

A G E N D A

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, DECEMBER 17, 2018, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. MAYOR'S REPORT
5. VISITORS' BUSINESS - Public comment is limited to three minutes per person
6. OMNIBUS VOTE AGENDA:
 - a. Waive Reading of Minutes (APPROVE)
 - b. Minutes - Regular Board Meeting - November 12, 2018 (APPROVE)
 - c. Warrants - \$1,102,267.76 (APPROVE)
 - d. Monthly Financial Report - November 30, 2018 (APPROVE)
 - e. Resolution - A Resolution of the Village of Willowbrook Setting the 2019 Calendar Year Schedule of Regular Meetings of the Mayor and Board of Trustees and the Schedule of Regular Meetings of the Commissions and Committees of the Village of Willowbrook, DuPage County, Illinois (ADOPT)
 - f. Resolution - A Resolution Appointing Deputy Chief Lauren Kaspar as Coordinator of the Village Emergency Management Agency and Authorizing the Mayor and Village Clerk to Execute the DuPage County Office of Homeland Security and Emergency Management Notice of Appointment Form Designating her as such (ADOPT)
 - g. Motion - A Motion to Approve the Calendar Year 2019 Payment to the Intergovernmental Risk Management Agency (IRMA) and Distribution of the Credit Amount to Eligible Employees, in Accordance with the Village Employee Safety Incentive Program Policy (PASS)

- h. Motion - Motion to Approve the Fiscal Year 2019/20 Budget Schedule (APPROVE)
- i. Motion - Motion to Approve - Community Resource Center/Village Council Chambers Renovation Project: Payout #1 - Partial Payment, L.J. Morse Construction Company (PASS)
- j. Motion - Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)
- k. Plan Commission Recommendation - Zoning Hearing Case 18-07: Issuance of a Special Use Permit - Lucky Bernie's Restaurant, 800 75th Street (Willowbrook Plaza Shopping Center) (RECEIVE)

NEW BUSINESS

- 7. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO REDESIGN THE VILLAGE'S WEBSITE - CIVICPLUS, AND RATIFYING AND CONFIRMING THE VILLAGE ADMINISTRATOR'S PRIOR ACCEPTANCE OF SAID PROPOSAL
- 8. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL FOR PROFESSIONAL SERVICES FOR THE RECRUITMENT AND SELECTION OF A CANDIDATE TO SERVE AS VILLAGE ADMINISTRATOR IN AN AMOUNT NOT TO EXCEED \$19,000 - GOVHR USA, LLC
- 9. DISCUSSION - SUCCESSION PLANNING FOR THE POSITION OF VILLAGE ADMINISTRATOR/DIRECTOR OF MUNICIPAL SERVICES: POSITION OF PLANNER

PRIOR BUSINESS

- 10. COMMITTEE REPORTS
- 11. ATTORNEY'S REPORT
- 12. CLERK'S REPORT
- 13. ADMINISTRATOR'S REPORT
- 14. CLOSED SESSION
- 15. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, NOVEMBER 12, 2018 AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

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

2. ROLL CALL

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

ABSENT: None

Also present were Village Attorney Thomas Bastian, Village Administrator Timothy Halik, Director of Finance Carrie Dittman, Chief Robert Schaller, Deputy Chief Lauren Kaspar, Assistant Village Administrator Jeffrey Monteleone, and Deputy Clerk Cindy Stuchl.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Task Force member, Paul Farber, to lead everyone in saying the Pledge of Allegiance.

4. MAYOR'S REPORT

Mayor Trilla provided an update on the environmental issue involving Sterigenics.

Trustee Neal provided an update on the Sterigenics Task Force.

5. VISITORS' BUSINESS

Several residents spoke about issues and concerns relating to Sterigenics.

6. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - October 22, 2018 (APPROVE)
- c. Warrants - \$219,843.93 (APPROVE)
- d. Monthly Financial Report - October 31, 2018 (APPROVE)
- e. Ordinance - An Ordinance Amending the Village of Willowbrook Employee Personnel Manual by Amending its Procedures for Filing a complaint of Harassment/ Discrimination or Sexual Harassment - Ordinance No. 18-O-27 (PASS)
- f. Resolution - a Resolution of the Village of Willowbrook Approving and Authorizing the Execution of an Intergovernmental Agreement between the Village of Willowbrook and the county of DuPage to Provide Mowing Services Along County Roads and Rights-of-Way - Resolution No. 18-R-71 (ADOPT)

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

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

7. ORDINANCE - AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES FOR THE FISCAL YEAR COMMENCING ON MAY 1, 2018 AND ENDING APRIL 30, 2019, OF THE VILLAGE OF WILLOWBROOK DUPAGE COUNTY, ILLINOIS

Director Dittman advised that one component in the Parks and Recreation Department budget is the Special Recreation Tax Levy. This tax is solely for the use of ADA accessible park programs, membership dues to the Gateway Special Recreation Association, and other park related needs for special recreation. The proposed tax levy for 2018 is \$74,420, which is approximately a 5% decrease from the prior year. The tax impact for a home owner with a home market value of \$300,000.00 would be approximately \$17.22.

The ordinance was presented to the Finance and Administration Committee meeting on October 8, 2018 and was recommended by the committee.

MOTION: Made by Trustee Berglund and seconded by Trustee Kelly to pass Ordinance No. 18-O-28 as presented.

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

MOTION DECLARED CARRIED

8. ORDINANCE - AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK - TITLE 5, CHAPTER 1, SECTION 5-1-1 - POLICE; CREATION AND COMPOSITION OF DEPARTMENT

Chief Schaller related that one sergeant was placed on Public Employee Disability Act (PEDA) leave due to an on-duty injury. A promotion of a new sergeant will be necessary for shift coverage. This ordinance will temporarily increase the number of sergeants until the injured sergeant begins his line-of-duty disability pension, which will begin once the PEDA leave expires.

MOTION: Made by Trustee Oggerino and seconded by Trustee Neal to pass Ordinance No. 18-O-29 as presented.

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

MOTION DECLARED CARRIED

9. RESOLUTION - A RESOLUTION AUTHORIZING THE BOARD OF POLICE COMMISSIONERS (BOPC) TO EFFECT THE ORIGINAL PROMOTION OF ONE (1) CANDIDATE TO THE RANK OF SERGEANT AND THE ORIGINAL APPOINTMENT OF ONE (1) CANDIDATE TO FILL A VACANCY CREATED IN THE RANK OF PATROL OFFICER WITHIN THE POLICE DEPARTMENT

Administrator Halik advised that this resolution will provide formal authorization to the BOPC to effect the promotion of one (1) sergeant and the hiring of one (1) patrol officer.

MOTION: Made by Trustee Kelly and seconded by Trustee Neal to adopt Resolution No. 18-R-72 as presented.

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

MOTION DECLARED CARRIED

10. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN THE VILLAGE OF WILLOWBROOK AND THE ILLINOIS FRATERNAL ORDER OF POLICE (IFOP) LABOR COUNCIL - ADDITION OF DETECTIVE AND SERGEANTS PERFORMANCE EVALUATIONS

Chief Schaller stated that during the most recent assessment process through the Commission on Accreditation of Law Enforcement Agencies, Inc. (CALEA), the Commission was looking for specific performance evaluations for sergeants and detectives. After meeting with the IFOP, the attached Memorandum of Understand will satisfy the CALEA standard.

MOTION: Made by Trustee Berglund and seconded by Trustee Oggerino to adopt Resolution No. 18-R-73 as presented.

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

MOTION DECLARED CARRIED

11. MOTION - A MOTION DIRECTING THE VILLAGE ATTORNEY TO FILE A PETITION TO INTERVENE AS AN ADDITIONAL PARTY PLAINTIFF IN THE COMPLAINT PEOPLE OF THE STATE OF ILLINOIS v. STERIGENICS U.S., LLC, FILED IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT, DUPAGE COUNTY, ILLINOIS, ON OCTOBER 30, 2018

Attorney Bastian reminded the Board that the Illinois Attorney General and DuPage County State's Attorney filed a two-count complaint against Sterigenics for a violation of the Clean Air Act and Common Law-Public Nuisance. Attorney Bastian stated that Sterigenics position is that their emissions are within the levels set by the EPA. The complaint is saying that Sterigenics is still polluting the air.

Attorney Bastian advised that he is looking for authority to intervene. The Village does not have a statutory right to intervene; however, there is a provision in the Code of Civil Procedure for intervention where the court may grant discretion to intervene.

MOTION: Made by Trustee Davi and seconded by Trustee Oggerino to approve the filing of a petition to intervene as an additional party plaintiff in the above mentioned court case as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

12. COMMITTEE REPORTS

Trustee Neal had no additional report.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Oggerino had no report.

13. ATTORNEY'S REPORT

Attorney Bastian had no report.

14. CLERK'S REPORT

Clerk Hansen had no report.

15. ADMINISTRATOR'S REPORT

Administrator Halik had no report.

Mayor Trilla provided answers to some of the questions raised during Visitors' Business.

16. CLOSED SESSION

Mayor Trilla stated that there was no need for Closed Session during tonight's meeting.

17. ADJOURNMENT

MOTION: Made by Trustee Neal and seconded by Trustee Oggerino, to adjourn the Regular Meeting at the hour of 7:17 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

December 17, 2018.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

W A R R A N T S

December 17, 2018

GENERAL CORPORATE FUND	-----	\$395,158.53
WATER FUND	-----	190,303.51
SSA ONE BOND & INTEREST FUND	-----	241,112.50
POLICE PENSION FUND	-----	4,350.00
DEBTSERVOCE FIMD	-----	267,364.00
RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX	-----	3,979.22
 TOTAL WARRANTS	-----	\$1,102,267.76

C.D Carrie Dittman, Director of Finance

APPROVED:
Frank A. Trilla, Mayor

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
11/28/2018	APCH	93356	FIVE BELOW	CHILDREN'S HOLIDAY PARTY	585-155	20	650.00
11/29/2018	APCH	93357	PIRTEK	MAINTENANCE - VEHICLES	735-409	35	879.74
12/10/2018	APCH	106 (E) *#	WEX BANK	FUEL/MILEAGE/WASH FUEL/MILEAGE/WASH FUEL/MILEAGE/WASH FUEL/MILEAGE/WASH	455-303 630-303 710-303 810-303	10 30 35 40	102.54 3,818.20 818.30 110.17
				CHECK APCHK 106 (E) TOTAL FOR FUND 01:			4,849.21
12/18/2018	APCH	108 (E) *#	INTERGOVERNMENTAL PERSONNEL	EMP DED PAY- INSURANCE LIFE INSURANCE - ELECTED OFFICIALS LIFE INSURANCE - COMMISSIONERS HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE REALTH/DENTAL/LIFE INSURANCE LIFE INSURANCE - PLAN COMMISSION LIFE INSURANCE - COMMISSIONERS HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE	210-204 410-141 435-148 455-141 455-141 510-141 510-340 550-148 610-141 630-141 710-141 810-141	00 05 07 10 10 15 15 20 25 30 35 40	13,351.30 70.00 40.88 (9,098.40) 1,631.37 566.78 70.56 74.48 2,786.17 26,234.38 3,178.94 1,724.11
				CHECK APCHK 108 (E) TOTAL FOR FUND 01:			40,630.57
12/18/2018	APCH	109 (E) *#	INTERGOVERNMENTAL PERSONNEL	EMP DED PAY- INSURANCE LIFE INSURANCE - ELECTED OFFICIALS LIFE INSURANCE - COMMISSIONERS HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE LIFE INSURANCE - PLAN COMMISSION LIFE INSURANCE - COMMISSIONERS HEALTH/DENTAL/LIFE INSURANCE	210-204 410-141 435-148 455-141 455-141 510-141 510-340 550-148 610-141	00 05 07 10 10 15 15 20 25	13,351.30 67.76 18.48 92.32 1,671.81 566.78 70.56 74.48 2,786.17 25,644.50 3,178.94

