seconded by Trustee Oggerino. The meeting was adjourned at 6:05 PM.

(Minutes transcribed by: Tim Halik, 8/7/17)

MUNICIPAL SERVICES COMMITTEE MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION	COMMITTEE REVIEW
DISCUSSION – Naming Rights Policy for Village Parks and Park Amenities	<input type="checkbox"/> Finance/Administration <input checked="" type="checkbox"/> Municipal Services <input type="checkbox"/> Public Safety <u>Meeting Date:</u> August 14, 2017

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

BACKGROUND

At the July 11, 2017 regular meeting of the Parks & Recreation Commission, the issue of park naming rights was raised. A local retailer has offered to donate a sum of money to the Village parks department in return for the ability to sponsor a park amenity, in this case, the new water splash pad currently under construction at Willow Pond Park, in their business name. Given the Village does not levy a conventional property tax, and available funding for park capital improvements is limited, the Parks Commission concluded that selling naming rights to park properties or individual park amenities should be explored.

REQUEST FOR FEEDBACK

Staff contacted the Village Attorney to confirm the Village's ability to develop a policy on naming rights for Village parks and park amenities. After some legal research, the Village Attorney advised that the Village could agree to sell naming rights to a park or park amenity once a policy was developed and adopted by the Village Board. Park staff conducted a survey, and was able to find policies that have been adopted in other jurisdictions:

- De Plaines Park District, Illinois
- Deerfield Park District, Illinois
- Park District of Oak Park, Illinois
- Montgomery County Department of Parks, Maryland
- City of Tualatin, Oregon
- City of Virginia Beach, Virginia

In addition, the Mundelein Park & Recreation District performed a previous survey seeking similar information, a copy of which is attached.

Many of the above referenced sample policies include the ability to provide name identification in the form of individual identity related to geographic location, an outstanding feature of the facility, an adjoining neighborhood/area, or a commonly recognized historical event, group, organization or individual. Some require a public notice and comment period before the name is approved. Some policies also identify the term (i.e., length of time) the naming is approved for along with approval criteria.

STAFF RECOMMENDATION

Staff is seeking the Committee's feedback to determine whether such a policy would be supported, and if so, recommendations on the type of criteria a Willowbrook policy should include.

DES PLAINES PARK DISTRICT ADMINISTRATIVE POLICY

SUBJECT: NAMING/RE-NAMING A PARK SITE OR FACILITY

DATE: July 18, 2006

TO: All Park District Staff

FROM: John Hecker, Executive Director

POLICY #: A-41

Purpose: To establish a formal policy and process for naming/renaming park sites and facilities in the Des Plaines Park District.

Authorization: The Des Plaines Park District Board of Commissioners has the authority to name/ rename a park site or recreational facility. The Des Plaines Park District staff is responsible to implement the procedures and recommendations relative to the policy.

Objectives:

- Ensure name identification for individual parks and facilities;
- Provide name identification wherever appropriate for public buildings, structures, facilities and specified areas;
- Provide for citizen input into the process of naming/renaming parks and facilities;
- Ensure control for the naming/renaming of parks and facilities by the Board of Commissioners;

Qualifications: Names should provide some form of individual identity related to:

- The geographic location of the facility;
- An outstanding feature of the facility;
- The adjoining neighborhood/area;
- Commonly recognized historical event, group, organization or individual;
- An individual, organization or group who contributed significantly to the acquisition or development of the park, facility or structure;
- An individual, organization or group who provided an exceptional service in the interest of the Des Plaines Park District;

Naming Process:

- At the time the park or facility is acquired but before development occurs, the Executive Director will assign a nondescript temporary working name for the park or facility;
- Once the development is initiated, the Executive Director will receive naming applications for review by the Des Plaines Park District Board of Commissioners;

- After a name is decided upon by the Board of Commissioners, public notice of the proposed park/facility name shall be posted once in the Journal and Topics Newspaper and on the Des Plaines Park District website and Des Plaines Cable television station for a period of 60 days. Citizen comments and recommendations must be in writing or email and sent to the Executive Director within the 60 day period;
- For an individual, organization or group (excluding historically significant individuals, organizations or groups) to be considered, that person, individual or group must have contributed significantly to the acquisition or development of the park/facility or to the Des Plaines Park District overall. The recommended name must be accompanied by a biographical narrative which shall provide evidence of the significant nature of the contributions to the park, facility of the Des Plaines Park District overall;
- After the 60 day public notice period, the Executive Director shall submit the recommended name to the Board of Commissioners for final approval

Renaming a Park or Facility

- Renaming a park or facility should be closely scrutinized and discouraged unless extraordinary circumstances warrant the justification to change the name;
- Careful examination needs to be undertaken in regard to parks named by previous deed restriction;
- Parks and facilities named after individuals should never be changed unless it is found that the individual's personal character is or was such that the continued use of their name would not be in the best interest of the Des Plaines Park District;
- In order for a park/facility to be considered for renaming the recommended name must not contradict with any of the criteria listed previously in regard to the Objective, Qualifications and Naming Process;

Adopted by the Des Plaines Park District Board of Commissioners July 18, 2006

DEERFIELD PARK DISTRICT

NAMING OF PARKS, RECREATION AREAS AND FACILITIES

Statement of Purpose

The parks and facilities of the District are important parts of community life and the selection of names for these recreation areas, if any, is a matter of considerable public interest. The following statements shall govern the naming or renaming of parks and facilities when the board determines it appropriate that a specific park or facility be designated by name.

Community and Neighborhood Parks

The following criteria may be utilized in the naming and renaming of community and neighborhood parks:

1. Park features such as topography, natural assets, the purpose of the park or activities to be held in the park.
2. Names of areas, such as the neighborhood in which a park is located or after schools when park is adjacent.
3. Major street names surrounding the park site.
4. Former Presidents of the United States or significant historical events.
5. Names of former Park Commissioners, Village officials or citizens who have contributed substantial services in expansion and growth of the District or who were closely associated with a significant community event.
6. Donations to the Park District wherein the donor(s) name or that of a third party is used.

Special Conditions

1. A formal written request must be received by the Park Board. The request must specify the proposed name and rationale in support of the request.
2. The proposed name to be used must receive the consent of the person to be honored, if living, or if deceased, consent of the closest living family member(s).
3. When a park is named (or renamed) by reason of a donation, the term (length) of the naming (or renaming) shall be mutually agreed to by the prospective donor and the Board of Park Commissioners at the time the naming request is discussed.

4. The Board may conduct public contests for the naming of parks. Such contests shall be conducted in accordance with these policies.

Facilities

Facilities (or portions thereof) and / or amenities within parks may be named or renamed in accordance with above. The naming or renaming of facilities or amenities to recognize a donation shall also be subject to the Districts' Policy on Gifts and Donations.

Approved by the Board of Park Commissioners: 9-15-88, 3-15-07

Revised by the Board of Park Commissioners: 10-9-97, 9-20-01, 3-1-07

Park District of Oak Park

Naming Policy

4.6 NAMING POLICY

The Board of Commissioners of the Park District of Oak Park recognizes that the naming or renaming of a park or a building, or a portion of any of them,^[1] is an important and sensitive undertaking. There are competing considerations and interests regarding how and what a Facility may be named including, among many others, topography, geography, natural features, location, and purpose. There also are competing considerations about the historical importance of a current name, the valuable contributions made by a particular person, group, or institution, and many other circumstances. Also, there are important practical considerations including, among others, that it would be impossible with the limited number of Park District Facilities to recognize even a small percentage of the many worthy events, persons, groups, and institutions through the naming of a Facility, particularly because all of the existing Park District Facilities have names, many of which are of historical or other importance.

The Board of Commissioners recognizes all of these competing and sensitive considerations and, with all of them in mind, the Board of Commissioners establishes this Facilities Naming Policy.

II. Naming Criteria

As noted in the Statement of Understanding and General Policy above, all existing Facilities have been named. The importance of an existing name shall be of principal concern to the Board of Commissioners in determining whether to rename a Facility or portion of a Facility. The following criteria shall apply to the naming of a new Facility and the renaming of an existing Facility. These criteria are listed in order of priority, beginning with Criterion A as the most important. A lower ranked criterion shall not be given priority over a preceding criterion except under extraordinary circumstances.

- A. Particular Features or Purposes. The particular feature or features of the Facility or the area around it (such as topography, geography, natural features), or the purpose of the Facility or of the activities or events held at or in the Facility.
- B. Name of the Area. The name of the area within which the Facility is located, such as the neighborhood or subdivision, provided that the area is not named for a person, group, company, institution, or organization.
- C. Name of Major Adjacent Street. The name of a major street adjacent to the Facility.
- D. Name of Major Donor or Person Designated by Major Donor. The name of a major donor of land, money, or services, or the name of a third party designated by that major donor; provided, however, that all of the following criteria shall be met:

^[1] For purposes of this Policy, a reference to a “park” shall mean an outdoor open space; a reference to a “building” or “center” shall mean the building, or portions of the building, itself; and the term “Facilities” shall refer to parks and buildings and centers collectively.

1. The donation of land, cash, services, or personal property must be very substantial in terms of proportion, impact, or effect on the Facility for which the name is proposed.
2. The donation shall be entirely of a voluntary and charitable nature and shall not be made at the request of, or because of the application of any code, ordinance, or regulation of, the Park District or the Village of Oak Park.
3. The donation must be accepted by the Park District for the use for which it was intended.
4. The proposed name must be properly and legally available for use, and the proposed name must be approved as appropriate and honorable by an affirmative favorable vote of at least three members of the Board of Commissioners.

E. Name of Significant Contributor. The name of a person who has contributed very substantial service to the Oak Park community or who has been very closely and very significantly associated with a significant community event.

F. Additional Criteria Applicable to Renaming a Park after a Person. If the Board of Commissioners considers whether to name a new park after a particular person, group, company, institution, or organization, then that name shall satisfy all of the following criteria:

1. The person, group, company, institution, or organization must have contributed very substantially and very significantly to the improvement of the quality of life of residents of the Oak Park community or of the State of Illinois or the United States of America.
2. A park shall not be named after, and no decision shall be made to name a park after, a commissioner, trustee, or other official of the Park District or the Village of Oak Park until after that person has been retired from her or his office or position for not less than five years; provided, however, that this condition may be waived by an affirmative favorable vote of at least three members of the Board of Commissioners if the person being considered is deceased.
3. The proposed name of the park must have been endorsed, prior to consideration by the Board of Commissioners, by a petition signed by not fewer than [1,000] residents of the Village of Oak Park. The petition shall state on its face the proposed name, the current name and location of the park for which the name is proposed, and, in not more than 300 words, the particular reasons why that name merits consideration as a name for that park. Each resident signing the petition shall be at least 18 years old and shall provide her or his name and legal address on the petition.
4. The proposed name of the park shall be considered by the Board of Commissioners at a regular meeting of the Board first for tentative approval. The Board may decline to consider the proposed name further, or the Board may grant tentative approval of the proposed name. If the Board declines further consideration, then it shall state, in general, its reasons for declining. Tentative approval of a proposed name shall require an affirmative favorable vote of at least four members of the Board. If the Board tentatively approves the proposed name, then, not less than six months after the date

of tentative approval, the Board may consider the proposed name for final approval. Final approval of a proposed name shall require two additional affirmative favorable votes, each of at least four members of the Board, at two regular meetings of the Board separated by not fewer than 28 days. Final approval of a proposed name shall not be considered on a consent agenda or by omnibus vote. Each vote on final approval of a proposed name shall be by a public call of the roll.

- G. The Board may conduct a public contest for the naming of a new park. Any such contest shall be conducted in accordance with the provisions and intent of this Policy.

**The Maryland-National Capital Park and Planning Commission
Montgomery County Department of Parks**

Corporate Sponsorship Policy

I. PURPOSE AND SCOPE

The purpose of this policy (**Policy**) is to establish guidelines to govern the Maryland-National Capital Park and Planning Commission (**Commission**) in the development and management of a program in Montgomery County of:

1. Naming or renaming Park Assets or Park Programs (as defined below) to signify the name of a Legal Entity (as defined below) in exchange for providing financial or material in-kind support; and
2. Entering into sponsorship agreements with Legal Entities (as defined below) under which the Commission recognizes the sponsoring entity in exchange for providing financial or material in-kind support for a specified Park Asset or Park Program (as defined below).

On December 1, 2011, the Planning Board adopted an Individual Park Naming and Dedication Policy that does not relate to the Legal Entities covered under this Policy.

This policy is not applicable to gifts, grants or unsolicited donations undertaken for charitable purposes without a naming or sponsorship arrangement and, further, does not apply to individuals or Legal Entities that have been issued a park permit for a specific event.

II. DEFINITIONS

Planning Board: The Commission's Montgomery County Planning Board.

Commission: The Maryland-National Capital Park and Planning Commission.

Department: The Montgomery County Department of Parks.

Foundation: The Montgomery County Parks Foundation, Inc.

Definitive Agreement: The binding written agreement made by and among the Commission, Foundation, and the appropriate Legal Entity to confer a Naming Right, Advertising Right or Sponsorship Benefit in compliance with this Policy.

Park Asset: Parks amenities such as recreation/athletic fields, playgrounds, pavilions, trails, structures and other facilities, buildings, rooms, landscaping, art or other physical features, in each case, owned, operated or managed by the Commission in Montgomery County, Maryland, and deemed eligible jointly by the Commission and the Department for Naming Rights and/or Advertising Rights and by the Department for Sponsorship Benefits. Entire parks, regardless of classification, are excluded and not eligible for Naming Rights, Advertising Rights or Sponsorship Benefits.

Park Program: (a) Recreational or interpretive programs, services or similar events that are owned, operated or managed by the Commission in Montgomery County, Maryland; or (b) functions, programs or services provided by the Department in connection with Department operations and deemed eligible by the Department for Naming Rights, Sponsorship Benefits and/or Advertising Rights.

Governmental Entity (Entities): The Government of the United States, the State of Maryland, another state, or any agency, unit, political subdivision or instrumentality thereof.

Legal Entity (Entities): A corporation, unincorporated association, limited liability company, partnership, trust, foundation or other legal entity (whether organized for profit or not) that is engaged in commercial activity and not an individual or Governmental Entity.

Naming Right: A commercial benefit of specified duration that: (a) is established subject to the terms of a Definitive Agreement which conforms to this Policy and (b) obligates the Commission to signify the name, trade name or trademark of a designated Legal Entity as part of the name of the Park Asset(s) or Park Program(s) specified in the Definitive Agreement.

Advertising Right: A commercial benefit of specified duration that: (a) is established subject to the terms of a Definitive Agreement which conforms to this Policy and (b) obligates the Commission to allow the promotion of the services, products or activities of a designated Legal Entity within the property of the Park Asset(s) specified in the Definitive Agreement.

Sponsorship Benefit: A commercial benefit of specified duration that: (a) is established subject to the terms of a Definitive Agreement which conform to this Policy and (b) obligates the Commission to identify the name, trade name or trademark of a designated Legal Entity as a "*sponsor*" of the Park Asset(s) or Park Program(s) specified in the Definitive Agreement.

III. POLICY STATEMENT

The Planning Board has determined that this Corporate Naming and Sponsorship Policy is necessary and appropriate to provide revenue for the benefit of the Commission that is essential to develop, maintain, improve, expand, support, preserve, fund, encourage and sustain its Park Assets and Park Programs for the fiscal benefit of users and the community at large.

In an effort to utilize and maximize the community's resources, it is in the best interest of the Commission to create and enhance relationships with corporations and other organizations through commercial sponsorships and naming arrangements. This goal can be accomplished by providing local, regional, and national businesses and other commercial enterprises a method to become associated and involved with the many facilities, activities and programs provided by the Commission. The Commission delivers quality, life-enriching activities to a broad base of the community. This translates into exceptional visibility for sponsors and supporters. It is the goal of this policy to further these opportunities for the ultimate benefit of the public.

IV. GENERAL PROVISIONS: NAMING RIGHTS, ADVERTISING RIGHTS, AND SPONSORSHIP BENEFITS

- A. Editorial Discretion. The Commission intends to preserve its rights and discretion to exercise full editorial control over the placement, content, appearance, and wording of Naming Rights, Sponsorship Benefits and related messages. It is the intent of this policy to provide sponsors with visibility through sponsorship recognition and advertising messages and avoid or minimize adverse impact on the park visitors' overall experience and the visual qualities of the park environment.
- B. Eligibility Criteria. Except as provided directly below for the purpose of a Governmental Entity:
 - a. Naming Rights, Advertising Rights, and Sponsorships must be for a commercial purpose and the promotion of any non-commercial enterprise is not permitted in the limited forum created by this policy.
 - b. Naming Rights, Advertising Rights or Sponsorship Benefits are further limited to the promotion or recognition of commercial enterprise and commercial activities that do not compete, impair or conflict with, the mission, policies, goals or operations of the Commission, the park system or designated Park Assets or Park Programs.
 - c. Naming Rights, Advertising Rights, or Sponsorship Benefits for a Governmental Entity may be considered for non-commercial purposes,

including proprietary and governmental functions of the entity involved; provided, however, that any promotion or recognition of a Governmental Entity must not compete, impair or conflict with the mission, policies, goals or operations of the Commission, the park system or designated Park Assets or Park Programs, and must otherwise comply fully with the conditions and requirements applicable generally in this Policy to a Legal Entity.

- d. Naming Rights, Advertising Rights or Sponsorship Benefits must not include depictions, words or phrases that are reasonably deemed to be harmful or otherwise developmentally inappropriate for the purpose of communication with, or public display to, children under six years of age. Examples of depictions, words or phrases that may be rejected under this Policy are those which:
 - Are sexually suggestive or obscene;
 - Promote unlawful discrimination on the basis of race, ethnicity, religion, or any other classification protected by law;
 - Connote inappropriate violence or intimidation;
 - Relate events, activities or behaviors that are criminal or otherwise violate law (including without limitation, violations or applicable environmental, controlled substance or safety laws); or
 - Promote activities or products that are reasonably determined to be detrimental to the public health or safety.

- C. Combinations Authorized. A Definitive Agreement may include the combination of Sponsorship Benefits, Advertising Rights and Naming Rights.
- D. No Abrogation of Governmental Authority. A Definitive Agreement shall not confer on any person the enforceable power to direct, or implied power to direct, the Commission, the Department, the Planning Board or any Commission employee on matters of policy or any other governmental process, and any provision in such an agreement which purports otherwise is void *ab initio*. Without limiting the generality of the foregoing, the Planning Board will not consider an existing or future Naming Right, Advertising Right or Sponsorship Benefit in connection with the adjudication of any planning, zoning, subdivision or other regulatory activity authorized under the Land Use Article of the Maryland Annotated Code or the Montgomery County Code.
- E. No Property Interest in Park Assets. A Definitive Agreement shall not confer on any person an enforceable right, entitlement, or other property interest of any sort

relating to the use, possession or control any Park Assets, real or personal properties (including, without limitation, an exclusive right to use any Park Asset), except as to a limited and non-exclusive right to use Commission trademarks or other intellectual property which may be authorized in the Definitive Agreement (Section IV(D) below). The specific or periodic use of any Park Asset by a party to a Definitive Agreement may only be authorized by park permit evaluated and approved by the Department in the ordinary course, and such use shall be subject to the party's strict compliance with the terms of any such permit and the Definitive Agreement. A Definitive Agreement may impose on the Department reasonable operating, maintenance or performance standards applicable to a Park Asset, and the Department may agree to undertake reasonable efforts to achieve compliance with those standards.

F. **No Rights of Control Over Park Programs.** A Definitive Agreement shall not confer on any person the enforceable power to direct or control, or implied power to direct or control, the Commission, the Department, the Planning Board, or any Commission employee or agent, relating to the operation of any Park Program, or otherwise limiting the discretion to operate a Park Program in a manner that comports with applicable laws, best practices, or the Commission's best interests, as determined in the Commission's sole, exclusive and unreviewable discretion. A Definitive Agreement may impose on the Department reasonable operating or performance standards applicable to a Park Program and the Department may agree to undertake reasonable efforts to achieve compliance with those standards.

G. **Compliance With Law and Regulations Required.**

- [1] A Naming Right, Advertising Right or Sponsorship Benefit pertaining to a Park Asset may not be granted for any venue unless the use or occurrence of the specific products, services, conduct or activity associated with that name: (1) would be lawful for both Commission employees and patrons, (2) would not violate Commission rules and regulations, and (3) would not conflict with the orderly operation of the Park Asset, all as determined for the specific venue where the Naming Right is intended for public display or dissemination. By way of illustration, and not in limitation, a Naming Right may not be granted for a Legal Entity associated with cigarettes or alcoholic beverages for any Park Asset where smoking or consuming those beverages is prohibited, respectively.
- [2] A Naming Right, Advertising Right or Sponsorship Benefit pertaining to a Park Program may not be granted unless the use or occurrence of the specific products, services, conduct or activity associated with that sponsor: (1) would be lawful for both Commission employees and patrons, (2) would not violate Commission rules and regulations, and (3) does not conflict with the specific Park Program, activity, facility or audience, all as determined for the program or venue where the Sponsorship Benefits are directed for public display or dissemination. By way of illustration, and not in limitation, a Sponsorship

Benefit for a product with substantial health risks may conflict with a Park Program intended to promote the health of children or youth, and may not be granted on that basis.

- H. **No Endorsement.** The Legal Entity entitled to a Naming Right, Advertising Right or Sponsorship Benefit shall not imply, suggest or publicize any inference to indicate that the Commission (Planning Board or Department) officially or otherwise commercially endorses the purchase and/or consumption of any product, service, activity or conduct. Any permission granted for a Legal Entity to use the Commission's name, logo or other intellectual property in connection with a Naming Right, Advertising Right or Sponsorship Benefit must be non-exclusive and specifically authorized under a Definitive Agreement, and the entity must expressly warrant its strict compliance with the terms of such use as granted.
- I. **Disputes.** Any applicant for a Naming Right, Advertising Right or Sponsorship Benefit who is aggrieved by a decision of the Foundation or Department may appeal that decision to the Planning Board. The Planning Board will provide the applicant with an opportunity to be heard and consider the basis of appeal on the merits. After due consideration, the Planning Board will provide its decision on the appeal in writing and that decision will be final.

V. GUIDELINES: NAMING RIGHTS AND ADVERTISING RIGHTS

- A. **Fiscal Benefit.** A Naming Right or Advertising Right will be granted for a Park Asset only if (a) the fiscal benefit derived by the Commission is substantial and commensurate with the value of the specific Park Asset involved, its physical or geographical significance, or the cost to repair, renovate or maintain that Park Asset, and (b) the Naming Right or Advertising Right does not conflict or impair compliance with any outstanding or potential tax-exempt bond obligation related to the Park Asset as determined by the Secretary-Treasurer for Commission-issued bonds or by the County Finance Director for County-issued bonds. A Naming Right will be granted for a Park Program only if the fiscal benefit derived by the Commission is appropriate in relation to the cost of operating the Park Program. The sufficiency of any fiscal benefit to be derived for a Naming Right will be determined at the discretion of the Director of the Department in consultation with the Secretary-Treasurer of the Commission, as appropriate.
- B. **Duration.** Each Definitive Agreement granting a Naming Right pertaining to a Park Asset must specify an appropriate term. A Naming Right pertaining to a Park Program (including an event) should be of an appropriate duration determined in relation to the specific program involved and the fiscal benefit derived by the Commission.

- C. Brevity. Where facility, building, landscape area, programs, or other related Commission asset is named for a Legal Entity, the name used should normally be the shortest name possible.
- D. Limitations on Naming Rights. Naming Rights will not be considered for entire parks regardless of classification. Only Park Assets that are facilities within parks (such as dog parks, ice rinks, playgrounds, etc.) will be eligible for Naming Rights.
- E. Commercial Content For Advertising. Subject to the eligibility criteria set forth above in this Policy, the design, layout and content of any Advertising messages must be commercially reasonable under the circumstances and approved by the Department prior to placement.

VI. GUIDELINES: SPONSORSHIPS

- A. Fiscal Benefit. Sponsorship Benefits will be granted for a Park Asset or Park Program only if the fiscal benefit derived by the Commission is appropriate. The sufficiency of any fiscal benefit to be derived for a Sponsorship Benefit will be determined in the discretion of the Director of the Department. The fiscal benefit derived from any Sponsorship should, at a minimum, be sufficient to cover:
 - All or a proportionate percentage of annual maintenance and/or program expenses for the Park Asset or Park Program being sponsored during the full term of the sponsorship;
 - Direct expenses incurred by the Department, including design, production and installation costs for signage and other recognition benefits; and,
 - An administrative fee for the Foundation of up to 12%.
- B. Commercial Content For Sponsorships. Sponsorship recognition messages may identify the Legal Entity but must not constitute advertising. Subject to the eligibility criteria set forth above in this Policy, the following content is ordinarily deemed appropriate:
 - The legally recognized name, trade name, or trademark of the sponsoring organization.
 - The sponsor's organizational slogan.
 - The sponsor's product or service line, described in brief, generic, objective terms.
 - Brief contact information for the sponsor's organization, such as phone number, address, or website.