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
12/18/2018	APCH	110 (E) *#	INTERGOVERNMENTAL PERSONNEL	HEALTH/DENTAL/LIFE INSURANCE	810-141	40	1,724.11
				CHECK APCHK 109 (E) TOTAL FOR FUND 01:			<u>49,247.21</u>
12/18/2018	APCH	110 (E) *#	INTERGOVERNMENTAL PERSONNEL	EMP DED PAY- INSURANCE	210-204	00	13,242.76
				LIFE INSURANCE ~ ELECTED OFFICIALS	410-141	05	67.76
				LIFE INSURANCE ~ COMMISSIONERS	435-148	07	18.48
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	92.01
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	601.12
				HEALTH/DENTAL/LIFE INSURANCE	510-141	15	566.78
				LIFE INSURANCE ~ PLAN COMMISSION	510-340	15	70.56
				HEALTH/DENTAL/LIFE INSURANCE	550-141	20	74.48
				HEALTH/DENTAL/LIFE INSURANCE	610-141	25	2,786.17
				HEALTH/DENTAL/LIFE INSURANCE	630-141	30	25,646.95
				HEALTH/DENTAL/LIFE INSURANCE	710-141	35	3,178.94
				HEALTH/DENTAL/LIFE INSURANCE	810-141	40	1,724.11
				CHECK APCHK 110 (E) TOTAL FOR FUND 01:			<u>48,070.12</u>
12/18/2018	APCH	111 (E)	PCS CLOUD SOLUTIONS	EDP LICENSES	615-263	25	121.00
12/18/2018	APCH	93359	7523 BROOKBANK LLC	BTC018-001 ~ PB17-081	210-109	00	3,500.00
12/18/2018	APCH	93360	7523 BROOKBANK LLC	BROW17-009 ~ PB17-081	210-109	00	2,000.00
12/18/2018	APCH	93361	AMERICAN PUB.WKS.ASSN.	PREPAID EXPENDITURES	190-101	00	695.00
12/18/2018	APCH	93362	AMERICAN TRAFFIC SOLUTIONS	RED LIGHT ~ CAMERA FEES	630-247	30	22,475.00
				RED LIGHT ~ MISC FEE	630-249	30	2,505.00
				CHECK APCHK 93362 TOTAL FOR FUND 01:			<u>24,980.00</u>
12/18/2018	APCH	93364 *#	ANDREW C PASSERO	MAINTENANCE ~ EQUIPMENT	740-411	35	83.46
12/18/2018	APCH	93365	ARAMARK UNIFORMS SERVICES	UNIFORMS	710-345	35	571.94
12/18/2018	APCH	93369	B & E AUTO REPAIR & TOWING	MAINTENANCE ~ VEHICLES	630-409	30	114.15
				MAINTENANCE ~ VEHICLES	630-409	30	203.59
				MAINTENANCE ~ VEHICLES	630-409	30	29.95
				MAINTENANCE ~ VEHICLES	630-409	30	114.15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01	GENERAL FUND						
12/18/2018	APCH	93370	BLACK GOLD SEPTIC	MAINTENANCE - VEHICLES	630-409	30	57.03
12/18/2018	APCH	93371	BOY SCOUTS OF AMERICA	MAINTENANCE - VEHICLES	630-409	30	24.95
12/18/2018	APCH	93372	BURR RIDGE PARK DISTRICT	MAINTENANCE - VEHICLES	630-409	30	125.36
12/18/2018	APCH	93373	CAROLINE DITTMAN	MAINTENANCE - VEHICLES	630-409	30	399.96
12/18/2018	APCH	93374	CHOICE OFFICE EQUIP & SUPPLIES IN	MAINTENANCE - VEHICLES	630-409	30	12.75
			COPY SERVICE	CHECK APCHK 93369 TOTAL FOR FUND 01:			114.15
				MAINTENANCE - GARAGE	725-413	35	1,196.04
				CADET PROGRAM	630-308	30	350.00
				ADA RECREATION ACCOMMODATIONS	590-520	20	688.00
				FUEL/MILEAGE/WASH	610-303	25	2,980.00
				COPY SERVICE	455-315	10	38.76
				FEES - ENGINEERING	520-245	15	353.86
				PLAN REVIEW - ENGINEER - REIMB.	520-254	15	184.00
				FEES - ENGINEERING REIMB.	820-245	40	330.00
				FEES - DRAINAGE ENGINEER REIMB.	820-246	40	110.00
				FEES - DRAINAGE ENGINEER	820-246	40	300.00
				FEES - DRAINAGE ENGINEER REIMB.	820-246	40	300.00
				PLAN REVIEW - DRAINAGE ENGINEER	820-259	40	220.00
				PLAN REVIEW - DRAINAGE ENGINEER REIMB	820-259	40	330.00
				PLAN REVIEW - DRAINAGE ENGINEER REIMB	820-259	40	220.00
				PLAN REVIEW - DRAINAGE ENGINEER REIMB	820-259	40	165.00
				CHECK APCHK 93375 TOTAL FOR FUND 01:			220.00
				MAINTENANCE - BUILDING	466-228	10	2,725.23
				EDP EQUIPMENT/SOFTWARE	615-212	25	8,125.00
				FEES/DUES/ SUBSCRIPTIONS	810-307	40	156.25
				INTERNET/WEBSITE HOSTING			223.69
				INTERNET/WEBSITE HOSTING			104.85
				CHECK APCHK 93379 TOTAL FOR FUND 01:			328.54

Check Date Bank Check # Payee

Fund:	01 GENERAL FUND			Description	Account	Dept	Amount
12/18/2018	APCH	93380*	COMED	RED LIGHT - COM ED RED LIGHT - COM ED ENERGY - STREET LIGHTS ENERGY - STREET LIGHTS ENERGY - STREET LIGHTS	630-248 630-248 745-207 745-207 745-207	30 30 35 35 35	51.04 51.89 519.50 625.48 87.56
				CHECK APCHK 93380 TOTAL FOR FUND 01:			1,335.47
12/18/2018	APCH	93381	CONRAD POLYGRAPH INC	EXAMS - POLYGRAPH	440-545	07	160.00
12/18/2018	APCH	93382	CRITICAL REACH INC	FEES/DUES/SUBSCRIPTIONS	630-307	30	285.00
12/18/2018	APCH	93383*	DELTA DENTAL PLAN OF ILLINOIS	EMP DED PAY - INSURANCE HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE HEALTH/DENTAL/LIFE INSURANCE	210-204 455-141 510-141 610-141 630-141 710-141 810-141	00 10 15 25 30 35 40	1,470.12 156.77 114.32 228.64 2,126.27 213.93 114.32
				CHECK APCHK 93383 TOTAL FOR FUND 01:			4,424.37
12/18/2018	APCH	93384#	DISCOVERY BENEFITS SIMPLIFY	EMP DED PAY - FSA FEE HEALTH/DENTAL/LIFE INSURANCE	210-221 455-141	00 10	33.00 17.00
				CHECK APCHK 93384 TOTAL FOR FUND 01:			50.00
12/18/2018	APCH	93385*	DUPAGE COUNTY	MAINTENANCE - TRAFFIC SIGNALS	745-224	35	2,026.32
12/18/2018	APCH	93386#	DUPAGE COUNTY PUBLIC WORKS	SANITARY (835 MIDWAY) SANITARY (825 MIDWAY) SANITARY USER CHARGE - PARKS SANITARY (7760 QUINCY) SANITARY USER CHARGE	466-251 570-250 570-278 630-250 725-417	10 20 20 30 35	295.00 3.91 2,779.32 332.49 8.73
12/18/2018	APCH	93387	DUPAGE COUNTY TREASURER	EDP LICENSES	640-263	30	750.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
12/18/2018	APCH	93388*	DUPAGE MAYORS AND MGRS. CONF.	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	30.00
				SCHOOLS/CONFERENCES/TRAVEL	455-304	10	40.00
				CHECK APCHK 93388 TOTAL FOR FUND 01:			70.00
12/18/2018	APCH	93389	FALCO'S LANDSCAPING INC	TREE MAINTENANCE	750-338	35	1,750.00
				STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	3,080.00
				CHECK APCHK 93389 TOTAL FOR FUND 01:			4,830.00
12/18/2018	APCH	93390	FEDERAL EXPRESS CORP.	POSTAGE & METER RENT	455-311	10	64.28
12/18/2018	APCH	93391	FENSKIE JOHN	WINTER PROGRAM MATERIALS & SERVICES	585-121	20	56.23
12/18/2018	APCH	93392	FIRE & SECURITY SYSTEMS INC.	MAINTENANCE - PW BUILDING	725-418	35	185.00
12/18/2018	APCH	93393	FORCE AMERICA INC	MAINTENANCE - EQUIPMENT	740-411	35	415.11
12/18/2018	APCH	93394	GENE'S TIRE SERVICE	MAINTENANCE - VEHICLES	810-409	40	633.84
12/18/2018	APCH	93395	GEWALT HAMILTON ASSOCIATES INC	PLAN REVIEW - TRAFFIC CONSULTANT	520-258	15	918.00
12/18/2018	APCH	93396	GHD SERVICES INC.	CRISIS MANAGEMENT	475-367	10	13,145.00
12/18/2018	APCH	93397	GRAINGER	MAINTENANCE - EQUIPMENT	740-411	35	47.39
12/18/2018	APCH	93398*	H AND R CONSTRUCTION INC.	SNOW REMOVAL CONTRACT	740-287	35	1,400.00
				SNOW REMOVAL CONTRACT	740-287	35	7,330.00
				STREET & ROW MAINTENANCE	750-328	35	9,270.00
				STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	1,800.00
				CHECK APCHK 93398 TOTAL FOR FUND 01:			19,800.00
12/18/2018	APCH	93399*	HANSON LANDSCAPE DESIGN	CONTRACTED MAINTENANCE	570-281	20	4,784.91
				ROUTE 83 BEAUTIFICATION	755-281	35	4,243.22
				CHECK APCHK 93399 TOTAL FOR FUND 01:			9,028.13
12/18/2018	APCH	93400*	HOME DEPOT CREDIT SERVICES	BUILDING MAINTENANCE SUPPLIES	466-351	10	72.06
				MAINTENANCE SUPPLIES	570-331	20	6.44
				MAINTENANCE SUPPLIES	570-331	20	120.38

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
12/18/2018	APCH	93401	HUNTER ASPHALT PAVING INC	MAINTENANCE SUPPLIES	570-331	20	18 .80
				MAINTENANCE SUPPLIES	570-331	20	28 .81
				OPERATING EQUIPMENT	630-401	30	56 .40
				CHECK APCHK 93400 TOTAL FOR FUND 01:			<u>302.89</u>
12/18/2018	APCH	93402	I.R.M.A.	STREET & ROW MAINTENANCE	750-328	35	2,835.00
				STREET & ROW MAINTENANCE	750-328	35	2,221.00
				STORM WATER IMPROVEMENTS	MAINTENANCE	750-381	4,260.00
				STORM WATER IMPROVEMENTS	MAINTENANCE	750-381	2,675.00
				CHECK APCHK 93401 TOTAL FOR FUND 01:			<u>11,991.00</u>
12/18/2018	APCH	93403	ILL. FIRE & POLICE COMM. ASSN.	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	45.00
				FEES/DUES/SUBSCRIPTIONS	435-307	07	375.00
12/18/2018	APCH	93404	INTN'L CODE COUNCIL INC	FEES/DUES/SUBSCRIPTIONS	810-307	40	101.00
12/18/2018	APCH	93405	INTN'L CODE COUNCIL INC	FEES/DUES/SUBSCRIPTIONS	810-307	40	73.50
				FEES/DUES/SUBSCRIPTIONS	810-307	40	278.90
				CHECK APCHK 93405 TOTAL FOR FUND 01:			<u>352.40</u>
12/18/2018	APCH	93406	J & H DECOR	PUBLIC RELATIONS	475-365	10	110.00
				OPERATING SUPPLIES	630-331	30	62.80
12/18/2018	APCH	93407	J.P. COOKE CO.	UNIFORMS	630-345	30	750.00
				JOSEPH COONS	710-201	35	96.28
12/18/2018	APCH	93408	KERRI STOCKTON	CHILDREN'S HOLIDAY PARTY	585-155	20	400.00
12/18/2018	APCH	93411#	KEVRON PRINTING & DESIGN INC	PRINTING & PUBLISHING	455-302	10	108.61
				PRINTING & PUBLISHING	710-302	35	36.00
				CHECK APCHK 93411 TOTAL FOR FUND 01:			<u>144.61</u>
12/18/2018	APCH	93412	KING CAR WASH	FUEL/MILEAGE/WASH	630-303	30	325.00
12/18/2018	APCH	93413	KLEIN, THORPE & JENKINS, LTD.	FEES - SPECIAL ATTORNEY	470-241	10	2,196.50