VII. ADMINISTRATION

Pursuant to a written agreement between the Foundation and the Commission approved by the Planning Board and Foundation for the purpose of incorporating and implementing this policy, the process for Corporate Naming and Sponsorships will be administered by the Foundation in coordination with the Commission and the Department. This process includes, but is not limited to the marketing of Corporate Naming and Sponsorship opportunities, renaming, advertising, negotiating terms of Definitive Agreements, and presenting those agreements to the Commission or Department, as outlined below, for approval.

The Foundation is authorized to enter into negotiation with prospective sponsors for Park Assets and Park Programs deemed eligible by the Director of the Department and the Secretary-Treasurer per the criteria outlined in this policy. Terms negotiated by the Foundation must be approved by the Director of the Department and, if so approved, by the Executive Director or designee, prior to the execution of a Definitive Agreement. Signature authority for Definitive Agreements is designated as outlined below:

- A) Definitive Agreements for Park Assets that include Naming Rights require signature authorization by the Commission's Executive Director.
- B) Signature authority for Definitive Agreements for: (a) Park Programs that include Sponsorship Benefits, Naming Rights and/or Advertising Rights and/or (b) Park Assets that include Sponsorship Benefits and/or Advertising Rights may be delegated to the Director of the Department in writing by the Executive Director.

Each Definitive Agreement must include provisions for termination at will by the Commission under appropriate circumstances determined in the sole discretion of the Commission's Office of General Counsel, including without limitation, in the event (a) the Legal Entity or Governmental Entity becomes insolvent or files for bankruptcy, (b) a court or administrative tribunal of competent jurisdiction finds the entity has violated a law or regulation pertaining to unfair business or employment practices, or (c) activities involving moral turpitude.

The development of tiered sponsorship levels identifying the various Park Assets and Programs available for sponsorship and associated recognition benefits and standards will be subject to public review and presented to the Planning Board for approval before the program is implemented. At this time, thresholds for various levels of approval authority will be established for the Planning Board, Commission and Department.

Commencing six (6) months after the adoption of this policy by the Planning Board and every six (6) months thereafter, the Foundation and the Department will provide to the Planning Board, a description of the Definitive Agreements that have been approved and Park Assets and Programs that have been sponsored as a result of this Policy.

The Department is authorized to promulgate appropriate standards, policies and regulations necessary to effectuate the purpose of this policy.

Chapter 5-6

Memorials and Naming Policy

Sections:

5-6-005	Purpose
5-6-010	Definitions
5-6-020	Process; Exemption
5-6-030	Naming of City Park Properties, Amenities or Facilities
5-6-040	Deviations from Policy

5-6-005 Purpose

The purpose of this policy is to describe conditions and establish criteria for placement of memorials on City park property, and naming of public park facilities. [Ord. 1189-05, 5/23/05]

5-6-010 Definitions

(1) "City Property" means a parcel of land or improvement owned and operated by the City of Tualatin for public purposes.

(2) "Park" means a parcel of land owned and operated by the City of Tualatin for park and recreation purposes.

(3) "Facility" means a building or structure located on a City property, including but not limited to libraries, office buildings, utility buildings, recreation centers, community centers, plazas, pathways, sports fields or structures used for specific sports such as tennis courts, basketball courts, and skateparks.

(4) "Amenity" means a smaller support structure located within a larger City park facility, such as benches, picnic tables, conference rooms, playgrounds, drinking fountains, decorative or water play fountains, gardens, gazebos or vegetation.

(5) "Memorial" means a facility or amenity placed within a City park facility or on City park property in remembrance of a particular person or event. For the purposes of this policy, "memorials" also include features designated for purposes such as celebrations, or other special recognition. Memorials are divided into two categories:

(a) "Minor Memorial" means an amenity or facility proposed for use as a memorial with a value of less than \$5,000.

(b) "Major Memorial" means an amenity or facility proposed for use as a memorial with a value of more than \$5,000.

The value of a memorial will be determined based on the costs attributable to the project per TMC 5-6-020(4)(a).

(6) "Resident" means a person residing or owning land within the Tualatin city limits, or a business located within the Tualatin city limits.

(7) "Plaque" means a marker used to identify an amenity or facility as a memorial. [Ord. 1189-05, 5/23/05]

5-6-020 Process; Exemption

(1) The Tualatin Commons is specifically exempted from this policy.

(2) All requests to place memorials on City property shall be submitted in writing to the Community Services Director. Major memorial requests may be made after a two-year waiting period following an event, activity or occurrence that has generated the desire to create a memorial.

(3) Requests shall be evaluated as follows:

(a) Minor Memorials. The Community Services Director shall decide whether to approve or deny any minor memorial request in consultation with other City staff or individuals, as necessary.

(b) Major Memorials. Staff shall make a recommendation to the Tualatin Park Advisory Committee (TPARK), who shall review all major memorial requests. TPARK will forward a recommendation to the City Council for approval, or issue a denial, which can be appealed to the City Council. The decision of the City Council is final.

(4) The criteria to be used to evaluate a minor or major memorial request shall include, but not be limited to, the following:

(a) Whether the request for memorial includes the direct cost of the amenity or facility

5-6-030

including design, purchase of the amenity or facility, installation, and whether any special maintenance requirements are being borne by the requesting party. Staff time to coordinate the memorial and minor levels of effort to assist with design and installation may be borne by the City.

(b) Whether the memorial will interfere with the existing or planned design, function or intended user experience of the area in which it is to be located.

(c) Whether the placement of the memorial will create a condition in which a significant number of amenities or facilities within a City facility or park are used for memorial purposes. The intent is to assure that placement of memorials will not detract from the overall design, intended experience, vision or appeal of any park facility or property.

(d) Whether the placement of the memorial is proposed to replace a facility or amenity currently serving as a memorial for another purpose. Only under extremely rare and unusual circumstances shall existing memorials be replaced by another memorial.

(e) Whether the design of the memorial makes use of equipment, structures, vegetation, or features that are of similar quality and design to existing or planned standards for amenities or facilities within the City.

(f) Whether any identifying plaque associated with the memorial is constructed of heavy duty, high quality bronze material, and no more than 5" x 7" in size.

(g) Whether the placement of the memorial will create an increased maintenance or long-term replacement burden.

(h) Whether the installation or construction of the memorial will be completed or overseen by trained individuals in consultation with City staff, in accordance with all applicable master plans, codes, rules and regulations at the local, state and federal level.

(i) Whether the requesting party agrees and understands that all memorials become the property of the City, and the City shall not be required to replace any memorial or portion of a memorial that is vandalized, damaged or stolen. The requesting party must also agree that

the memorial may be removed, at the City's sole discretion, if the Community Services Director finds the removal to be in the public's best interest. [Ord. 1189-05, 5/23/05]

5-6-030 Naming of City Park Properties, Amenities or Facilities

(1) Consideration of the following in naming city park properties, amenities or facilities is strongly encouraged:

(a) Historical significance;

(b) Geographical identifiers; and

(c) Natural characteristics, including flora and fauna that are characteristic of the Tualatin area.

(2) All requests to name or re-name a City park property, amenity or facility shall be made in writing to the Community Services Director. Such requests may be submitted after a two-year waiting period following an event, activity or occurrence that has generated the desire to name a City property, park, amenity or facility.

(3) Requests to name or re-name a City park property, amenity or facility shall be evaluated by TPARK, along with a staff recommendation. TPARK shall make a recommendation to the City Council for approval of the name. A denial by TPARK may be appealed to the City Council. The decision of the City Council is final.

(4) Generally, the naming of a City park property, amenity or facility shall occur before or during development, and be the product of a public participation process.

(5) For purposes of evaluation and recommendation, the naming of a City park property, amenity or facility shall be divided into two categories:

(a) Service and Non-monetary Contribution. A City park property, amenity or facility may be named to honor a person, living or deceased, in recognition of that person's extraordinary volunteerism, employment, leadership or similar service or non-monetary contributions to the mission and purpose of parks and recreation in the City of Tualatin. The applicant should submit a letter providing a summary and examples of the significant contributions to the mission and purpose of parks and recreation in

Tualatin, with supporting documentation such as newspaper clippings, letters of support, or other relevant information.

(b) Financial Contributions. TPARK may consider naming a city park property, amenity or facility for a resident, Tualatin organization or business that has given or offered to give an appropriate and significant financial contribution to acquire, construct or otherwise enhance a park and recreation facility. A significant contribution means a donation of at least 51% (or \$300,000, whichever is greater) of the cost of the acquisition, construction or improvement of the City property, park, amenity or facility requested for naming.

(6) Renaming of City Park Properties, Facilities or Amenities. The City of Tualatin intends that the name on a facility be the permanent designation. Only under extreme or extraordinary circumstances shall facilities be renamed.

(7) An application to rename a facility shall comply with and be evaluated in accordance with the procedures set out in TMC 5-6-020.

[Ord. 1189-05, 5/23/05]

5-6-040 Deviations from Policy

The Community Services Director may allow minor deviations from this ordinance if he or she finds that such deviation will further the goals and intent of this ordinance and will help further the mission of parks and recreation in the Tualatin community. [Ord. 1189-05, 5/23/05]



Administrative Directive

Title: Park Naming Policy		Index Number: AD 3.09
Date of Adoption: 05/19/94	Date of Revision: 12/31/94	Page 1 of 2

1.0 Purpose and Need

To establish a process for the official naming of all neighborhood, community, and district parks.

2.0 Directive

Any person(s) or group wishing to recommend an official name for any neighborhood, community, or district park shall submit the recommendation in writing to the Director of Parks and Recreation.

3.0 Procedures to Accomplish Directive

1. Prior to the adoption of an official name for a neighborhood or community park, it will be reviewed by the Director of Parks and Recreation, the civic league of the area in which the park exists, and the Parks and Recreation Commission.
2. Prior to the adoption of an official name for any district park, it will be reviewed by the Director of Parks and Recreation Commission.

4.0 Responsibility and Authority

The Director of Parks and Recreation and the Parks and Recreation Commission shall be responsible for the naming of all neighborhood, community, and district parks.

5.0 Definition

Neighborhood, community, and district parks shall be defined as parcels of land owned by or leased to the City of Virginia Beach for the specific purpose of providing recreational opportunities.

6.0 Specific Requirements

1. The official name of a neighborhood or community park shall reflect the geographic area or subdivision in which the park exists.
2. The official name of a district park may reflect either the geographic area or subdivision in which the park exists or another name determined appropriate by the Director of Parks and Recreation and the Parks and Recreation Commission.
3. Neighborhood, community, or district parks shall not be named after individuals, organizations, or as memorials.

Title: Park Naming Policy		Index Number: AD 3.09
Date of Adoption: 05/19/94	Date of Revision: 12/31/94	Page 2 of 2

Approved as to Content: Susan D. Walston 12/15/94
Director, Parks and Recreation Date

Approved as to Legal
Sufficiency: William E. Byman 12/21/94
City Attorney's Office Date

Approved: James K. Spore 12/28/94
City Manager Date

Mundelein Park & Recreation District (www.mundeleinparks.org)
Contact: Mary Priller, Marketing Specialist (847-388-5455, mpiller@mundeleinparks.org)

Questions posed to IPRA C&M Group re: Sponsorships, etc.

Does anyone have an understanding program established with the naming rights' costs and how to donate/sponsor?

Do you have a series of "levels" or "tiers" or is it "customized" to each client/prospect?
Anything that we should definitely include (or avoid)?

Do you base the "usage" [name] on a specific period of years?

Do you also involve smaller levels, for example, for \$500, you can have your personal/corporate name etched onto a granite brick, \$250 listed as well, or as small as \$5, a "thank you" message in a brochure?

Have you had success with a company being altruistic in their help, donating without any expected return?

Have you had any positive/negative feedback from your community about naming [of a facility] etc.?

Park District	Contact	Response/Comments
Des Plaines Park District	Gene Harring Marketing and Communications Gene.Harring@DPParks.org 847-391-5700	<p>Our Board is opposed to naming things after sponsors or donors, so we have not pursued it</p> <p>We do the standard thanks you's in our program guide, on our website, posters in facilities... for sponsors of major events. We also send facility passes (water park, golf courses...) as a thank you to sponsors and volunteers.</p>
Timley Park District	Matthew Libs Marketing Manager Matthew.Lib@TimleyParkDistrict.org 708-342-4252	<p>Chamber of Commerce members volunteer time and occasionally contribute money without expectation, but I always thank them profusely anyway. Businesses have responded positively to paying for mentions in radio ads for our major events.</p> <p>We do not do PERMANENT naming rights - such as how you stated a park, ball field, etc. - for corporate sponsors. The names are approved by the board of commissioners and our board hasn't done corporate sponsorship when it comes to permanent names.</p> <p>What we do allow, however, is "presenting sponsorships". We opened up a Presenting Sponsorship for our 5K/9K races about two years ago, and we've had a presenting sponsor on board for our past three races. They pay \$1,000 per race instead of the \$250 our regular race sponsors would pay, but the race is "presented by" their company, and they get extra exposure.</p> <p>For example, our next race is the Running Of The Green 5K presented by Walt's Food Centers. We include "presented by Walt's Food Centers" on the front of our race t-shirts, in our brochure listing for the race, and on the race bibs. The way we can connect the name with the business owner is to recommend the company be the presenting sponsor for multiple years in a row. We just completed a deal with our Bank sponsor, where part of their marketing package is to be the presenting sponsor of the Stars & Stripes 5K we run every 4th of July. So, for the next three years, it will be the "Stars & Stripes 5K presented by First Midwest Bank". Instead of each race being a different title, it builds name recognition since the participants will see FMB as the presenting sponsor for three consecutive years they participate.</p>

Deerfield Park District (Continued)

And we haven't received any negative feedback from including our presenting sponsor in the logo of the race t-shirt, or anything like that. Actually, quite the opposite, as we've usually gets a very large cheer from the audience when we're thanking the sponsors during our awards ceremony after the race. I think when it comes to runners, they understand that a little corporate push here and there helps keep their cost to run the race down.

We are quite open-minded when it comes to allowing corporate sponsors... there are many areas we don't open to corporate sponsorship in an effort to keep the event more family-friendly.

For naming rights question, policy is attached.

[for example ~ a few years back, a family donated \$100,000 toward a playground for certain area of playground equipment) named after a relative — I believe it was 50% of the cost of the project. There was a set number of years determined. We also have 2 different actual buildings named after donors who contributed \$1m and \$4m respectively for their name to be on our 50+ Enrichment Center and our Recreation (and Fitness) Center. I'm not aware of any negative feedback re: naming; typically, my personal observation has been that the funds have been appreciated — especially by the recent Recreation Center which enables us to purchase a much larger and more diverse center than we would have been able to without the donation — meeting needs suggested from residents on community surveys (walking track, gyms, indoor pool).

Deerfield Park District

Darla Kuhs

darla@deerfieldsharts.org

Communications and Foundation Mgr.

For "Recognition-based giving" our Foundation manages this category which spans everything from donations of Trees and Benches (hundreds to thousands of dollars where we add \$50 or more to cost so Foundation projects benefit) to engraved pavers at parks and pools ranging from about \$50 - \$500 depending upon type. We have engraved nameplates at our Rec Center for \$50 per plate and engraved dog houses for \$50 at dog park.

For Sponsorships, Partnerships, Donations, etc. — again these are typically managed through me — usually through our Foundation, but sometimes, just directly for the Park District. We have a range of options from requesting gift certificates for our silent auctions at \$500+ up to specific types of sponsors at specific events with varying benefits, to Event Title Sponsorships for thousands of dollars depending upon the event, where a company may then come to the event, have a table, sign/hanner, etc.

347-572-2611

And, yes, we have had certain companies being altruistic — sometimes because "reputational or work with someone" sometimes because they are or were a resident, sometimes because "run race knowing or work with someone" or because they have grants. We always offer to list an individual, company or corporation's name at a minimum, but as the 10 years I've been here, we have had a few "anonymous."

Attachment: 2013Board and New Name.pdf

New Lenox Community Park District

Lauren Lotz

lauren@newlenoxparks.org
815-465-1737

The New Lenox Community Park District has had requests for the renaming of parks, etc. but has not produced a program beyond our race and banch programs as of yet. It is our feeling that the monetary amount that would deserve such rights is not a level that is or yet an organization or family estate we have come in contact with. We have had discussions with large health care partners where we looked into their providing the funds for a recreation center and receiving naming rights but so far that has not yet come to fruition.

<p>Park District of Oak Park</p>	<p>Diane Stanke Director of Marketing and Customer Services diane.stanke@oakdp.org 708-725-2022</p>	<p>Attached is the District's naming policy. We followed 10x's in naming our ice arena after our long time trustee director in 2007.</p> <p>We had a neighbor of Cherry Mansion, one of our historic properties, donate \$50,000 for the restoration of a water feature on the grounds at Cheney. We did not name the feature after her. She didn't request it. However, we did place a stone by the feature (which is stone with a small waterfall and rock formation, you should come and see it when the weather warms up!) thanking her for her generous donation.</p>
<p>Bethelere Park District</p>	<p>Gabe Castillo Recreational Marketing Manager gcastillo@bethelerepark.org 815-547-5722</p>	<p>3 PDFs included [TMC Chapter 5-6 Memorials and naming Policy.pdf, Naming Rights.pdf, Virginia Beach Park Naming Policy.pdf]</p>
<p>St. Charles Park District</p>	<p>Erika Young</p>	<p>PR & Marketing Manager eryoung@stcharlesparks.org 636-513-4319</p>
<p>Glencoe Park District</p>	<p>Erin Massen Manager of Marketing and Communications emassen@glencoeparksdistrict.com 347-835-7537</p>	<p>Working on a program...please send details.</p>
<p>Dundee Township Park District</p>	<p>Heidi Shumate Director of Marketing & Communications hshumate@ctpd.org</p>	<p>Please share details..</p>
<p>Zion Park District</p>	<p>Christine Westman Zion Park District cwestman@zionparkdistrict.org</p>	<p>Please share details..</p>
<p>Bellmores Grove Park District</p>	<p>Bradell Bleckley External Affairs Manager bleckley@bellsgrove.org 630-952-1304</p>	<p>Working on the same thing...please share details..</p>
<p>Elmhurst Park District</p>	<p>Ginger Wade Director of Marketing & Communications gwade@elmhurstpd.org</p>	<p>We do not have a program... Director of Marketing & Communications</p>

<p>Village of McCormick Park District</p> <p>Embaras Park District 2wales@epd.org 630-993-5923</p>	<p>Emily Roberts Marketing Coordinator enrollment@kaneoville.org 815-886-4246</p> <p>Not using anything like this..</p>	<p>Julie Mason Vangel Director of Marketing Services lvangel@ctspark.org 630-784-5151</p> <p>Working on getting this more official this year..</p>	<p>Jason Schleben Athletic and Safety Director lschleben@hanturparkdistrict.org 847-683-2600</p> <p>...interested in learning more about this..</p>	<p>Sarah O'Donnell Director of Development sodonnell@rehabilitationparks.org 630-510-4986</p> <p>Please forward information..</p>	<p>Mi Hatchinson Parts & Recreation Director, OPR Foundation mihatchinson@oprlillien.org 618-524-2308</p> <p>Working with company to assist[s] with company; developed a cost per sq. ft.. will forward on info... {Attachments: CommitteeMeeting_Form.pdf, Naming Policy 1.doc}</p>	<p>Mirrie Shields Administrative Coordinator mirrie@lillien.org 847-962-3206</p>	<p>Sherry Matschot sherrym@lillien.org</p> <p>As an SRA we don't have any facilities to offer naming rights to.</p>	<p>Laura Finch Marketing Manager lfinch@kaneoville.org 815-554-4498</p>	<p>We haven't established a plan like that in Oswego, but I'd love to hear what other districts have done.</p>
<p>Carol Stream Park District</p>	<p>Hampshire Township Park District</p>	<p>Wheaton Park District</p>	<p>City of Darien Parks & Recreation</p>	<p>Lake County Forest Preserve District</p>	<p>Western DuPage Recreation Association</p>	<p>Oswego Park District</p>			



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

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

Director of Finance

Carrie Dittman



Proud Member of the
Illinois Route 66 Scenic Byway

MONTHLY REPORT MUNICIPAL SERVICES DEPARTMENT Permits issued for the month of June, 2017

Build Out	1
Concrete Driveway	2
Door Replacement	2
Driveway Replacement	1
Exit Lights	1
Fence	2
French Drain	1
Inground Pool Demo	1
Inground Pool	1
Install make-up for boiler	1
Parking Lot Repair	1
Patio R & R	1
Recessed Lighting	1
Reoccupancy	1
Reroof	2
SFR	1
Sign	3
Special Promotion	1
Sprinkler System	1
Subfloor Drainage	1
Underground Bore	3
Vanilla Box	1
Window Replacement	2
TOTAL	32

Final Certificates of Occupancy	1
Temporary Certificates of Occupancy	0
Permit Revenue for June, 2017	18,289.14
Total Revenue Collected for Fiscal Year	
To Date	93,010.69
Total Budgeted for Fiscal Year 2017/18	245,500.00
Total Percentage of Budgeted Revenue	
Collected to Date	37.89

Respectfully submitted,

Timothy Halik
Village Administrator

TH/jp

MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

Fiscal Year 2017/18

MONTH	CURRENT FISCAL YEAR 2017/18		PRIOR FISCAL YEAR 2016/17	
MAY	\$	74,721.15	\$	28,379.31
JUNE	\$	18,289.54	\$	13,426.64
JULY			\$	19,166.25
AUGUST			\$	59,753.64
SEPTEMBER			\$	62,997.75
OCTOBER			\$	132,950.27
NOVEMBER			\$	74,028.63
DECEMBER			\$	9,337.62
JANUARY			\$	40,260.12
FEBRUARY			\$	25,544.07
MARCH			\$	16,810.28
APRIL			\$	16,072.18
COLLECTED REVENUE	\$	93,010.69	\$	498,726.76
BUDGETED REVENUE	\$	245,500.00	\$	232,500.00
REVENUES COLLECTED- (OVER)/UNDER BUDGET	\$	152,489.31	\$	(266,226.76)
PERCENTAGE OF BUDGETED REVENUE COLLECTED		37.89%		214.51%

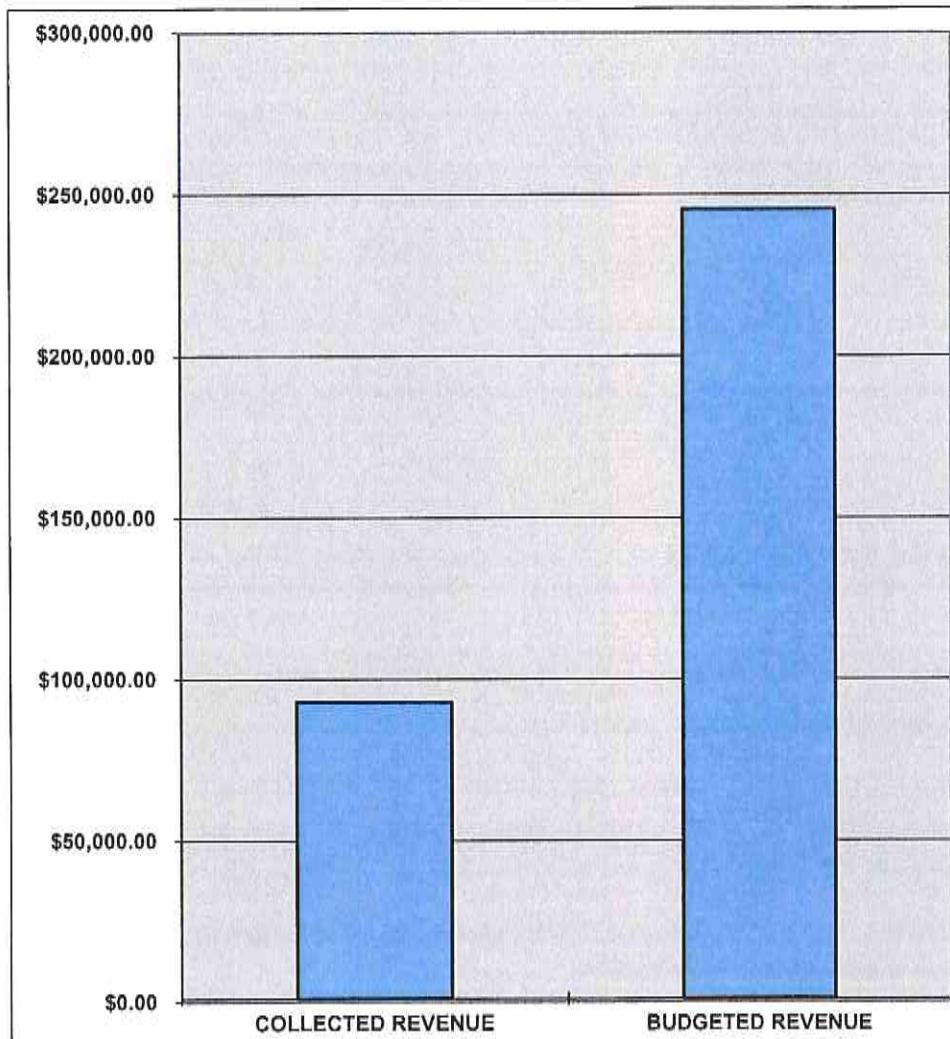
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