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
12/18/2018	APCH	93414	LAURIE LANDSMAN	CHILDREN'S HOLIDAY PARTY	585-155	20	199.14
12/18/2018	APCH	93415	LAURIE SCHMITZ	FUEL/MILEAGE/WASH	630-303	30	26.89
12/18/2018	APCH	93416*	LAW OFFICES STORINO RAMELLO&DURK	FEES - VILLAGE ATTORNEY CRISIS MANAGEMENT	470-239 475-367	10 10	8,945.20 6,460.40
				CHECK APCHK 93416 TOTAL FOR FUND 01:			15,405.60
12/18/2018	APCH	93417	LORI RINELLA	FUEL/MILEAGE/WASH UNIFORMS	630-303 630-345	30 30	26.89 125.33
				CHECK APCHK 93417 TOTAL FOR FUND 01:			152.22
12/18/2018	APCH	93418	LORRAINE GRIMSBY	WINTER PROGRAM MATERIALS & SERVICES	585-121	20	36.78
12/18/2018	APCH	93419	M & J ASPHALT PAVING COMPANY INC	STREET IMPROVEMENTS	765-685	35	16,892.55
12/18/2018	APCH	93420	MAILFINANCE	POSTAGE & METER RENT	630-311	30	476.97
12/18/2018	APCH	93422	METROPOLITAN COMPOUNDS INC	MAINTENANCE - EQUIPMENT	735-411	35	735.88
12/18/2018	APCH	93423	MIDCO	PHONE - TELEPHONES	630-201	30	390.00
12/18/2018	APCH	93424	MOTOROLA SOLUTIONS INC	PHONE - TELEPHONES	630-201	30	102.00
12/18/2018	APCH	93425	NCPERS GROUP LIFE INSURANCE	EMP DED - SUPPLEMENTAL LIFE INSURANCE	210-213	00	112.00
12/18/2018	APCH	93426*	NICOR GAS	NICOR GAS (835 MIDWAY)	466-236	10	326.60
				NICOR GAS (825 MIDWAY)	570-235	20	171.48
				NICOR GAS (825 MIDWAY)	570-235	20	58.09
				NICOR GAS (7760 QUINCY)	630-235	30	573.59
				NICOR GAS	725-415	35	325.70
				CHECK APCHK 93426 TOTAL FOR FUND 01:			1,455.46
12/18/2018	APCH	93427	NORTH EAST MULTI REGIONAL TRNG.	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	300.00
12/18/2018	APCH	93428	NORTHERN IL POLICE ALARM SYSTEM	UNIFORMS	630-345	30	20.00
12/18/2018	APCH	93429	OCCUPATIONAL HEALTH CENTERS	WELLNESS	480-276	10	64.50

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
12/18/2018	APCH	93431	ORIENTAL TRADING	WINTER PROGRAM MATERIALS & SERVICES	585-121	20	96.35
				CHILDRENS SPECIAL EVENTS - OTHER	585-150	20	141.45
				CHECK APCHK 93431 TOTAL FOR FUND 01:			237.80
12/18/2018	APCH	93432	ORKIN EXTERMINATING	MAINTENANCE - BUILDING	466-228	10	95.67
12/18/2018	APCH	93433	P FARBER & ASSOCIATES LLC	CRISIS MANAGEMENT	475-367	10	2,187.50
12/18/2018	APCH	93434	P.F. PETTIBONE & CO.	PRINTING & PUBLISHING	710-302	35	12.80
12/18/2018	APCH	93435	PCS INTERNATIONAL	EDP LICENSES	615-263	25	278.00
				IT - CONSULTING SERVICES	615-306	25	12,500.00
				CHECK APCHK 93435 TOTAL FOR FUND 01:			12,778.00
12/18/2018	APCH	93436	PERSONNEL STRATEGIES LLC	EXAMS - PSYCHOLOGICAL	440-544	07	500.00
12/18/2018	APCH	93437*	PETTY CASH C/O TIM HALIK	SCHOOLS/CONFERENCES/TRAVEL	435-304	07	13.99
				SCHOOLS/CONFERENCES/TRAVEL	455-304	10	8.93
				SCHOOLS/CONFERENCES/TRAVEL	455-304	10	15.48
				BUILDING MAINTENANCE SUPPLIES	466-351	10	80.00
				BUILDING MAINTENANCE SUPPLIES	466-351	10	13.16
				PUBLIC RELATIONS	475-365	10	10.00
				PUBLIC RELATIONS	475-365	10	10.79
				PUBLIC RELATIONS	475-365	10	41.72
				SCHOOLS/CONFERENCES/TRAVEL	630-304	30	50.00
				CADET PROGRAM	630-308	30	10.04
				POSTAGE & METER RENT	630-311	30	50.00
				OPERATING EQUIPMENT	630-401	30	3.99
				CHECK APCHK 93437 TOTAL FOR FUND 01:			308.10
12/18/2018	APCH	93438	PHILLIP'S FLOWERS	PUBLIC RELATIONS	475-365	10	137.95
12/18/2018	APCH	93439	PROFORMA	PUBLIC RELATIONS	475-365	10	395.18
12/18/2018	APCH	93440	PUBLIC SAFETY DIRECT INC	MAINTENANCE - VEHICLES	630-409	30	477.05
				MAINTENANCE - VEHICLES	735-409	35	1,012.93
				CHECK APCHK 93440 TOTAL FOR FUND 01:			1,489.98

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
12/18/2018	APCH	93441	RAGNA SOFT INC	EDP LICENSES	640-263	30	1,225.00
				UNIFORMS	630-345	30	70.99
12/18/2018	APCH	93442	RAY O'HERRON CO., INC.	UNIFORMS	630-345	30	37.60
				UNIFORMS	630-345	30	110.49
				UNIFORMS	630-345	30	29.99
				UNIFORMS	630-345	30	96.48
				UNIFORMS	630-345	30	37.83
				UNIFORMS	630-345	30	169.81
				AMMUNITION	630-346	30	3,920.00
				OPERATING EQUIPMENT	630-401	30	533.50
				CHECK APCHK 93442 TOTAL FOR FUND 01:			5,006.69
				CHILDREN'S HOLIDAY PARTY	585-155	20	400.00
				OPERATING SUPPLIES	630-331	30	146.53
				MAINTENANCE - EQUIPMENT	735-411	35	51.15
				PHONE - TELEPHONES	455-201	10	65.76
				PHONE - TELEPHONES	630-201	30	65.76
				CHECK APCHK 93446 TOTAL FOR FUND 01:			131.52
				CRISIS MANAGEMENT	475-367	10	21,731.47
				OFFICE SUPPLIES	510-301	15	42.90
				OFFICE SUPPLIES	455-301	10	91.89
				COMMISSARY PROVISION	455-355	10	32.94
				COMMISSARY PROVISION	455-355	10	82.23
				OFFICE SUPPLIES	610-301	25	49.79
				CHECK APCHK 93449 TOTAL FOR FUND 01:			256.85
				CODIFY ORDINANCES	455-266	10	500.00
				CODIFY ORDINANCES	455-266	10	881.00
				CHECK APCHK 93450 TOTAL FOR FUND 01:			1,381.00
12/18/2018	APCH	93450	STERLING CODIFIERS INC.				

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
12/18/2018	APCH	93452	T.P.I.	CONSULTING SERVICES	815-306	40	487.50
				PLAN REVIEW - BUILDING CODE REIMB	820-258	40	8,946.00
				PLAN REVIEW - BUILDING CODE REIMB	820-258	40	4,512.95
				PART TIME - INSPECTOR	830-109	40	3,129.00
				PLUMBING INSPECTION REIMB.	830-115	40	900.00
				CHECK APCHK 93452 TOTAL FOR FUND 01:			17,975.45
12/18/2018	APCH	93453*	TAMELING GRADING	LANDSCAPE MAINTENANCE SERVICES	565-342	20	1,173.00
				MAINTENANCE - GARAGE	725-413	35	360.00
				STREET & ROW MAINTENANCE	750-328	35	705.50
				STREET & ROW MAINTENANCE	750-328	35	1,760.00
				CHECK APCHK 93453 TOTAL FOR FUND 01:			3,998.50
12/18/2018	APCH	93454	TAMELING INDUSTRIES	STREET & ROW MAINTENANCE	750-328	35	171.00
				OPERATING SUPPLIES	755-331	35	1,044.00
				CHECK APCHK 93454 TOTAL FOR FUND 01:			1,215.00
12/18/2018	APCH	93456	THE EAGLE UNIFORM CO	UNIFORMS	630-345	30	279.00
				UNIFORMS	630-345	30	259.00
				UNIFORMS	630-345	30	279.00
				CHECK APCHK 93456 TOTAL FOR FUND 01:			817.00
12/18/2018	APCH	93457	THOMPSON ELEV. INSPECT. SERVICE	ELEVATOR INSPECTION REIMB	830-117	40	100.00
12/18/2018	APCH	93458	TOM & JERRY'S SHELL SERVICES	MAINTENANCE - VEHICLES	735-409	35	1,292.62
				MAINTENANCE - VEHICLES	735-409	35	562.88
				MAINTENANCE - VEHICLES	735-409	35	20.91
				CHECK APCHK 93458 TOTAL FOR FUND 01:			1,876.41
12/18/2018	APCH	93460	TREE TOWNS IMAGING & COLOR GRAPH	PRINTING & PUBLISHING	810-302	40	304.60
12/18/2018	APCH	93461	TRI-COUNTY PLUMBING INC	LANDSCAPE MAINTENANCE SERVICES	565-342	20	1,300.00
12/18/2018	APCH	93464	WAREHOUSE DIRECT	OFFICE SUPPLIES	630-301	30	39.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
				OFFICE SUPPLIES	630-301	30	128.80
				UNIFORMS	630-345	30	570.92
				CHECK APCHK 93464 TOTAL FOR FUND 01:			738.72
12/18/2018	APCH	93465	WBK ENGINEERING LLC	PLAN REVIEW - PLANNER	520-257	15	7,351.77
12/18/2018	APCH	93466	WILLOWBROOK FORD INC.	MAINTENANCE - VEHICLES	630-409	30	100.00
				Total for fund 01 GENERAL FUND			395,158.53