	Fiscal Year 17/18	Fiscal Year 16/17
COLLECTED REVENUE	\$ 93,010.69	\$ 498,726.76
BUDGETED REVENUE	\$ 245,500.00	\$ 232,500.00

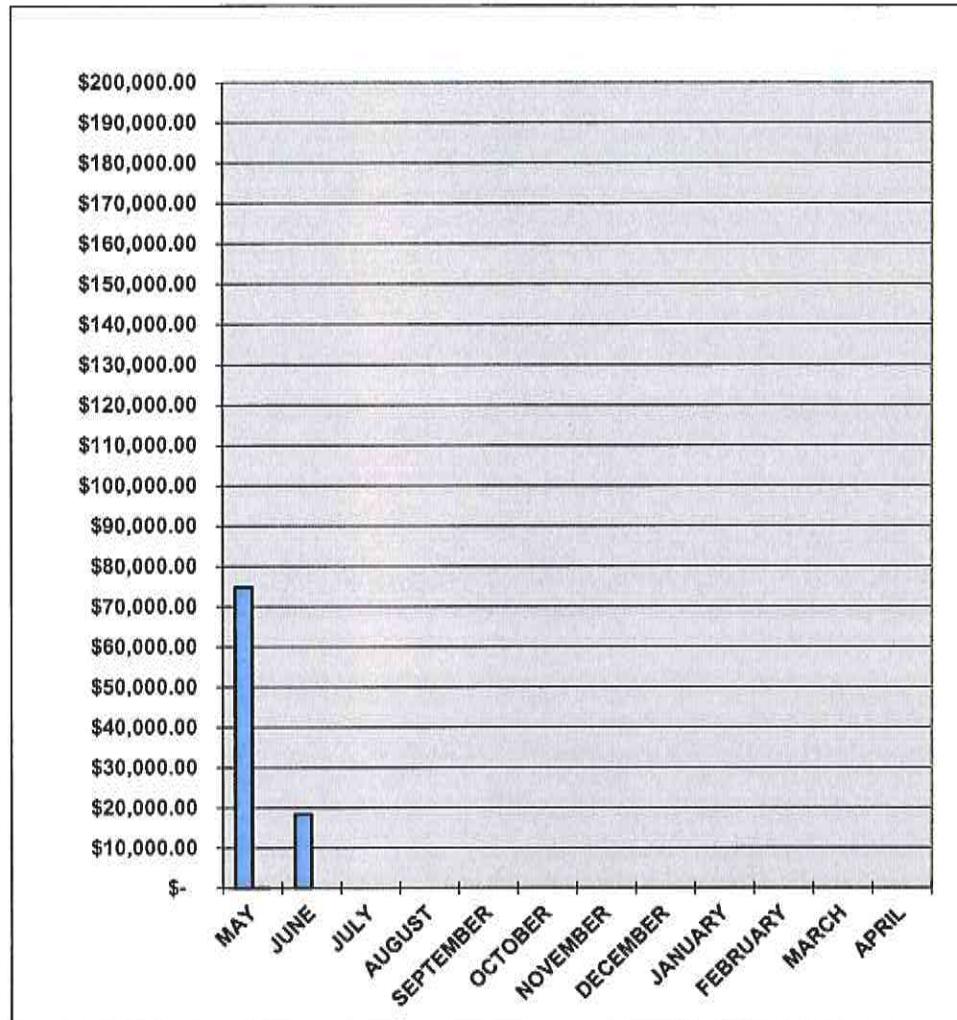
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



Date Issued:	Name:	Address:	Permit Purpose:	Business Name:	Fee:	RES / COMM:	Date Released:
06/23/17	David Froberg	54 W. 63rd Street	Build Out	Menton Chiropractor	\$ 1,674.96	C	06/23/17
06/26/17	Noel Valenti	5902 Bentley Ave	Concrete Driveway		\$ 175.00	R	06/26/17
06/21/17	William Whitney	6149 Brookside Lane	Concrete R&R		\$ 500.00	R	06/21/17
06/07/17	Donna Nipperus	205 Midway Drive	Door Replacement		\$ 75.00	R	06/07/17
06/23/17	Mary Kurkland	6333 Martin Drive	Door Replacement		\$ 75.00	R	06/23/17
06/12/17	Milo Gonzalez	6415 S. Garfield	Driveway Replacement		\$ 75.00	R	06/12/17
06/23/17	The Knolls	6183 Pinewood Ct	Exit Lights		\$ 215.00	R	06/23/17
06/02/17	Mark Price	6400 Tremont	Fence		\$ 50.00	R	06/02/17
06/02/17	Mohammad Kassar	544 Ridgemoor Dr	Fence		\$ 50.00	R	06/02/17
06/21/17	John Bohntinsky	355 Willowood Lane	French Drain		\$ 120.00	R	06/21/17
06/05/17	Kris Jankaukkaitė	843 Cramer Ct	In ground pool demo		\$ 75.00	R	06/02/17
06/05/17	Mohammad Kassar	544 Ridgemoor Dr.	Inground Pool		\$ 1,137.75	R	06/05/17
06/01/17	Hayes Mechanical	301 Lake Hinsdale	Install make-up air for boiler		\$315.00	C	06/06/17
06/23/17	Chicken Basket	645 Joliet Road	Parking Lot Repair	Chicken Basket	\$ 75.00	C	06/23/17
06/21/17	Bob Leuser	6158 Willowhill	Patio R&R		\$ 50.00	R	06/21/17
06/02/17	Lorraine McGratham	101 Lake Hinsdale - 301	Recessed Lighting		\$ 315.00	R	06/02/17
06/02/17	Farmers Insurance	608 Executive Dr	Reoccupancy	Farmers Insurance	\$ 200.00	C	06/02/17
06/06/17	Perfect Exteriors	422 Ridgemoor Drive	Reroof		\$35.00	R	06/06/17
06/28/17	Sivarajan Kullumani	32 Garfield Ridge Ct.	Reroof		\$ 35.00	R	06/28/17
06/28/17	Carrington Club	312 Arabian Circle	SFR		\$ 7,936.23	R	06/28/17
06/06/17	Mod Pizza	7135 Kingery	Sign	Mod Pizza	\$ 1,101.65	C	06/06/17
06/30/17	Kumon	82 W. 63rd Street	Sign	Kumon Sign	\$ 372.50	C	06/30/17
06/30/17	Buffalo Wild Wings	7111 S. Kingery	Sign	BWW Sign	\$ 1,549.00	C	06/30/17
06/28/17	Chicken Basket	645 Joliet Road	Special Promotion	Chicken Basket	\$ 50.00	C	06/28/17
06/21/17	Yiraa Martini	6414 Clarendon Hills Rd	Sprinkler System		\$ 75.00	R	06/21/17
06/23/17	Jean Carey	6443 Clarendon Hills	Subfloor Drainage		\$ 115.00	R	06/23/17
06/05/17	Village of Willowbrook	835 Midway Drive	Underground Bone		\$ -	R	06/05/17
06/05/17	Raynard Gage	62 79th Street	Underground Bone		\$ -	R	06/05/17
06/06/17	American Cable	7806 Clarendon Hill Rd	underground bore		\$0.00	R	06/07/17
06/13/17	David Froberg	50 W. 63rd Street	Vanilla Box	Menton Chiropractor	\$ 1,719.49	C	06/12/17
06/02/17	Jill Dorrah	5860 Virginia Ave	Window Replacement		\$ 75.00	R	06/02/17
06/28/17	Janel Featherstone	7516 Sheridan Drive	Window Replacement		\$ 75.00	R	06/28/17

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 01 GENERAL FUND							
06/01/2017			01-00-310-401 BUILDING PERMITS		BEG. BALANCE		
06/02/2017	CR	RCPT	Building Dept. Invoice 06/02/2017		2,062.75		(74,352.40)
06/06/2017	CR	RCPT	Building Dept. Invoice 06/06/2017		75.00		(76,415.15)
06/07/2017	CR	RCPT	Building Dept. Invoice 06/07/2017		450.00		(76,940.15)
06/08/2017	CR	RCPT	Building Dept. Invoice 06/08/2017		315.00		(77,255.15)
06/12/2017	CR	RCPT	Building Dept. Invoice 06/12/2017		730.00		(77,985.15)
06/13/2017	CR	RCPT	Building Dept. Invoice 06/13/2017		1,719.49		(79,704.64)
06/16/2017	CR	RCPT	Building Dept. Invoice 06/16/2017		120.00		(79,824.64)
06/16/2017	CR	RCPT	Building Dept. Invoice 06/16/2017		550.00		(80,374.64)
06/19/2017	CR	RCPT	Building Dept. Invoice 06/19/2017		115.00		(80,489.64)
06/20/2017	CR	RCPT	Building Dept. Invoice 06/20/2017		215.00		(80,704.64)
06/22/2017	CR	RCPT	Building Dept. Invoice 06/22/2017		6,064.19		(87,568.83)
06/23/2017	CR	RCPT	Building Dept. Invoice 06/23/2017		1,749.96		(89,318.79)
06/26/2017	CR	RCPT	Building Dept. Invoice 06/26/2017		325.00		(89,643.79)
06/27/2017	CR	RCPT	Building Dept. Invoice 06/27/2017		35.00		(89,678.79)
06/28/2017	CR	RCPT	Building Dept. Invoice 06/28/2017		75.00		(89,753.79)
06/30/2017	CR	RCPT	Building Dept. Invoice 06/30/2017		250.00		(90,003.79)
06/30/2017			01-00-310-401	END BALANCE	0.00	15,651.39	(90,003.79)

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GL ACTIVITY REPORT FOR WILLOWBROOK
FROM 01-00-310-402 TO 01-00-310-402
TRANSACTIONS FROM 06/01/2017 TO 06/30/2017

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			Fund 01 GENERAL FUND				
06/01/2017			01-00-310-402 SIGN PERMITS		BEG. BALANCE		(368.75)
06/08/2017	CR	RCPT	Building Dept. Invoice 06/08/2017			961.65	(1,330.40)
06/30/2017	CR	RCPT	Building Dept. Invoice 06/30/2017			1,676.50	(3,006.90)
06/30/2017			01-00-310-402	END BALANCE	0.00	2,638.15	(3,006.90)



EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

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

Director of Finance

Carrie Dittman

MONTHLY REPORT
MUNICIPAL SERVICES DEPARTMENT
Permits issued for the month of July, 2017

Asphalt	4
Buildout, Interior	2
Cellphone Tower	1
Deck	2
Demolition	2
Door	1
Driveway	1
Fire Restoration	1
HVAC Installation	1
Kitchen Remodel	2
Roof	6
Sign	5
Single Family Residence	2
Water Heater Replacement	1
Water Service Shut-Off	1
Window Replacement	5
 TOTAL	 37
Final Certificates of Occupancy	5
Temporary Certificates of Occupancy	1
Permit Revenue for July, 2017	35,679.59
Total Revenue Collected for Fiscal Year To Date	128,690.28
Total Budgeted for Fiscal Year 2017/18	245,500.00
Total Percentage of Budgeted Revenue Collected to Date	52.42%

Respectfully submitted,

Timothy Halik
Village Administrator

TH/jp



Proud Member of the
Illinois Route 66 Scenic Byway

MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

Fiscal Year 2017/18

MONTH	CURRENT FISCAL YEAR 2017/18		PRIOR FISCAL YEAR 2016/17	
MAY	\$	74,721.15	\$	28,379.31
JUNE	\$	18,289.54	\$	13,426.64
JULY	\$	35,679.59	\$	19,166.25
AUGUST			\$	59,753.64
SEPTEMBER			\$	62,997.75
OCTOBER			\$	132,950.27
NOVEMBER			\$	74,028.63
DECEMBER			\$	9,337.62
JANUARY			\$	40,260.12
FEBRUARY			\$	25,544.07
MARCH			\$	16,810.28
APRIL			\$	16,072.18
COLLECTED REVENUE	\$	128,690.28	\$	498,726.76
BUDGETED REVENUE	\$	245,500.00	\$	232,500.00
REVENUES COLLECTED- (OVER)/UNDER BUDGET	\$	116,809.72	\$	(266,226.76)
PERCENTAGE OF BUDGETED REVENUE COLLECTED		52.42%		214.51%

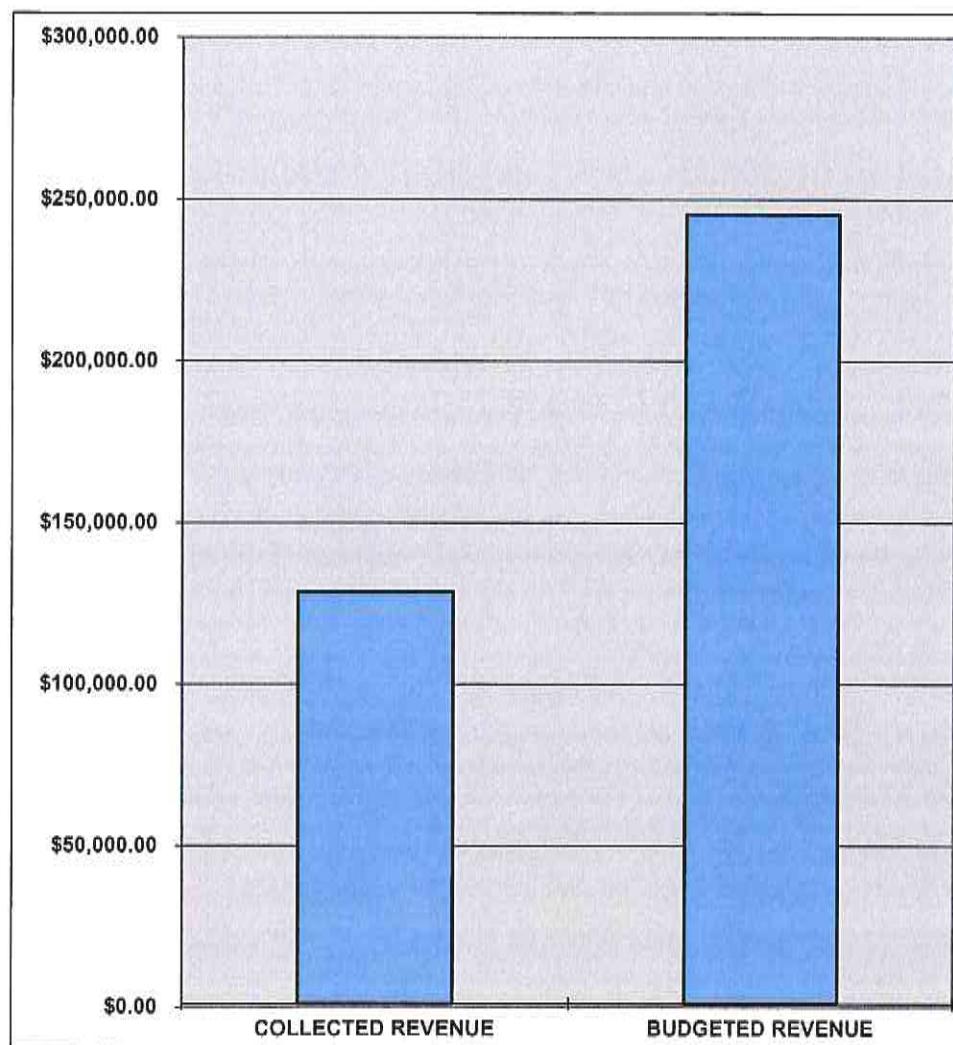
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE

	Fiscal Year 17/18	Fiscal Year 16/17
COLLECTED REVENUE	\$ 128,690.28	\$ 498,726.76
BUDGETED REVENUE	\$ 245,500.00	\$ 232,500.00

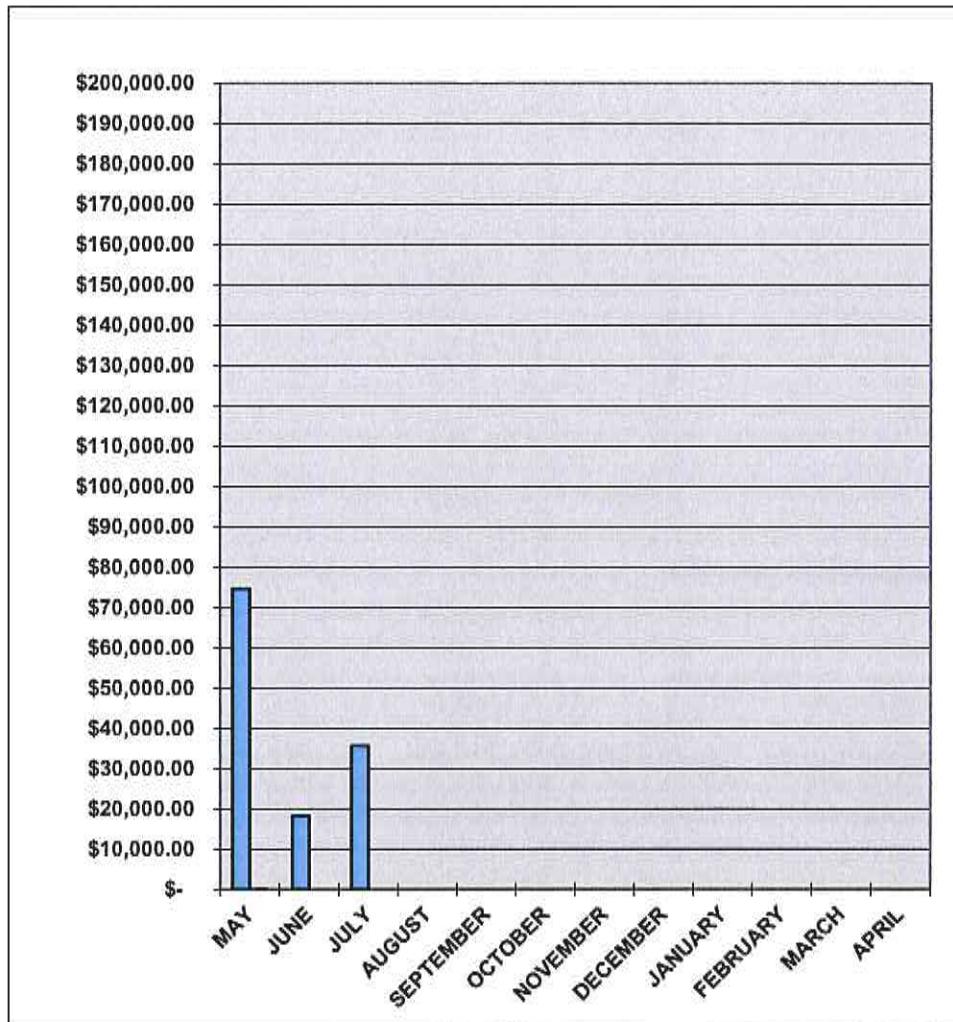
MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



MUNICIPAL SERVICES DEPARTMENT

PERMIT REVENUE



Permit	Date Issued:	Name:	Address:	Permit Purpose:	Business Name:	Fee:	RES / COMM:	Date Released:	Date Permit Expires:
17-123	07/03/17	Buffalo Wild Wings	7111 S. Kingery	Interior buildout	Buffalo Wild Wings	\$ 6,260.00	C	06/30/17	06/30/18
17-199	07/03/17	Victoria Waliczek	4 Kane Court	Window Replacement		\$ 75.00	R	07/03/17	07/03/18
17-155	07/05/17	Donalynne Nipperus	205 Midway Dr.	replace window		\$ 75.00	R	07/05/17	07/05/18
17-211	07/06/17	Andrew Meyer	7301 Kingery Hwy	parking lot sealing	Willowbrook Ford	\$ 75.00	C	07/06/17	07/06/18
17-206	07/07/17	Midwest Helicopter	525 Executive	Water Service Disc.	Midwest Helicopter	\$ 150.00	C	07/07/17	07/07/18
17-205	07/07/17	Kalin Borisov	7835 Clarendon Hills Rd	Kitchen/Living Remodel		\$ 737.00	R	07/07/17	07/07/18
17-195	07/07/17	Portfolios	7195 Kingery Hwy	Parking lot patches	Portfolios	\$ 300.00	C	07/07/17	07/07/18
17-190	07/10/17	Midtown Athletic Club	215 W. 63rd St	HVAC installation & demo		\$ 590.00	C	07/10/17	07/10/18
17-203	07/10/17	Grace Grimm	20 Highridge Rd.	replace window		\$ 75.00	R	07/10/17	07/10/18
17-196	07/10/17	Eugene Grzymkoicz	820 Plainfield	install sign/steinmart	Steinmart	\$ 1,182.04	C	07/10/17	07/10/18
17-204	07/10/17	Rosemarie Maddengate	600 Joliet Rd. #H	demo only		\$ 500.00	C	07/10/17	07/10/18
17-151	07/11/17	Hussam Banian	834 75th St	Interior build out	Sam's Royal Salon	\$ 1,430.78	C	07/11/17	07/11/18
17-207	07/11/17	Virgil Dupit	145 Somerset	roof repair		\$ 35.00	R	07/11/17	07/11/18
17-208	07/11/17	Ivan Harrison	6646 Sheffield	water heater		\$ 50.00	R	07/11/17	07/11/18
17-210	07/14/17	Alan Meyer	7201-7255 Kingery Hwy	plumbing and electrical	Woodland Plaza	\$ 75.00	C	07/14/17	07/14/18
17-117	07/18/17	Aaron Adelman	7475 Madison	cell tower		\$ 853.00	C	07/18/17	07/18/18
17-223	07/20/17	Michael Gantman	328 Chateleine Ct.	roof- new		\$ 35.00	R	07/20/17	07/20/18
17-222	07/21/17	Art Holland	54 W. 63rd	sign	Menton Chiropractor	\$ 365.65	C	07/21/17	07/22/18
17-227	07/21/17	Yefas Bindokas	248 79th Street	driveway paver install		\$ 225.00	R	07/21/17	07/21/18
17-218	07/21/17	Vanessa Juarez	7235 Willow Way Ln#C	window installation		\$ 75.00	R	07/21/17	07/21/18
17-201	07/21/17	Lynn Colby	6262 S. Kingery Hwy	Asphalt patching-pkg lot	Wintrust	\$ 300.00	C	07/21/17	07/21/18
17-221	07/21/17	Joy Witt	31 Ridgefield	Fire repair		\$ 50.00	R	07/21/17	07/21/18
17-224	07/21/17	David Minalik	550 Arabian Circle lot 16	New construction	MMH,LLC	\$ 2,000.00	C	07/21/17	07/21/18
17-225	07/24/17	Sue Smith	525 Executive	demolition		\$ 354.50	R	07/24/17	07/24/18
17-220	07/24/17	Peter Robinson	362 63rd Street	Kitchen remodel/windows	Baltic Exteriors	\$ 35.00	R	07/24/17	07/24/18
17-219	07/24/17	Dovile Gaidukeviciene	7730 Blackberry Ln	re-roof	Highlander ImproveMe	\$ 35.00	R	07/24/17	07/24/18
17-212	07/24/17	Dolores Schneider	405 Kingswood Court	Re-roof	WKGGG,LLC	\$ 110.04	C	07/25/2017	07/25/18
17-209	07/25/2017	Wayde Milas	7550 S. Quincy	sign	Kula Remodeling	\$ 200.00	C	07/26/17	07/26/18
17-230	07/26/17	Jason Palatka	7000 Adams	roof	J&S Electric and Sign	\$ 372.50	C	07/26/17	07/26/18
17-182	07/26/17	Kumon	83 W. 63rd st	sign	Anderson	\$ 75.00	R	07/26/17	07/26/18
17-191	07/26/17	Chris Harris	6348 Emerald Court	Window replacement	ADR Builders	\$ 150.00	R	07/26/17	07/26/18
17-229	07/26/17	Dragan Ristic	7635 Virginia Court	Deck Replacement	Technician Roofing	\$ 35.00	R	07/27/17	07/27/18
17-232	07/27/17	Jane Wong	6520 Chaucer Road	Reroof	Universal Awning and	\$ 145.00	C	07/31/17	07/31/18
17-235	07/31/17	Nussat Choudhary	6949 Kingery Hwy	Sign	Pulte	\$ 10,003.62	R	08/31/17	08/31/18
17-168	07/31/07	Pulte Homes	318 Arabian Circle	New home	M&R Tile and Remodel	\$ 150.00	R	07/31/17	07/31/18
17-237	07/31/17	Daniel Jeske	6327 Wesley	Deck Replacement	Aandersen	\$ 75.00	R	07/31/17	07/31/18
17-233	07/31/17	John Buczakiewicz	6779 Knollwood Rd	storm door					