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND							
12/10/2018	APCH	106 (E)*#	WEX BANK	FUEL/MILEAGE/WASH	401-303	50	818.30
12/10/2018	APCH	93358*#	UMB BANK N.A.	INTEREST EXPENSE	449-102	50	4,811.00
				BOND PRINCIPAL EXPENSE	449-104	50	10,800.00
				CHECK APCHK 93358 TOTAL FOR FUND 02:			15,611.00
12/18/2018	APCH	107 (E)	DUPAGE WATER COMMISSION	PURCHASE OF WATER	420-575	50	124,087.86
12/18/2018	APCH	108 (E)*#	INTERGOVERNMENTAL PERSONNEL	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	3,249.56
12/18/2018	APCH	109 (E)*#	INTERGOVERNMENTAL PERSONNEL	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	3,249.56
12/18/2018	APCH	110 (E)*#	INTERGOVERNMENTAL PERSONNEL	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	3,249.56
12/18/2018	APCH	93363	ANDREE, JOHN	CUSTOMER OVERPAYMENT	280-135	00	34.87
12/18/2018	APCH	93364*#	ANDREW C PASSERO	SCHOOLS CONFERENCE TRAVEL	401-304	50	499.00
12/18/2018	APCH	93366	ASSOCIATED TECHNICAL SERV. LTD.	LEAK SURVEYS	430-276	50	635.00
12/18/2018	APCH	93367	AT & T MOBILITY	PHONE - TELEPHONES	401-201	50	63.24
12/18/2018	APCH	93380*#	COMED	ENERGY - ELECTRIC PUMP	420-206	50	762.73
12/18/2018	APCH	93383*#	DELTA DENTAL PLAN OF ILLINOIS	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	213.93
12/18/2018	APCH	93398*#	H AND R CONSTRUCTION INC.	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	2,500.00
12/18/2018	APCH	93400*#	HOME DEPOT CREDIT SERVICES	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	66.89
12/18/2018	APCH	93430	OFFICIAL PAYMENTS CORP	FEES DUES SUBSCRIPTIONS OCT 18	401-307	50	31.20
				FEES DUES SUBSCRIPTIONS SEP 18	401-307	50	13.65
				CHECK APCHK 93430 TOTAL FOR FUND 02:			44.85

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND							
12/18/2018	APCH	93437*#	PETTY CASH C/O TIM HALIK	SCHOOLS CONFERENCE TRAVEL	401-304	50	30.00
12/18/2018	APCH	93451	SUNSET SEWER & WATER	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	4,643.00
12/18/2018	APCH	93453*#	TAMELING GRADING	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	90.00
12/18/2018	APCH	93455	TEMPERATURE ENGINEERING INC	WELLHOUSE REPAIRS & MAINTENANCE - L.H	425-473	50	399.00
				WELLHOUSE REPAIRS & MAINTENANCE - L.H	425-473	50	475.00
				CHECK APCHK 93455 TOTAL FOR FUND 02:			<u>874.00</u>
12/18/2018	APCH	93459	TREASURER, STATE OF ILLINOIS	INTEREST EXPENSE - IEPA LOAN	449-105	50	7,715.61
				PRINCIPAL EXPENSE - IEPA LOAN	449-106	50	19,508.49
				CHECK APCHK 93459 TOTAL FOR FUND 02:			<u>27,224.10</u>
12/18/2018	APCH	93462	UNDERGROUND PIPE & VALVE, CO.	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	1,650.00
				MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	631.00
				CHECK APCHK 93462 TOTAL FOR FUND 02:			<u>2,281.00</u>
12/18/2018	APCH	93463	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	75.06
				Total for fund 02 WATER FUND			190,303.51

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DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 11/28/2018 - 12/18/2018

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 06 SSA ONE BOND & INTEREST FUND							
12/18/2018	APCH	93421	MB FINANCIAL BANK	BOND PRINCIPAL EXPENSE	550-401	60	160,000.00
				BOND INTEREST EXPENSE	550-402	60	81,112.50
				CHECK APCHK 93421 TOTAL FOR FUND 06:			<u>241,112.50</u>
				Total for fund 06 SSA ONE BOND & INTEREST FUND			241,112.50

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DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 11/28/2018 - 12/18/2018

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Fund: 07 POLICE PENSION FUND
12/18/2018 APCH 93368 ATWELL & ATWELL

Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
					LEGAL FEES	401-242	62	4,350.00
					Total for fund 07 POLICE PENSION FUND			4,350.00

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User: JKufrin
DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 11/28/2018 - 12/18/2018

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Check Date Bank Check # Payee
Fund: 11 DEBT SERVICE FUND

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
12/10/2018	APCH	93358*	UMB BANK N.A.	BOND PRINCIPAL EXPENSE	550-401	70	209,200.00
				BOND INTEREST EXPENSE	550-402	70	58,164.00
				CHECK APCHK 93358 TOTAL FOR FUND 11:			<hr/> 267,364.00
				Total for fund 11 DEBT SERVICE FUND			267,364.00

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User: JKufrin
DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 11/28/2018 - 12/18/2018

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 15	RT 83/PLAINFIELD RD BUSINESS DISTRCIT TAX						
12/18/2018	APCH	93385*	DUPAGE COUNTY	MAINT TRAFFIC SIGNALS	745-224	15	2,026.32
12/18/2018	APCH	93416*	LAW OFFICES STORINO RAMELLO&DURK	LEGAL FEES	401-242	15	1,952.90
			TOTAL - ALL FUNDS	Total for fund 15 RT 83/PLAINFIELD RD BUSINESS			3,979.22
							1,102,267.76

* - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

*# - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

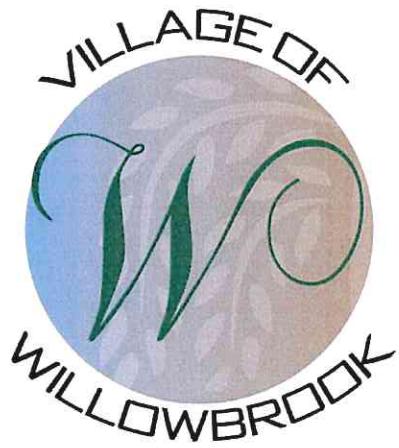
Payroll Liability Check Register
For Check Dates 11/01/2018 to 11/30/2018

Check Number	Vendor Name	Check Date	Check Amount
53310	AFLAC	11/23/2018	2,078.75
53311	COMMUNITY BANK OF WILLOWBROOK	11/23/2018	569.31
53312	I C M A RETIREMENT TRUST - 457	11/23/2018	943.17
53313	ILLINOIS STATE DISBURSEMENT UNIT	11/23/2018	1,954.15
53314	ILLINOIS FRATERNAL	11/23/2018	903.00
53315	NATIONWIDE RETIREMENT SOLUTIONS	11/23/2018	5,349.78
53316	VILLAGE OF WILLOWBROOK	11/23/2018	41,487.04
EFT195	EFTPS	11/23/2018	36,304.11
EFT196	I.M.R.F. PENSION FUND	11/23/2018	17,888.44
EFT197	ILLINOIS DEPT. OF REVENUE	11/23/2018	5,346.94
53301	COMMUNITY BANK OF WILLOWBROOK	11/09/2018	569.31
53302	I C M A RETIREMENT TRUST - 457	11/09/2018	1,036.67
53303	ILLINOIS STATE DISBURSEMENT UNIT	11/09/2018	1,954.15
53304	NATIONWIDE RETIREMENT SOLUTIONS	11/09/2018	5,344.92
53305	VILLAGE OF WILLOWBROOK	11/09/2018	41,477.50
EFT193	EFTPS	11/09/2018	31,187.42
EFT194	ILLINOIS DEPT. OF REVENUE	11/09/2018	6,982.22

Total Checks: 17

Total Paid:

\$201,376.88



MONTHLY FINANCIAL REPORT

NOVEMBER 2018

RESPECTFULLY SUBMITTED BY:

Frank A. Trilla, Mayor

Carrie Dittman, Director of Finance

VILLAGE OF WILLOWBROOK
MONTHLY CASH AND INVESTMENT BALANCE BY FUND
FOR THE MONTH ENDED 11/30/2018

ACCOUNT	BALANCE
Fund 01 GENERAL FUND	
CHECKING - 0283	0.00
COMMUNITY BANK OF WB - 0275	799,358.47
IL FUNDS - 5435	3,642,851.90
COMMUNITY BANK OF WB MM - 1771	303,787.73
COMMUNITY BANK RD LGHT - 0243	12,962.23
COMMUNITY BANK OF WB FSA - 3804	10,163.83
U.S. BANK RED LIGHT - 4216	32,199.57
COMMUNITY BANK DRUG ACCT - 4171	94,380.22
PETTY CASH REVIVING	950.00
IMET - GENERAL	28.72
Total For Fund 01:	4,896,682.67
Fund 02 WATER FUND	
IL FUNDS WATER - 5914	1,077,001.39
COMMUNITY BANK OF WB WTR - 4163	360,293.01
COMMUNITY BANK OF WB - 0275	0.00
Total For Fund 02:	1,437,294.40
Fund 03 HOTEL/MOTEL TAX FUND	
IL FUNDS HOTEL/MOTEL - 5948	481,836.69
COMMUNITY BANK OF WB - 0275	1,284.08
Total For Fund 03:	483,120.77
Fund 04 MOTOR FUEL TAX FUND	
IL FUNDS MFT - 5443	271,768.77
Total For Fund 04:	271,768.77
Fund 06 SSA ONE BOND & INTEREST FUND	
IL FUNDS SSA BOND - 4621	254,477.08
COMMUNITY BANK OF WB - 0275	124.82
Total For Fund 06:	254,601.90
Fund 07 POLICE PENSION FUND	
COMMUNITY BANK OF WB PP - 4155	43,491.46
COMMUNITY BANK OF WB - 0275	0.00
SCHWAB - PP MONEY MARKET	(8,223.21)
US TREASURIES	518,886.61
US AGENCIES	5,273,281.28
MUNICIPAL BONDS	788,815.95
CORPORATE BONDS	1,985,002.52
MUTUAL FUNDS	12,938,279.59
MARKET VALUE CONTRA	(476,273.10)
Total For Fund 07:	21,063,261.10
Fund 09 WATER CAPITAL IMPROVEMENTS FUND	
IL FUNDS WTR CAP - 1206	439,888.48
Total For Fund 09:	439,888.48
Fund 10 CAPITAL PROJECT FUND	
IL FUNDS CAP PROJECTS - 3133	11,747.80
Total For Fund 10:	11,747.80
Fund 11 DEBT SERVICE FUND	
IL FUNDS BOND PROCEEDS DS - 2756	5.93
Total For Fund 11:	5.93
Fund 14 LAND ACQUISITION, FACILITY, EXPANSION &	
IL FUNDS BOND PROCEEDS LAFER - 2772	0.02
Total For Fund 14:	0.02
Fund 15 RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX	
IL FUNDS BUSINESS DISTRICT - 5435	679,031.38
Total For Fund 15:	679,031.38
TOTAL CASH & INVESTMENTS:	29,537,403.22