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 01 GENERAL FUND							
07/01/2017			01-00-310-401 BUILDING PERMITS		BEG. BALANCE		(90,003.79)
07/03/2017	CR	RCPT	Building Dept. Invoice 07/03/2017		4,260.00		(94,263.79)
07/05/2017	CR	RCPT	Building Dept. Invoice 07/05/2017		150.00		(94,413.79)
07/06/2017	CR	RCPT	Building Dept. Invoice 07/06/2017		900.00		(95,313.79)
07/07/2017	CR	RCPT	Building Dept. Invoice 07/07/2017		887.00		(96,200.79)
07/10/2017	CR	RCPT	Building Dept. Invoice 07/10/2017		840.00		(97,040.79)
07/12/2017	CR	RCPT	Building Dept. Invoice 07/12/2017		1,465.78		(98,506.57)
07/13/2017	CR	RCPT	Building Dept. Invoice 07/13/2017		500.00		(99,006.57)
07/14/2017	CR	RCPT	Building Dept. Invoice 07/14/2017		50.00		(99,056.57)
07/17/2017	CR	RCPT	Building Dept. Invoice 07/17/2017		6,053.00		(105,109.57)
07/18/2017	CR	RCPT	Building Dept. Invoice 07/18/2017		2,250.00		(107,359.57)
07/20/2017	CR	RCPT	Building Dept. Invoice 07/20/2017		35.00		(107,394.57)
07/21/2017	CR	RCPT	BUILDING PERMITS 07/21/2017		9.00		(107,403.57)
07/21/2017	CR	RCPT	Building Dept. Invoice 07/21/2017		1,200.00		(108,603.57)
07/21/2017	CR	RCPT	Building Dept. Invoice 07/21/2017		300.00		(108,903.57)
07/24/2017	CR	RCPT	Building Dept. Invoice 07/24/2017		2,424.50		(111,328.07)
07/26/2017	CR	RCPT	Building Dept. Invoice 07/26/2017		350.00		(111,678.07)
07/26/2017	CR	RCPT	Building Dept. Invoice 07/26/2017		75.00		(111,753.07)
07/27/2017	CR	RCPT	Building Dept. Invoice 07/27/2017		4,035.00		(115,788.07)
07/31/2017	CR	RCPT	Building Dept. Invoice 07/31/2017		8,401.58		(124,189.65)
07/31/2017			01-00-310-401	END BALANCE	0.00	- 34,185.86	(124,189.65)

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GL ACTIVITY REPORT FOR WILLOWBROOK
 FROM 01-00-310-402 TO 01-00-310-402
 TRANSACTIONS FROM 07/01/2017 TO 07/31/2017

Page:

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 01 GENERAL FUND							
07/01/2017			01-00-310-402 SIGN PERMITS		BEG. BALANCE		(3,006.90)
07/06/2017	CR	RCPT	Building Dept. Invoice 07/06/2017		1,082.04		(4,088.94)
07/21/2017	CR	RCPT	Building Dept. Invoice 07/21/2017		256.65		(4,345.59)
07/25/2017	CR	RCPT	Building Dept. Invoice 07/25/2017		110.04		(4,455.63)
07/26/2017	CR	RCPT	Building Dept. Invoice 07/26/2017		45.00		(4,500.63)
07/31/2017			01-00-310-402	END BALANCE	0.00	1,493.73	(4,500.63)

VILLAGE OF WILLOWBROOK - PUMPAGE REPORT
TOTAL GALLONS PUMPED
FY 2002/03 - FY 2017/18

Month	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
May	32,267,000	33,518,000	35,018,000	35,919,000	35,162,000	36,696,000	33,890,000	31,322,000	31,715,000	30,725,000	34,220,000	30,860,000	29,547,000	29,213,000	31,048,000	28,681,000
June	38,911,000	38,691,000	35,447,000	48,511,000	42,471,000	43,700,000	33,817,000	32,087,000	31,799,000	32,620,000	44,635,000	31,512,000	32,193,000	29,447,000	34,451,000	33,573,000
July	52,100,000	39,116,000	41,248,000	52,479,000	43,279,000	44,574,000	41,463,000	36,819,000	38,513,000	41,371,000	49,498,000	39,106,000	33,122,000	32,813,000	34,898,000	
August	44,167,000	40,433,000	41,059,000	47,861,000	41,114,000	38,778,000	43,017,000	38,516,000	38,745,000	35,639,000	40,272,000	41,448,000	32,796,000	36,985,000	32,739,000	
September	40,838,000	36,275,000	39,658,000	43,906,000	32,998,000	42,013,000	33,418,000	34,331,000	33,992,000	32,273,000	33,657,000	35,737,000	31,869,000	32,623,000	30,853,000	
October	33,128,000	31,667,000	33,765,000	35,009,000	31,937,000	34,612,000	30,203,000	28,919,000	33,789,000	29,892,000	30,283,000	29,226,000	28,728,000	30,690,000	27,589,000	
November	28,560,000	28,260,000	30,106,000	29,515,000	29,153,000	29,847,000	28,054,000	26,857,000	28,125,000	27,138,000	27,535,000	28,446,000	25,364,000	26,585,000	25,929,000	
December	30,503,000	29,133,000	32,786,000	31,086,000	30,102,000	31,435,000	29,568,000	28,931,000	29,257,000	28,643,000	27,863,000	29,847,000	26,710,000	27,194,000	26,581,000	
January	30,343,000	29,602,000	31,223,000	29,411,000	30,340,000	32,444,000	29,383,000	28,123,000	28,401,000	28,846,000	28,427,000	31,265,000	28,505,000	27,915,000	26,165,000	
February	27,216,000	28,755,000	26,768,000	27,510,000	29,078,000	29,470,000	26,629,000	25,005,000	24,988,000	26,635,000	24,308,000	29,230,000	25,484,000	26,048,000	22,962,000	
March	29,488,000	30,315,000	30,025,000	29,905,000	30,362,000	31,094,000	28,408,000	27,945,000	27,909,000	28,911,000	27,862,000	29,917,000	28,779,000	26,552,000	25,855,000	
April	29,845,000	29,350,000	29,478,000	30,452,000	29,468,000	30,239,000	27,193,000	27,793,000	27,145,000	34,220,000	27,514,000	28,101,000	25,255,000	26,791,000	24,720,000	
TOTAL	417,366,000	395,115,000	406,581,000	441,564,000	405,464,000	424,902,000	385,043,000	366,648,000	374,378,000	376,913,000	396,074,000	384,695,000	348,352,000	352,856,000	343,790,000	62,254,000

YEAR TO DATE LAST YEAR (gallons): 65,499,000

YEAR TO DATE THIS YEAR (gallons): 62,254,000

DIFFERENCE (gallons): -3,245,000

PERCENTAGE DIFFERENCE (+/-): -4.95%

FY17/18 PUMPAGE PROJECTION (gallons): 350,000,000

FY17/18 GALLONS PUMPED TO DATE: 62,254,000

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

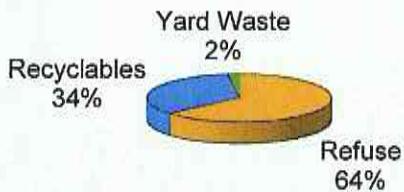
CURRENT PERCENTAGE
PUMPED COMPARED TO 17.79%

CITY OF Willowbrook

MONTHLY DATA REPORT

	Tons Collected by Month			Recycling Detail		Email To: ghummel@willowbrook.il.us
	Refuse	Recyclables	Yard Waste	Paper Fiber	Commingled Containers	
January-17	74.84	48.11		33.49	14.62	
February-17	66.17	35.18		24.49	10.69	
March-17	64.75	40.46		28.16	12.30	
April-17	76.11	40.36	6.43	28.09	12.27	
May-17	80.18	43.25	5.12	30.11	13.14	
June-17	84.75	39.56	3.95	27.54	12.02	
July-17	94.46	45.84	2.30	31.91	13.93	
August-17				0.00	0.00	
September-17				0.00	0.00	
October-17				0.00	0.00	
November-17				0.00	0.00	
December-17				0.00	0.00	
Totals	541.26	292.76	17.80	203.79	88.97	
Monthly Average	77.32	41.82	4.45	16.98	7.41	
Weekly Average	17.84	9.65	1.03	3.92	1.71	

Percentage of Materials Collected





Village of Willowbrook

June 2017 - Status Report

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JUL 11 2017

VILLAGE OF
WILLOWBROOK

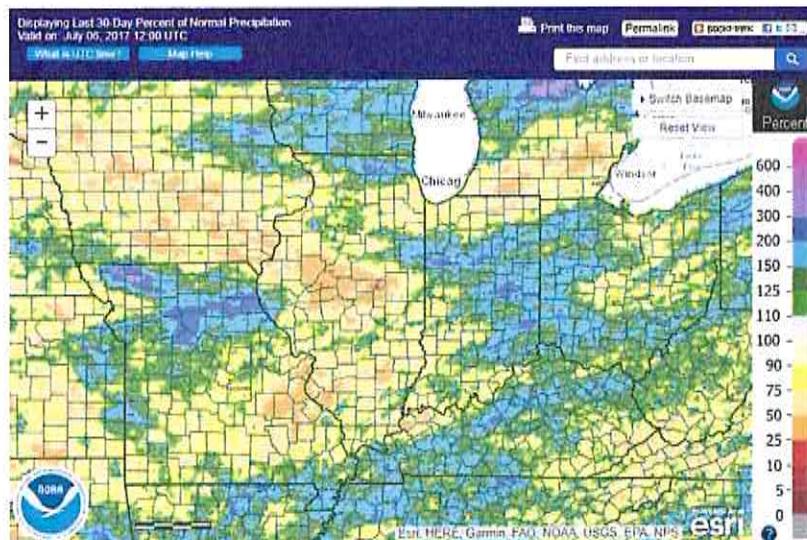
Season Perspective

Introduction - Weather conditions critically affect the seasonal mosquito population. Excessive rainfall periods trigger hatches of floodwater mosquitoes (*Aedes vexans*), the dominant annoyance species in northern Illinois that has a flight range of 15 to 20 miles. The other target species is the northern house mosquito (*Culex pipiens*), the primary vector of West Nile virus (WNV) that flourishes under stagnant water drought conditions.

Current Status - The National Weather Service reported that the month of June 2017 at O'Hare International Airport was the 17th warmest on record with an average temperature of 72.4°, 3.5° above normal. The hot weather was confined to the first half of the month, in which there were six 90-degree days, including a 95° high temperature on June 12th, the hottest reading in the city since 2013.

The hot weather during the first half of June occurred with virtually no significant rainfall. This combination of high temperatures and minimal rain is termed by the Illinois State Water Survey as a "flash drought" due to the rapid depletion of soil moisture. These conditions diminished the impact of several floodwater mosquito broods that were projected to hit before the 4th of July holiday.

The following National Weather Service map shows the percent of normal rainfall over the past 30 days: areas in green and blue are above normal while areas in beige and brown are below normal.





Most of the rain fell on three days during the last half of June (6/14, 22 and 28) to begin the replenishment of soil moisture. Lake, McHenry, Boone and Winnebago counties were particularly hard hit with rain totals over 150% above normal. As a result, the floodwater mosquito population in July is projected to increase with the arrival of several brood migrations.

With floodwater mosquitoes rebounding, conditions are conducive to accelerating the development of the *Culex* population. Already, there have been reports of West Nile virus – positive (WNV+) mosquitoes collected in 10 Illinois counties, including, Cook DuPage, Kane and Will in the immediate Chicagoland area. As the season progresses through July and into August, surveillance and larval control activities will focus on the *Culex* and floodwater mosquito populations. To protect the public health, proactive truck ultra-low volume (ULV) adulticide applications will be recommended for the following reasons:

- The increased risk of WNV; and
- The increase of mosquito annoyance conditions.

MOSQUITO-BORNE DISEASE UPDATE

West Nile Virus (WNV)

2016 Centers for Disease Control & Prevention (CDC) WNV Summary - In 2016, a total of 47 states and the District of Columbia have reported WNV infections in people, birds, or mosquitoes in 2016. Overall, 2,038 cases of WNV disease in people have been reported to CDC. Of these, 1,140 (56%) were classified as neuroinvasive disease (such as meningitis or encephalitis) and 898 (44%) were classified as non-neuroinvasive disease.

2016 Illinois Department of Public Health (IDPH) Summary - In 2016, IDPH reported 152 human WNV cases in 26 counties. The majority of cases occurred in Cook (90), DuPage (10), Kane (6), and Will (9) Counties.

2017 Illinois WNV Update – as of July 6, there are no reported human cases in Illinois..

- On May 30th, the Illinois Department of Public Health (IDPH) reported the first WNV+ mosquitoes in downstate Madison County.
- On June 1st, the DuPage County Health Department reported the first WNV+ mosquitoes in Wheaton and Wayne
- The week of June 26th, DuPage County reported a spike in WNV+ mosquito activity with 9% of samples testing positive.
- DuPage County Personal Protection Index – current risk level as of July 5, 2017:
- Cook County: The North Shore Mosquito Abatement District reported four (4) WNV+ mosquitoes in their District during the week of June 26th and a total of 19 positives, year-to-date.



Zika virus (ZIKV)

The CDC reports the following ZIKV human case summaries for 2016 and year-to-date in 2017, as of July 6, 2017:

ZIKV CASE TYPE	UNITED STATES		US TERRITORIES		NOTES
	2016	2017 - YTD	2016	2017 - YTD	
Travelers returning from affected areas	4,830	147	142	0	2016 breakdown: 49 states & DC; IL - 103
Acquired through presumed local mosquito-borne disease transmission	224	0	35,937	515	2016 breakdown: FL-218, TX-6, PR-34,963
Acquired through other routes (e.g. sexual, laboratory or blood-borne transmission)	48	1	0	0	
HUMAN CASE TOTALS	5,102	148	36,079	515	

Brood Prediction

The floodwater mosquito (*Aedes vexans*) is the key nuisance species in the Chicagoland area. Distinct hatches of floodwater mosquito populations, or broods, are triggered by significant rainfall events. The Clarke Brood Prediction Model calculates peak annoyance periods based on rainfall and temperature data collected from weather stations in your area.

Weather Station Name	Rainfall Date	Rain Amount	Brood Prediction Date
Du Page Co.	05/08/2017	0.51	06/03/2017
Du Page Co.	05/10/2017	0.93	06/03/2017
Du Page Co.	05/17/2017	0.78	06/08/2017
Du Page Co.	05/23/2017	0.64	06/13/2017
Du Page Co.	05/26/2017	0.53	06/14/2017
Du Page Co.	06/14/2017	1.38	07/04/2017
Du Page Co.	06/22/2017	0.48	07/06/2017
Du Page Co.	06/28/2017	0.62	07/12/2017

Upcoming July Operations

- 1 Completed Inspection
- 2 Targeted Inspections



Program Update

New Jersey Light Trap Counts

(*Red numbers indicate an annoyance level)

Trap Location	Jun 02	Jun 05	Jun 07	Jun 09	Jun 12	Jun 14	Jun 16	Jun 19	Jun 21	Jun 23	Jun 26	Jun 28	Jun 30
Willowbrook Community Park Midway Dr	1	3	1	2	0	3	2	0	1	0	1	3	0

Services Performed 2017:

Service Item	Start Date
ROS1252 - Complete Site Larval Insp Serv	06/07/2017
ROS1302 - Targeted Site Larval Insp Serv	06/21/2017



Village of Willowbrook

July 2017 - Status Report

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AUG - 7 2017

VILLAGE OF
WILLOWBROOK

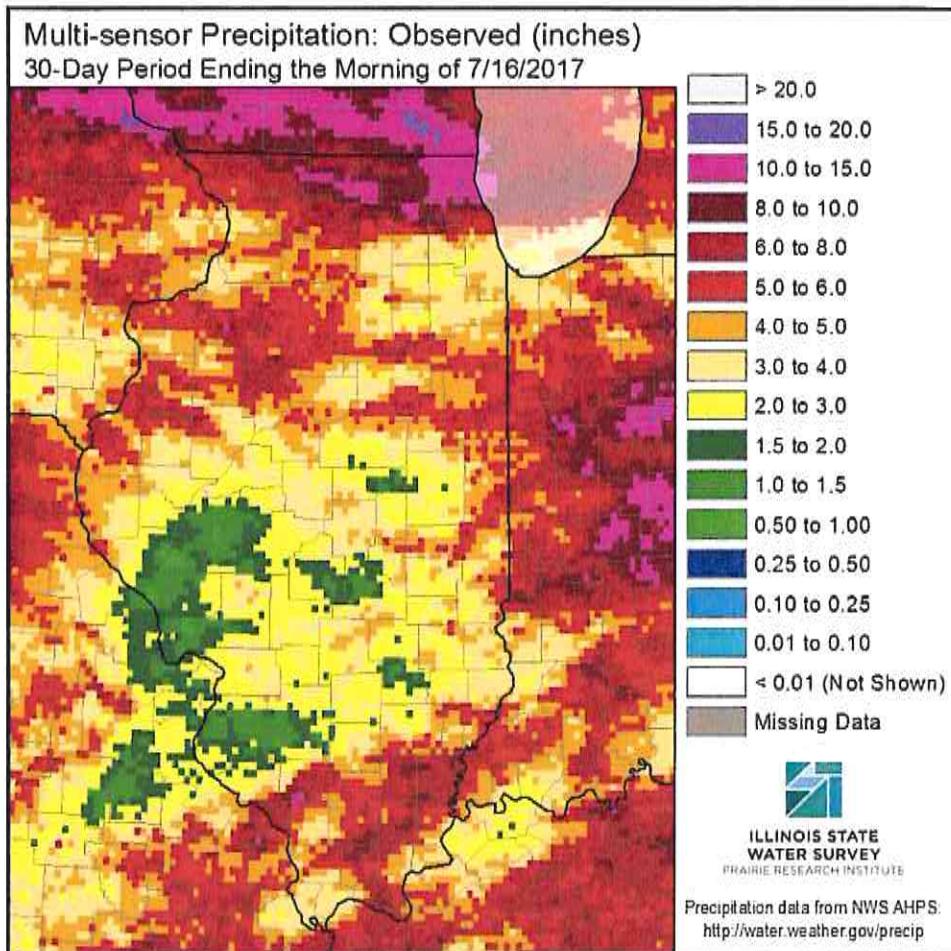
Season Perspective

Weather conditions critically affect the seasonal mosquito population. Excessive rainfall periods trigger hatches of floodwater mosquitoes (*Aedes vexans*), the dominant annoyance species in northern Illinois that has a flight range of 15 to 20 miles. The other target species is the northern house mosquito (*Culex pipiens*), the primary vector of West Nile virus (WNV) that flourishes under stagnant water drought conditions.

Record summer precipitation since June 1st has hatched eight floodwater mosquito broods that set the stage for periods of extreme mosquito annoyance conditions. The National Weather Service reported that the month of July 2017 at O'Hare International Airport was the 6th wettest on record. The following chart lists the amount of rainfall received at four locations, from north to south, in the Chicagoland area since June 1st:

LOCATION	COUNTY	TOTAL RAINFALL June 1 – July 24	NORMAL RAINFALL	% of NORMAL
Mundelein	Lake	18.72	7.01	267%
O'Hare	Cook	11.09	6.2	179%
Midway	Cook	6.58	7.09	93%
Romeoville	Will	6.68	7.91	84%

By far, the rainfall pattern over the past 30 days was most intense across the northern tier of Illinois counties: Lake, McHenry, Boone and Winnebago. Historic flooding occurred, and as the waters recede, major mosquito hatches are anticipated. The following Illinois State Water Survey map depicts the rainfall amounts received across the state over the past 30 days ending on July 16th:



While the floodwater mosquito population spikes in early August, above normal temperatures are also conducive to accelerating the development of the *Culex* population. As of July 26th, eight days have been over 90°. The first human case of West Nile virus (WNV) in Will County was announced by the Illinois Department of Public Health on July 20th. There have been reports of 289 West Nile virus-positive (WNV+) mosquitoes collected in 30 Illinois counties. The majority of the samples (201 of 289 – 72.7%) have been collected in the immediate Chicagoland area in Cook DuPage, Kane, McHenry and Will Counties.

July and into August, surveillance and larval control activities will focus on the *Culex* and floodwater mosquito populations. To protect the public health, proactive truck ultra-low volume (ULV) adulticide applications will be recommended for the following reasons:

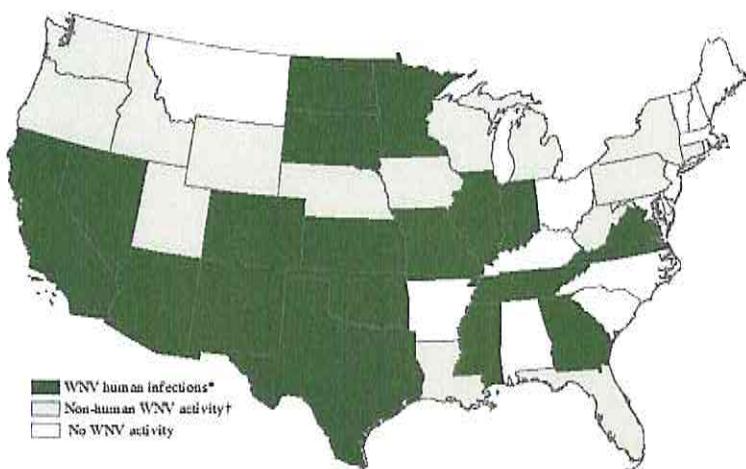
- The increased risk of WNV; and
- The increase of mosquito annoyance conditions.



MOSQUITO-BORNE DISEASE UPDATE

West Nile Virus (WNV)

2017 Centers for Disease Control & Prevention (CDC) WNV Summary: As of July 25, 2017, a total of 33 states have reported WNV infections in people, birds, or mosquitoes in 2017. Overall, 67 cases of WNV disease in people have been reported to CDC. Of these, 40 (60%) were classified as neuroinvasive disease (such as meningitis or encephalitis) and 27 (40%) were classified as non-neuroinvasive disease. The following map depicts current WNV activity in the United States:



Mosquito-Borne Disease Update

2017 Illinois WNV Update

- On May 30th, the Illinois Department of Public Health (IDPH) reported the first WNV+ mosquitoes in downstate Madison County.
- On June 1st, the DuPage County Health Department reported the first WNV+ mosquitoes in Wheaton and Wayne
- The first Illinois WNV human case was reported on July 20th in Will County.

County	Birds	Mosquito Batches
COOK	2	294
DUPAGE	0	40
KANE	1	8
KENDALL	0	8
MCHENRY	0	3
STEPHENSON	2	0
WILL	0	15
TOTAL	10	472



Zika virus (ZIKV)

The CDC reports the following ZIKV human case summaries for 2016 and year-to-date in 2017, as of July 19, 2017:

ZIKV CASE TYPE	UNITED STATES		US TERRITORIES		NOTES
	2016	2017 - YTD	2016	2017 - YTD	
Travelers returning from affected areas	4,830	174	142	0	2016 breakdown: 49 states & DC; IL - 103
Acquired through presumed local mosquito-borne disease transmission	224	0	35,937	532	2016 breakdown: FL-218, TX-6, PR-34,963
Acquired through other routes (e.g. sexual, laboratory or blood-borne transmission)	48	1	0	0	
HUMAN CASE TOTALS	5,102	175	36,079	515	

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Du Page Co.	06/14/2017	1.38	07/04/2017
Du Page Co.	06/22/2017	0.48	07/10/2017
Du Page Co.	06/28/2017	0.62	07/15/2017
Du Page Co.	07/12/2017	0.86	07/29/2017
Du Page Co.	07/19/2017	0.58	08/02/2017
Du Page Co.	07/20/2017	0.43	08/03/2017
Du Page Co.	07/21/2017	0.99	08/04/2017
Du Page Co.	07/23/2017	0.50	08/06/2017

Upcoming August Operations

1 Targeted Inspection



New Jersey Light Trap Counts

(*Red numbers indicate an annoyance level)

Trap Location	Jul 05	Jul 06	Jul 07	Jul 10	Jul 12	Jul 14	Jul 17	Jul 19	Jul 21	Jul 24	Jul 26	Jul 28	Jul 31
Willowbrook Community Park Midway Dr	2	5	3	0	5	3	1	6	2	0	0	0	4

Services Performed 2017:

Service Item	Start Date
ROS1302 - Targeted Site Larval Insp Serv	07/03/2017
ROS2888 - Biomist 3+15 Truck ULV	07/13/2017
ROS1252 - Complete Site Larval Insp Serv	07/25/2017