ACCOUNT BALANCE REPORT FOR WILLOWBROOK
PERIOD ENDING 11/30/2018
CASH & INVESTMENTS BY FUND AND ACCOUNT TYPE

Page: 1/2

GL NUMBER	DESCRIPTION	END BALANCE 11/30/2018
Fund 01 - GENERAL FUND		
MONEY MARKET		
01-00-110-322	IL FUNDS - 5435	3,642,851.90
01-00-110-323	COMMUNITY BANK OF WB MM - 1771	303,787.73
01-00-110-325	COMMUNITY BANK RD LGHT - 0243	12,962.23
01-00-110-380	COMMUNITY BANK DRUG ACCT - 4171	94,380.22
01-00-120-155	IMET - GENERAL	28.72
	Net MONEY MARKET	4,054,010.80
PETTY CASH		
01-00-110-911	PETTY CASH REVIVING	950.00
	Net PETTY CASH	950.00
SAVINGS		
01-00-110-257	COMMUNITY BANK OF WB - 0275	799,358.47
01-00-110-332	COMMUNITY BANK OF WB FSA - 3804	10,163.83
01-00-110-335	U.S. BANK RED LIGHT - 4216	32,199.57
	Net SAVINGS	841,721.87
Fund 02 - WATER FUND		
MONEY MARKET		
02-00-110-113	IL FUNDS WATER - 5914	1,077,001.39
02-00-110-209	COMMUNITY BANK OF WB WTR - 4163	360,293.01
	Net MONEY MARKET	1,437,294.40
Fund 03 - HOTEL/MOTEL TAX FUND		
MONEY MARKET		
03-00-110-114	IL FUNDS HOTEL/MOTEL - 5948	481,836.69
	Net MONEY MARKET	481,836.69
SAVINGS		
03-00-110-257	COMMUNITY BANK OF WB - 0275	1,284.08
	Net SAVINGS	1,284.08
Fund 04 - MOTOR FUEL TAX FUND		
MONEY MARKET		
04-00-110-116	IL FUNDS MFT - 5443	271,768.77
	Net MONEY MARKET	271,768.77
Fund 06 - SSA ONE BOND & INTEREST FUND		
MONEY MARKET		
06-00-110-117	IL FUNDS SSA BOND - 4621	254,477.08
	Net MONEY MARKET	254,477.08
SAVINGS		
06-00-110-257	COMMUNITY BANK OF WB - 0275	124.82
	Net SAVINGS	124.82
Fund 07 - POLICE PENSION FUND		
MONEY MARKET		
07-00-110-202	COMMUNITY BANK OF WB PP - 4155	43,491.46
07-00-110-336	SCHWAB - PP MONEY MARKET	(8,223.21)
	Net MONEY MARKET	35,268.25
AGENCY CERTIFICATES		
07-00-120-260	US AGENCIES	5,273,281.28
	Net AGENCY CERTIFICATES	5,273,281.28
CORPORATE BONDS		
07-00-120-288	CORPORATE BONDS	1,985,002.52
	Net CORPORATE BONDS	1,985,002.52
MUNICIPAL BONDS		
07-00-120-270	MUNICIPAL BONDS	788,815.95
	Net MUNICIPAL BONDS	788,815.95

ACCOUNT BALANCE REPORT FOR WILLOWBROOK
 PERIOD ENDING 11/30/2018
 CASH & INVESTMENTS BY FUND AND ACCOUNT TYPE

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GL NUMBER	DESCRIPTION	END BALANCE 11/30/2018
Fund 07 - POLICE PENSION FUND		
MUTUAL FUNDS		
07-00-120-290	MUTUAL FUNDS	12,938,279.59
	Net MUTUAL FUNDS	12,938,279.59
MARKET VALUE		
07-00-120-900	MARKET VALUE CONTRA	(476,273.10)
	Net MARKET VALUE	(476,273.10)
TREASURY NOTES		
07-00-120-250	US TREASURIES	518,886.61
	Net TREASURY NOTES	518,886.61
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND		
MONEY MARKET		
09-00-110-324	IL FUNDS WTR CAP - 1206	439,888.48
	Net MONEY MARKET	439,888.48
Fund 10 - CAPITAL PROJECT FUND		
MONEY MARKET		
10-00-110-115	IL FUNDS CAP PROJECTS - 3133	11,747.80
	Net MONEY MARKET	11,747.80
Fund 11 - DEBT SERVICE FUND		
MONEY MARKET		
11-00-110-111	IL FUNDS BOND PROCEEDS DS - 2756	5.93
	Net MONEY MARKET	5.93
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION &		
MONEY MARKET		
14-00-110-112	IL FUNDS BOND PROCEEDS LAFER - 2772	0.02
	Net MONEY MARKET	0.02
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX		
MONEY MARKET		
15-00-110-322	IL FUNDS BUSINESS DISTRICT - 5435	679,031.38
	Net MONEY MARKET	679,031.38

ACCOUNT BALANCE REPORT FOR WILLOWBROOK
 PERIOD ENDING 11/30/2018
 CASH & INVESTMENTS BY INSTITUTION

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GL NUMBER	DESCRIPTION	END BALANCE 11/30/2018
COMMUNITY BANK OF WB		
01-00-110-257	COMMUNITY BANK OF WB - 0275	799,358.47
01-00-110-323	COMMUNITY BANK OF WB MM - 1771	303,787.73
01-00-110-325	COMMUNITY BANK RD LGHT - 0243	12,962.23
01-00-110-332	COMMUNITY BANK OF WB FSA - 3804	10,163.83
01-00-110-380	COMMUNITY BANK DRUG ACCT - 4171	94,380.22
02-00-110-209	COMMUNITY BANK OF WB WTR - 4163	360,293.01
03-00-110-257	COMMUNITY BANK OF WB - 0275	1,284.08
06-00-110-257	COMMUNITY BANK OF WB - 0275	124.82
07-00-110-202	COMMUNITY BANK OF WB PP - 4155	43,491.46
	Net COMMUNITY BANK OF WB	1,625,845.85
ILLINOIS FUNDS		
01-00-110-322	IL FUNDS - 5435	3,642,851.90
02-00-110-113	IL FUNDS WATER - 5914	1,077,001.39
03-00-110-114	IL FUNDS HOTEL/MOTEL - 5948	481,836.69
04-00-110-116	IL FUNDS MFT - 5443	271,768.77
06-00-110-117	IL FUNDS SSA BOND - 4621	254,477.08
09-00-110-324	IL FUNDS WTR CAP - 1206	439,888.48
10-00-110-115	IL FUNDS CAP PROJECTS - 3133	11,747.80
11-00-110-111	IL FUNDS BOND PROCEEDS DS - 2756	5.93
14-00-110-112	IL FUNDS BOND PROCEEDS LAFER - 2772	0.02
15-00-110-322	IL FUNDS BUSINESS DISTRICT - 5435	679,031.38
	Net ILLINOIS FUNDS	6,858,609.44
IMET		
01-00-120-155	IMET - GENERAL	28.72
	Net IMET	28.72
U.S. BANK		
01-00-110-335	U.S. BANK RED LIGHT - 4216	32,199.57
	Net U.S. BANK	32,199.57
VILLAGE OF WILLOWBROOK		
01-00-110-911	PETTY CASH REVIVING	950.00
	Net VILLAGE OF WILLOWBROOK	950.00
CHARLES SCHWAB		
07-00-110-336	SCHWAB - PP MONEY MARKET	(8,223.21)
07-00-120-250	US TREASURIES	518,886.61
07-00-120-260	US AGENCIES	5,273,281.28
07-00-120-270	MUNICIPAL BONDS	788,815.95
07-00-120-288	CORPORATE BONDS	1,985,002.52
07-00-120-290	MUTUAL FUNDS	12,938,279.59
07-00-120-900	MARKET VALUE CONTRA	(476,273.10)
	Net CHARLES SCHWAB	21,019,769.64
Total - All Funds:		29,537,403.22

INTERFUND ACTIVITY REPORT FOR WILLOWBROOK
Period Ending 11/30/2018
Due To/From Other Funds

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GL Number	Description	Balance
Fund 01: GENERAL FUND		
Due From Other Funds		
01-00-140-102	DUE TO/FROM WATER FUND	(158.58)
	Total Due From Other Funds	(158.58)
Fund 02: WATER FUND		
Due From Other Funds		
02-00-140-101	DUE TO/FROM GENERAL FUND	158.58
	Total Due From Other Funds	158.58

REVENUE REPORT FOR WILLOWBROOK
PERIOD ENDING 11/30/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2018	YTD BALANCE 11/30/2018	2018-19		AVAILABLE BALANCE
				ORIGINAL BUDGET	% BDGT USED	
Fund 01 - GENERAL FUND						
PROPERTY TAX						
01-00-310-101	PROPERTY TAX LEVY - SRA	727.69	78,524.40	78,341.00	100.23	(183.40)
01-00-310-102	PROPERTY TAX LEVY - ROAD & BRIDGE	985.01	106,683.05	108,803.00	98.05	2,119.95
Net PROPERTY TAX		1,712.70	185,207.45	187,144.00	98.97	1,936.55
OTHER TAXES						
01-00-310-201	MUNICIPAL SALES TAX	339,019.52	2,319,820.84	3,600,000.00	64.44	1,280,179.16
01-00-310-202	ILLINOIS INCOME TAX	58,669.31	490,639.42	736,319.00	66.63	245,679.58
01-00-310-203	AMUSEMENT TAX	4,791.97	33,543.79	57,504.00	58.33	23,960.21
01-00-310-204	REPLACEMENT TAX	0.00	731.57	1,250.00	58.53	518.43
01-00-310-205	UTILITY TAX	70,011.38	506,976.45	950,000.00	53.37	443,023.55
01-00-310-208	PLACES OF EATING TAX	40,995.89	306,322.01	485,000.00	63.16	178,677.99
01-00-310-209	WATER TAX	15,119.36	101,250.47	177,000.00	57.20	75,749.53
01-00-310-210	WATER TAX - CLARENDON WATER CO	0.00	60.64	1,000.00	6.06	939.36
Net OTHER TAXES		528,607.43	3,759,345.19	6,008,073.00	62.57	2,248,727.81
LICENSES						
01-00-310-302	LIQUOR LICENSES	0.00	62,750.00	57,750.00	108.66	(5,000.00)
01-00-310-303	BUSINESS LICENSES	(1,078.75)	78,706.00	72,000.00	109.31	(6,706.00)
01-00-310-305	VENDING MACHINE	30.00	2,720.00	2,595.00	104.82	(125.00)
01-00-310-306	SCAVENGER LICENSES	0.00	7,000.00	8,000.00	87.50	1,000.00
Net LICENSES		(1,048.75)	151,176.00	140,345.00	107.72	(10,831.00)
PERMITS						
01-00-310-401	BUILDING PERMITS	61,611.60	363,094.27	250,000.00	145.24	(113,094.27)
01-00-310-402	SIGN PERMITS	1,070.80	6,086.83	5,000.00	121.74	(1,086.83)
01-00-310-403	OTHER PERMITS	148.00	1,128.00	500.00	225.60	(628.00)
01-00-310-404	COUNTY BMP FEE	0.00	0.00	2,000.00	0.00	2,000.00
Net PERMITS		62,830.40	370,309.10	257,500.00	143.81	(112,809.10)
FINES						
01-00-310-501	CIRCUIT COURT FINES	8,103.67	66,521.45	100,000.00	66.52	33,478.55
01-00-310-502	TRAFFIC FINES	3,075.00	12,675.00	30,000.00	42.25	17,325.00
01-00-310-503	RED LIGHT FINES	84,559.57	586,340.57	560,000.00	104.70	(26,340.57)
Net FINES		95,738.24	665,537.02	690,000.00	96.45	24,462.98
OVERHEAD REIMBURSEMENT						
01-00-310-601	ADMINISTRATIVE SUPPORT REIMB - WATE	41,567.08	290,969.56	498,805.00	58.33	207,835.44
Net OVERHEAD REIMBURSEMENT		41,567.08	290,969.56	498,805.00	58.33	207,835.44
CHARGES & FEES						
01-00-310-700	PLANNING APPLICATION FEES	0.00	4,615.00	10,000.00	46.15	5,385.00
01-00-310-701	PUBLIC HEARING FEES	0.00	10,895.00	2,550.00	427.25	(8,345.00)
01-00-310-702	PLANNING REVIEW FEES	0.00	0.00	6,000.00	0.00	6,000.00
01-00-310-704	ACCIDENT REPORT COPIES	260.00	1,525.00	2,000.00	76.25	475.00
01-00-310-705	VIDEO GAMING FEES	3,406.61	27,492.06	36,000.00	76.37	8,507.94
01-00-310-706	COPIES-ORDINANCES & MAPS	0.00	20.00	50.00	40.00	30.00

REVENUE REPORT FOR WILLOWBROOK
PERIOD ENDING 11/30/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR 11/30/2018	YTD BALANCE 11/30/2018	2018-19		AVAILABLE BALANCE
				ORIGINAL BUDGET	% BDGT USED	
Fund 01 - GENERAL FUND						
01-00-310-723	ELEVATOR INSPECTION FEES	75.00	2,925.00	5,000.00	58.50	2,075.00
01-00-310-724	BURGLAR ALARM FEES	0.00	66.00	10,000.00	6.60	9,340.00
Net CHARGES & FEES		3,741.61	48,132.06	71,600.00	67.22	23,467.94
PARK & RECREATION CHARGES						
01-00-310-813	PARK & REC CONTRIBUTION	0.00	2,600.00	2,500.00	104.00	(100.00)
01-00-310-814	PARK PERMIT FEES	0.00	1,985.00	3,000.00	66.17	1,015.00
01-00-310-815	SUMMER RECREATION FEES	0.00	805.00	2,000.00	40.25	1,195.00
01-00-310-817	SPECIAL EVENTS	0.00	2,512.44	3,200.00	78.51	687.56
01-00-310-818	FALL RECREATION FEES	0.00	0.00	200.00	0.00	200.00
01-00-310-819	BURR RIDGE/WILLOWBROOK BASEBALL R	0.00	0.00	6,500.00	0.00	6,500.00
01-00-310-820	HOLIDAY CONTRIBUTION	200.00	2,200.00	4,000.00	55.00	1,800.00
01-00-310-823	SPRING RECREATION FEES	0.00	0.00	550.00	0.00	550.00
Net PARK & RECREATION CHARGES		200.00	10,102.44	21,950.00	46.02	11,847.56
OTHER REVENUE						
01-00-310-901	REIMBURSEMENTS - IRMA WASTE STICKERS PROCEEDS	0.00	35,707.88	0.00	100.00	(35,707.88)
01-00-310-902	SALE - FIXED ASSETS	0.00	30.00	0.00	100.00	(30.00)
01-00-310-909	REIMBURSEMENTS - TREE PLANTING	0.00	0.00	7,500.00	0.00	7,500.00
01-00-310-910	ATS RED LIGHT ENERGY REIMBURSEMENT	0.00	750.00	500.00	150.00	(250.00)
01-00-310-911	REIMBURSEMENTS - BRUSH PICK-UP	134.03	953.83	1,320.00	72.26	366.17
01-00-310-912	REIMBURSEMENTS - POLICE SPECIAL DET	2,782.08	8,311.68	11,600.00	71.65	3,288.32
01-00-310-913	OTHER RECEIPTS	894.00	27,506.35	20,000.00	137.53	(7,506.35)
01-00-310-915	REIMBURSEMENTS - POLICE SPECIAL DET	4,028.00	4,028.00	4,000.00	100.70	(28.00)
01-00-310-916	DONATIONS	0.00	200.00	0.00	100.00	(200.00)
01-00-310-917	REIMBURSEMENTS - PUBLIC WORKS OTHE	720.00	720.00	0.00	100.00	(720.00)
01-00-310-922	FEDERAL/STATE GRANTS	0.00	1,100.00	57,289.00	1.92	56,189.00
01-00-310-925	NICOR GAS ANNUAL PAYMENT	0.00	0.00	17,000.00	0.00	17,000.00
01-00-310-926	CABLE FRANCHISE FEES	38,460.93	143,265.87	216,000.00	66.33	72,734.13
01-00-310-928	DRUG FORFEITURES - STATE	0.00	0.00	33,293.00	0.00	33,293.00
Net OTHER REVENUE		47,019.04	222,573.61	368,502.00	60.40	145,928.39
NON-OPERATING						
01-00-320-108	INTEREST INCOME	7,587.99	45,882.19	12,000.00	382.35	(33,882.19)
Net NON-OPERATING		7,587.99	45,882.19	12,000.00	382.35	(33,882.19)
Fund 01 - GENERAL FUND:						
TOTAL REVENUES		787,955.74	5,749,234.62	8,255,919.00	69.64	2,506,684.38
Fund 02 - WATER FUND						
CHARGES & FEES						
02-00-310-712	WATER SALES	302,506.45	2,024,313.95	3,545,000.00	57.10	1,520,686.05
02-00-310-713	WATER PENALTIES	1,819.02	8,345.59	5,000.00	166.91	(3,345.59)
02-00-310-718	SHUTOFF/NSF FEE	745.00	5,005.00	2,500.00	200.20	(2,505.00)

REVENUE REPORT FOR WILLOWBROOK
PERIOD ENDING 11/30/2018

GL NUMBER	DESCRIPTION	2018-19		% BDGT USED	AVAILABLE BALANCE
		YTD BALANCE 11/30/2018	ORIGINAL BUDGET		
Fund 02 - WATER FUND Net CHARGES & FEES		305,070.47	2,037,664.54	3,552,500.00	57.36
OTHER REVENUE	WATER METER SALES	826.36	6,664.00	3,000.00	222.13
02-00-310-714	WATER METER READ SALES	497.25	4,001.25	5,000.00	80.03
02-00-310-716	OTHER REVENUE	345.49	1,095.49	1,000.00	109.55
Net OTHER REVENUE		1,669.10	11,760.74	9,000.00	130.67
NON-OPERATING	INTEREST INCOME	2,033.86	10,998.76	4,800.00	229.14
02-00-320-108	WATER CONNECTION FEES	1,200.00	4,200.00	3,000.00	140.00
02-00-320-713		3,233.86	15,198.76	7,800.00	194.86
Net NON-OPERATING					(7,398.76)
<hr/>					
Fund 02 - WATER FUND:					
TOTAL REVENUES		309,973.43	2,064,624.04	3,569,300.00	57.84
Fund 03 - HOTEL/MOTEL TAX FUND					1,504,675.96
OTHER TAXES					
03-00-310-205	HOTEL/MOTEL TAX	23,345.05	170,714.43	246,000.00	69.40
Net OTHER TAXES		23,345.05	170,714.43	246,000.00	69.40
NON-OPERATING	INTEREST INCOME	739.58	4,307.77	1,000.00	430.78
03-00-320-108		739.58	4,307.77	1,000.00	430.78
Net NON-OPERATING					(3,307.77)
Fund 03 - HOTEL/MOTEL TAX FUND:					
TOTAL REVENUES		24,084.63	175,022.20	247,000.00	70.86
Fund 04 - MOTOR FUEL TAX FUND					71,977.80
OTHER TAXES					
04-00-310-216	MFT RECEIPTS	20,459.97	128,126.55	219,905.00	58.26
Net OTHER TAXES		20,459.97	128,126.55	219,905.00	58.26
NON-OPERATING	INTEREST INCOME	488.18	3,632.06	1,500.00	242.14
04-00-320-108		488.18	3,632.06	1,500.00	242.14
Net NON-OPERATING					(2,132.06)

REVENUE REPORT FOR WILLOWBROOK
PERIOD ENDING 11/30/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2018	YTD BALANCE 11/30/2018	2018-19		AVAILABLE BALANCE
				ORIGINAL BUDGET	% BDGT USED	
Fund 04 - MOTOR FUEL TAX FUND						
Fund 04 - MOTOR FUEL TAX FUND:						
TOTAL REVENUES						
Fund 06 - SSA ONE BOND & INTEREST FUND						
PROPERTY TAX						
06-00-310-101	PROPERTY TAX RECEIPTS		0.00	325,575.09		322,225.00
Net PROPERTY TAX			0.00	325,575.09		322,225.00
NON-OPERATING						
06-00-320-108	INTEREST INCOME		465.18	1,452.93		50.00
Net NON-OPERATING			465.18	1,452.93		50.00
Fund 06 - SSA ONE BOND & INTEREST FUND:						
TOTAL REVENUES						
Fund 07 - POLICE PENSION FUND						
OTHER REVENUE						
07-00-310-607	VILLAGE CONTRIBUTION		67,006.46	502,548.45		871,084.00
07-00-310-906	POLICE CONTRIBUTIONS		15,958.08	118,144.26		198,690.00
Net OTHER REVENUE			82,964.54	620,692.71		1,069,774.00
NON-OPERATING						
07-00-320-108	INTEREST INCOME		21,613.33	204,793.69		500,000.00
07-00-320-110	UNREALIZED GAIN (LOSS) ON INVESTMENT		(1,151,334.47)	(341,761.32)		40.96
07-00-320-111	GAIN (LOSS) ON INVESTMENTS		(1,679.55)	13,575.51		0.00
07-00-320-112	CONTRIBUTIONS/DONATIONS		20.00	20.00		100.00
Net NON-OPERATING			(1,131,380.69)	(123,372.12)		0.00
Fund 07 - POLICE PENSION FUND:						
TOTAL REVENUES						
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND						
NON-OPERATING						
09-00-320-108	INTEREST INCOME		804.12	3,678.75		1,000.00
Net NON-OPERATING						367.88
TRANSFERS IN						
09-00-330-102	TRANSFER FROM WATER		0.00	400,000.00		400,000.00

(1,048,416.15)	497,320.59	1,569,774.00	31.68	1,072,453.41
804.12	3,678.75	1,000.00	367.88	(2,678.75)
0.00	400,000.00	400,000.00	100.00	0.00

REVENUE REPORT FOR WILLOWBROOK
PERIOD ENDING 11/30/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2018	YTD BALANCE 11/30/2018	2018-19		AVAILABLE BALANCE
				ORIGINAL BUDGET	% BDGT USED	
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND Net TRANSFERS IN		0.00	400,000.00	400,000.00	100.00	0.00

Fund 09 - WATER CAPITAL IMPROVEMENTS FUND:

TOTAL REVENUES	804.12	403,678.75	401,000.00	100.67	(2,678.75)
Fund 10 - CAPITAL PROJECT FUND NON-OPERATING	21.47	135.97	0.00	100.00	(135.97)
10-00-320-108 INTEREST INCOME	21.47	135.97	0.00	100.00	(135.97)
Net NON-OPERATING					

Fund 10 - CAPITAL PROJECT FUND:

TOTAL REVENUES	21.47	135.97	0.00	100.00	(135.97)
Fund 11 - DEBT SERVICE FUND TRANSFERS IN					
11-00-330-101 TRANSFER FROM GENERAL FUND	0.00	53,113.50	278,927.00	19.04	225,813.50
11-00-330-102 TRANSFER FROM WATER	0.00	5,050.50	46,601.00	10.84	41,550.50
Net TRANSFERS IN	0.00	58,164.00	325,528.00	17.87	267,364.00

Fund 11 - DEBT SERVICE FUND:

TOTAL REVENUES	0.00	58,164.00	325,528.00	17.87	267,364.00
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION & TRANSFERS IN					
14-00-330-101 TRANSFER FROM GENERAL FUND	2,000.00	3,427.21	383,000.00	0.89	379,572.79
Net TRANSFERS IN	2,000.00	3,427.21	383,000.00	0.89	379,572.79

Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION & :

TOTAL REVENUES	2,000.00	3,427.21	383,000.00	0.89	379,572.79
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX OTHER TAXES					

REVENUE REPORT FOR WILLOWBROOK
PERIOD ENDING 11/30/2018

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GL NUMBER	DESCRIPTION	2018-19		% BDGT USED	AVAILABLE BALANCE
		ORIGINAL BUDGET	YTD BALANCE 11/30/2018		
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX 15-00-310-2011	BUSINESS DISTRICT SALES TAX TOWN CE	42,080.89	269,260.95	450,000.00	59.84
Net OTHER TAXES		42,080.89	269,260.95	450,000.00	59.84
					180,739.05
					180,739.05

Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX:

TOTAL REVENUES	139,917.46	9,679,653.96	15,745,201.00	61.48	6,065,547.04

EXPENDITURE REPORT FOR WILLOWBROOK

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PERIOD ENDING 11/30/2018

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/18	YTD BALANCE 11/30/2018	2018-19 ORIGINAL BUDGET		% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL..
				2018-19 BUDGET	% BDGT USED				
Fund 01 - GENERAL FUND									
01-10-400-151	IMRF	2,822.51	24,121.59	35,064.00	68.79	10,942.41	70,128.00	46,006.41	46,006.41
01-10-400-161	SOCIAL SECURITY	739.47	8,332.21	12,522.00	66.54	4,189.79	25,044.00	16,711.79	16,711.79
01-10-400-171	SUI - UNEMPLOYMENT	(0.09)	68.04	204.00	33.35	135.96	408.00	339.96	339.96
01-10-455-101	SALARIES - MANAGEMENT STA	6,751.68	53,916.95	87,772.00	61.43	33,855.05	175,544.00	121,627.05	121,627.05
01-10-455-102	OVERTIME	334.58	4,234.63	5,000.00	84.69	765.37	10,000.00	5,765.37	5,765.37
01-10-455-105	ASSISTANT VILLAGE ADMINIST	5,887.17	33,591.49	0.00	100.00	(33,591.49)	0.00	(33,591.49)	(33,591.49)
01-10-455-106	ASST TO VILLAGE ADMINISTRA	0.00	23,837.23	68,752.00	34.67	44,914.77	137,504.00	113,666.77	113,666.77
01-10-455-107	ADMINISTRATIVE INTERN	0.00	0.00	11,232.00	0.00	11,232.00	22,464.00	22,464.00	22,464.00
01-10-455-126	SALARIES - CLERICAL	5,873.76	44,010.24	76,358.00	57.64	32,347.76	152,716.00	108,705.76	108,705.76
01-10-455-131	PERSONNEL RECRUITMENT	0.00	1,635.00	550.00	297.27	(1,085.00)	1,100.00	(535.00)	(535.00)
01-10-455-141	HEALTH/DENTAL/LIFE INSURAN	689.57	28,926.83	18,132.00	159.53	(10,794.83)	36,264.00	7,337.17	7,337.17
01-10-455-201	PHONE - TELEPHONES	2,376.81	7,373.12	22,751.00	32.41	15,377.88	45,502.00	38,128.88	38,128.88
01-10-455-266	CODIFY ORDINANCES	0.00	2,585.00	2,500.00	103.40	(85.00)	5,000.00	2,415.00	2,415.00
01-10-455-301	OFFICE SUPPLIES	167.63	3,929.40	10,000.00	39.29	6,070.60	20,000.00	16,070.60	16,070.60
01-10-455-302	PRINTING & PUBLISHING	558.01	2,080.64	3,000.00	69.35	919.36	6,000.00	3,919.36	3,919.36
01-10-455-303	FUEL/MILEAGE/NASH	110.26	616.96	2,000.00	30.85	1,383.04	4,000.00	3,383.04	3,383.04
01-10-455-304	SCHOOL/CONFERENCE/TRA	0.00	1,211.51	4,500.00	26.92	3,288.49	9,000.00	7,788.49	7,788.49
01-10-455-305	STRATEGIC PLANNING	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00	4,000.00
01-10-455-307	FEES/DUES/SUBSCRIPTIONS	292.00	11,962.33	12,728.00	93.98	765.67	25,456.00	13,493.67	13,493.67
01-10-455-311	POSTAGE & METER RENT	81.66	1,656.36	5,000.00	33.13	3,343.64	10,000.00	8,343.64	8,343.64
01-10-455-315	COPY SERVICE	660.32	4,629.04	7,440.00	62.22	2,810.96	14,880.00	10,250.96	10,250.96
01-10-455-355	COMMISSIONARY PROVISION	124.44	707.71	1,000.00	70.77	292.29	2,000.00	1,292.29	1,292.29
01-10-455-409	Maintenance - Vehicles	0.00	0.95	2,500.00	0.04	2,499.05	5,000.00	4,999.05	4,999.05
01-10-455-411	Maintenance - Equipment	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00	1,000.00
01-10-455-505	CASH - OVER OR SHORT	0.00	(0.54)	0.00	100.00	0.54	0.00	0.54	0.54
GENERAL MANAGEMENT		27,744.72	261,788.75	395,117.00	66.26	133,328.25	790,234.00	528,445.25	528,445.25
COMMUNITY RELATIONS									
01-10-475-365	PUBLIC RELATIONS	0.00	2,317.19	10,000.00	23.17	7,682.81	20,000.00	17,682.81	17,682.81
01-10-475-366	NEWSLETTER	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00	1,000.00
01-10-475-367	CRISIS MANAGEMENT	56,450.00	102,002.78	0.00	100.00	(102,002.78)	0.00	(102,002.78)	(102,002.78)
01-10-475-370	MEALS-ON-WHEELS	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00	4,000.00
01-10-475-372	SENIOR CITIZEN TAXI PROGRAM	0.00	625.00	1,500.00	41.67	875.00	3,000.00	2,375.00	2,375.00
COMMUNITY RELATIONS		56,450.00	104,944.97	14,000.00	749.61	(90,944.97)	28,000.00	(76,944.97)	(76,944.97)
CAPITAL IMPROVEMENTS									
01-10-485-602	BUILDING IMPROVEMENTS	850.00	2,881.50	7,800.00	36.94	4,918.50	15,600.00	12,718.50	12,718.50
01-10-485-611	FURNITURE & OFFICE EQUIPME	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00	5,000.00
01-10-485-642	PEG CHANNEL EQUIPMENT	0.00	10,143.00	0.00	100.00	(10,143.00)	0.00	(10,143.00)	(10,143.00)
CAPITAL IMPROVEMENTS		850.00	13,024.50	10,300.00	126.45	(2,724.50)	20,600.00	7,575.00	7,575.00
DATA PROCESSING		5,398.47	6,984.92	8,523.00	81.95	1,538.08	17,046.00	10,061.08	10,061.08
01-10-460-225	INTERNET/WEBSITE HOSTING	0.00	71.91	0.00	100.00	(71.91)	0.00	(71.91)	(71.91)
01-10-460-263	EDP LICENSES	0.00	10,364.63	2,740.00	378.27	(7,624.63)	5,480.00	(4,884.63)	(4,884.63)
01-10-460-267	DOCUMENT STORAGE/SCANNI	0.00	0.00	250.00	0.00	250.00	500.00	500.00	500.00
01-10-460-305	EDP PERSONNEL TRAINING	0.00	50.44	500.00	10.09	449.56	1,000.00	949.56	949.56
01-10-460-331	OPERATING SUPPLIES	0.00	12,013.00	145.44	(5,458.90)	24,026.00	6,554.10	6,554.10	6,554.10

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 11/30/2018

ACTIVITY FOR MONTH 11/30/18	YTD BALANCE 11/30/2018	2018-19 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
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GL NUMBER	DESCRIPTION				
Fund 01 - GENERAL FUND					
DATA PROCESSING	EDP PERSONNEL TRAINING	1,465.00	1,465.00	1,600.00	91.56
DATA PROCESSING		1,465.00	1,465.00	1,600.00	91.56
ENGINEERING					
01-15-520-229	RENT - MEETING ROOM	0.00	0.00	250.00	0.00
01-15-520-245	FEES - ENGINEERING	0.00	770.00	3,000.00	25.67
01-15-520-246	FEES - COURT REPORTER	0.00	586.80	2,500.00	23.47
01-15-520-254	PLAN REVIEW - ENGINEER	0.00	1,100.00	10,000.00	11.00
01-15-520-257	PLAN REVIEW - PLANNER	9,387.11	49,691.58	100,000.00	49.69
01-15-520-258	PLAN REVIEW - TRAFFIC CONS	0.00	918.00	4,000.00	22.95
ENGINEERING		9,387.11	53,066.38	119,750.00	44.31
Total Dept 15 - PLANNING & ECONOMIC DEVELOPMEN		13,011.89	74,960.71	210,971.00	35.53
Dept 20 - PARKS & RECREATION					
CAPITAL IMPROVEMENTS	COURT IMPROVEMENTS	0.00	386.89	1,500.00	25.79
01-20-595-693	PARK IMPROVEMENTS - NEIGH	0.00	3,288.07	0.00	100.00
01-20-595-695		0.00	3,674.96	1,500.00	245.00
CAPITAL IMPROVEMENTS					
ADMINISTRATION					
01-20-400-147	MEDICARE	37.36	444.05	502.00	88.46
01-20-400-151	IMRF	342.86	4,009.36	4,572.00	87.69
01-20-400-161	SOCIAL SECURITY	159.76	1,898.73	2,145.00	88.52
01-20-400-171	SUI - UNEMPLOYMENT	1,32	38.67	87.00	44.45
01-20-550-101	SALARIES - PERMANENT EMPL	2,576.81	20,578.12	34,597.00	59.48
01-20-550-102	OVERTIME	0.00	155.07	0.00	100.00
01-20-550-103	PART TIME - PROGRAM SUPER	0.00	1,554.12	0.00	100.00
01-20-550-148	LIFE INSURANCE - COMMISSION	0.00	399.60	1,056.00	37.84
01-20-550-201	EMERGENCY TELEPHONE LINE	0.00	0.00	100.00	0.00
01-20-550-302	PRINTING & PUBLISHING	0.00	4,428.50	12,425.00	35.64
01-20-550-303	FUEL/MILEAGE/WASH	0.00	0.00	250.00	0.00
01-20-550-304	SCHOOLS/CONFERENCES/TRA	0.00	0.00	325.00	0.00
01-20-550-307	FEES/DUES/SUBSCRIPTIONS	0.00	0.00	275.00	0.00
01-20-550-311	POSTAGE & METER RENT	0.00	1,663.75	2,500.00	66.55
ADMINISTRATION		3,118.11	35,169.97	58,834.00	59.78
DATA PROCESSING	CONSULTING SERVICES	0.00	0.00	15,000.00	0.00
01-20-555-306		0.00	0.00	15,000.00	0.00
DATA PROCESSING					
LANDSCAPING					
01-20-565-341	PARK LANDSCAPE SUPPLIES	0.00	8,775.60	9,000.00	97.51
01-20-565-342	LANDSCAPE MAINTENANCE SE	14,060.41	41,438.59	54,400.00	76.17
LANDSCAPING		14,060.41	50,214.19	63,400.00	79.20

EXPENDITURE REPORT FOR WILLOWBROOK

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PERIOD ENDING 11/30/2018

APPROP.
AVAIL.

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/18	YTD BALANCE 11/30/2018	2018-19 ORIGINAL BUDGET	% BUDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
Fund 01 - GENERAL FUND							
MAINTENANCE	OVERTIME	0.00	8,186.51	7,000.00	116.95	(1,186.51)	5,813.49
01-20-570-102	PART TIME - LABOR	0.00	373.73	1,500.00	24.92	1,126.27	2,626.27
01-20-570-103	MAINTENANCE - PARK BUILDIN	0.00	970.62	2,386.00	40.68	4,772.00	3,801.38
01-20-570-228	RENT - EQUIPMENT	0.00	153.00	250.00	61.20	500.00	347.00
01-20-570-234	NICOR GAS (825 MIDWAY)	77.39	498.47	1,200.00	41.54	701.53	1,901.53
01-20-570-235	SANITARY (825 MIDWAY)	0.00	8.52	100.00	8.52	91.48	191.48
01-20-570-250	BALLFIELD MAINTENANCE/SUP	3,390.00	4,121.50	6,500.00	63.41	2,378.50	8,878.50
01-20-570-280	CONTRACTED MAINTENANCE	2,082.00	41,062.46	42,000.00	97.77	937.54	42,937.54
01-20-570-281	MAINTENANCE SUPPLIES	128.84	1,480.67	9,500.00	15.59	8,019.33	17,519.33
01-20-570-331	MAINTENANCE - EQUIPMENT	0.00	43,423.17	41,137.00	105.56	(2,286.17)	38,850.83
01-20-570-411	MAINTENANCE	5,678.23	100,278.65	111,573.00	89.88	11,294.35	223,146.00
SUMMER PROGRAM							
01-20-575-119	SUMMER PROGRAM MATERIAL	0.00	3,861.87	8,820.00	43.79	4,958.13	17,640.00
01-20-575-517	SENIORS PROGRAM	0.00	0.00	5,000.00	0.00	5,000.00	10,000.00
SUMMER PROGRAM							
0.00	3,861.87	13,820.00	27.94	6,550.00	0.00	6,550.00	13,100.00
FALL PROGRAM							
01-20-580-118	FALL PROGRAM MATERIALS & S	0.00	0.00	550.00	0.00	550.00	1,100.00
01-20-580-517	SENIORS PROGRAM	0.00	0.00	6,000.00	0.00	6,000.00	12,000.00
FALL PROGRAM							
0.00	0.00	13,820.00	27.94	9,958.13	0.00	27,640.00	23,778.13
WINTER/SPECIAL PROGRAMS							
01-20-585-112	RECREATION INSTRUCTORS	0.00	0.00	500.00	0.00	500.00	1,000.00
01-20-585-121	WINTER PROGRAM MATERIALS	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00
01-20-585-150	CHILDRENS SPECIAL EVENTS	210.56	1,987.88	1,800.00	110.44	(187.88)	3,600.00
01-20-585-151	FAMILY SPECIAL EVENT - MOVI	0.00	1,658.00	1,630.00	101.72	(28.00)	3,260.00
01-20-585-152	FAMILY SPECIAL EVENT - TREE	0.00	0.00	1,400.00	0.00	1,400.00	2,800.00
01-20-585-153	FAMILY SPECIAL EVENT - BACK	0.00	200.00	1,500.00	13.33	1,300.00	3,000.00
01-20-585-154	FAMILY SPECIAL EVENT - RACE	0.00	9,136.90	9,525.00	95.93	388.10	19,050.00
01-20-585-155	CHILDRENS HOLIDAY PARTY	1,301.24	1,301.24	4,500.00	28.92	3,198.76	9,000.00
01-20-585-156	SPECIAL EVENT - PARK OPENIN	0.00	5,715.04	10,000.00	57.15	4,284.96	20,000.00
01-20-585-517	SENIORS PROGRAM	0.00	0.00	5,000.00	0.00	5,000.00	10,000.00
WINTER/SPECIAL PROGRAMS							
1,511.80	19,999.06	37,855.00	52.83	17,855.94	0.00	17,855.94	55,710.94
SPRING PROGRAM							
01-20-586-112	RECREATION INSTRUCTORS - S	0.00	0.00	200.00	0.00	200.00	400.00
01-20-586-121	SPRING PROGRAM MATERIALS	0.00	73.23	200.00	36.62	126.77	400.00
SPRING PROGRAM							
0.00	73.23	400.00	18.31	326.77	0.00	326.77	726.77
SPECIAL CREATION							
01-20-590-518	SPECIAL CREATION ASSOC	0.00	19,176.03	38,541.00	49.75	19,364.97	77,082.00
01-20-590-519	ADA PARK MAINTENANCE	0.00	83.00	4,750.00	1.75	4,667.00	9,500.00
01-20-590-520	ADA RECREATION ACCOMMOD	0.00	371.45	7,700.00	4.82	7,328.55	15,400.00
01-20-590-521	ADA PARK IMPROVEMENTS	0.00	0.00	21,950.00	0.00	21,950.00	43,900.00
SPECIAL CREATION							
0.00	19,630.48	72,941.00	26.91	53,310.52	0.00	145,882.00	126,251.52

**EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 11/30/2018**

GL NUMBER	DESCRIPTION	11/30/16	11/30/2016	BUDGET	USED	BALANCE
Fund 01 - GENERAL FUND		24,368.55	232,902.41	381,873.00	60.99	148,970.59
Total Dept 20 - PARKS & RECREATION						763,746.00
						530,843.59
Dept 25 - FINANCE DEPARTMENT						
GENERAL MANAGEMENT						
01-25-400-147 MEDICARE	255.15	1,906.43	3,478.00	54.81	1,571.57	5,049.57
01-25-400-151 IMRF	1,405.14	16,744.78	28,228.00	59.32	11,483.22	39,711.22
SOCIAL SECURITY	1,091.03	8,151.65	14,687.00	55.50	6,535.35	21,222.35
SUI - UNEMPLOYMENT	12.00	86.52	272.00	31.81	185.48	457.48
SALARIES - MANAGEMENT STA	10,106.24	75,722.88	131,381.00	57.64	55,658.12	187,039.12
OVERTIME	0.00	82.64	1,500.00	5.51	1,417.36	2,917.36
PART TIME - CLERICAL	2,286.00	16,519.44	30,624.00	53.94	14,104.56	44,728.56
SALARIES - CLERICAL	5,873.76	44,010.25	76,358.00	57.64	32,347.75	108,705.75
HEALTH/DENTAL/LIFE INSURAN	228.64	15,999.78	40,044.00	39.96	24,044.22	64,088.22
OFFICE SUPPLIES	299.55	564.72	3,700.00	15.26	3,135.28	6,835.28
PRINTING & PUBLISHING	470.40	896.10	1,000.00	89.61	103.90	1,103.90
FUEL/MILEAGE/WASH	38.04	142.81	250.00	57.12	107.19	357.19
SCHOOLS/CONFERENCES/TRA	0.00	370.00	2,000.00	18.50	1,630.00	3,630.00
FEES/DUES/SUBSCRIPTIONS	0.00	1,042.60	2,355.00	44.27	1,312.40	3,667.40
POSTAGE & METER RENT	0.00	11.49	500.00	2.30	488.51	1,000.00
GENERAL MANAGEMENT	22,065.95	182,252.09	336,377.00	54.18	154,124.91	672,754.00
CAPITAL IMPROVEMENTS						
01-25-625-611 FURNITURE & OFFICE EQUIPM	0.00	0.00	500.00	0.00	500.00	1,000.00
CAPITAL IMPROVEMENTS						
DATA PROCESSING						
01-25-615-212 EDP EQUIPMENT/SOFTWARE	0.00	139.09	14,670.00	0.95	14,530.91	29,340.00
01-25-615-263 EDP LICENSES	12,697.00	24,643.40	29,226.00	84.32	4,582.60	58,452.00
01-25-615-267 DOCUMENT STORAGE/SCANNI	0.00	0.00	5,280.00	0.00	5,280.00	33,808.60
01-25-615-305 EDP PERSONNEL TRAINING	0.00	0.00	2,600.00	0.00	2,600.00	10,560.00
01-25-615-306 IT - CONSULTING SERVICES	0.00	12,500.00	25,000.00	50.00	12,500.00	5,200.00
DATA PROCESSING	12,697.00	37,282.49	76,776.00	48.56	39,493.51	50,000.00
FINANCIAL AUDIT						
01-25-620-251 AUDIT SERVICES	6,065.00	27,658.00	28,273.00	97.82	61.50	56,546.00
01-25-620-252 FINANCIAL SERVICES	0.00	2,340.00	2,500.00	93.60	160.00	5,000.00
FINANCIAL AUDIT	6,065.00	29,998.00	30,773.00	97.48	775.00	61,546.00
Total Dept 25 - FINANCE DEPARTMENT	40,827.95	249,532.58	444,426.00	56.15	194,893.42	888,852.00
						639,319.42
Dept 30 - POLICE DEPARTMENT						
CAPITAL IMPROVEMENTS						
01-30-680-625 NEW VEHICLES	0.00	0.00	79,167.00	0.00	79,167.00	158,334.00
CAPITAL IMPROVEMENTS						
	0.00	0.00	79,167.00	0.00	79,167.00	158,334.00
	0.00	0.00	0.00			158,334.00

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 11/30/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/18	YTD BALANCE 11/30/2018	2018-19 BUDGET	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND									
ADMINISTRATION	MEDICARE	2,832.53	21,074.90	38,934.00	54.13	17,859.10	77,868.00	56,793.10	37,007.35
01-30-400-147	IMRF	1,909.64	17,352.65	27,180.00	63.84	9,827.35	54,360.00	18,855.00	3,638.73
01-30-400-151	SOCIAL SECURITY	822.51	7,483.00	13,169.00	56.82	5,686.00	26,338.00	4,421.44	292,297.97
01-30-400-161	SUI - UNEMPLOYMENT	30.45	1,204,103.34	2,210,724.00	54.47	1,006,620.66	4,421,448.00	24,000.00	37,330.43
01-30-400-17	SALARIES - PERMANENT EMPLOYEE TIME	30,578.14	207,702.03	250,000.00	83.08	42,297.97	500,000.00	15,441.98	14,870.57
01-30-630-101	OVERTIME - SPECIAL DETAIL & PART TIME - CLERICAL	0.00	0.00	12,000.00	0.00	12,000.00	24,000.00	3,000.00	3,217,344.66
01-30-630-102	ACCREDITATION MANAGER	0.00	2,669.57	20,000.00	13.35	17,330.43	40,000.00	1,500.00	237,718.04
01-30-630-103	SALARIES - CLERICAL	105.06	1,129.43	8,000.00	14.12	6,870.57	16,000.00	770,900.00	1,239,619.55
01-30-630-104	OVERTIME - CLERICAL	12,059.83	113,073.96	175,396.00	64.47	62,322.04	350,792.00	18,000.00	43,698.23
01-30-630-106	PERSONNEL RECRUITMENT	594.17	2,558.02	9,000.00	28.42	6,441.98	12,000.00	3,000.00	6,680.00
01-30-630-126	HEALTH/DENTAL/LIFE INSURANCE	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	617,060.69	3,801.37
01-30-630-127	POLICE PENSION	3,633.67	153,839.31	385,450.00	39.91	231,610.69	770,900.00	1,679.74	4,179.74
01-30-630-131	PHONE - TELEPHONES	67,006.46	502,548.45	871,084.00	57.69	368,535.55	1,742,168.00	0.00	3,500.00
01-30-630-141	ACCREDITATION	1,753.33	10,301.77	27,000.00	38.15	16,698.23	54,000.00	10,328.00	26,482.50
01-30-630-155	MAINTENANCE - BUILDINGS - H	4,645.00	5,320.00	6,000.00	88.67	680.00	12,000.00	437,625.00	3,046.17
01-30-630-201	NICOR GAS (7760 QUINCY)	0.00	970.63	2,386.00	40.68	1,415.37	4,772.00	33,066.50	3,217,344.66
01-30-630-202	FAT	263.07	820.26	2,500.00	32.81	1,679.74	5,000.00	0.00	0.00
01-30-630-228	FEES - FIELD COURT ATTORNEY	0.00	3,500.00	3,500.00	100.00	0.00	7,000.00	14,482.50	3,638.73
01-30-630-235	DUPAGE CHILDREN'S CENTER	0.00	(2,482.50)	12,000.00	(20.69)	100.00	0.00	0.00	0.00
01-30-630-238	FIRING RANGE	0.00	3,000.00	3,000.00	100.00	0.00	6,000.00	24,000.00	3,000.00
01-30-630-241	RED LIGHT - ADJUDICATOR	0.00	149.25	2,500.00	5.97	2,350.75	5,000.00	4,850.75	4,850.75
01-30-630-242	RED LIGHT - ADJUDICATOR	0.00	1,672.00	6,000.00	27.87	4,328.00	12,000.00	10,328.00	10,328.00
01-30-630-245	RED LIGHT - CAMERA FEES	0.00	112,375.00	275,000.00	40.86	162,625.00	550,000.00	437,625.00	437,625.00
01-30-630-247	RED LIGHT - COM ED	134.03	953.83	2,000.00	47.69	1,046.17	4,000.00	0.00	0.00
01-30-630-248	RED LIGHT - MISC FEE	15.00	10,933.50	22,000.00	49.70	11,066.50	44,000.00	0.00	0.00
01-30-630-249	SANITARY (7760 QUINCY)	0.00	0.00	350.00	0.00	350.00	700.00	700.00	700.00
01-30-630-250	OFFICE SUPPLIES	634.61	2,394.44	7,000.00	34.21	4,605.56	14,000.00	11,605.56	11,605.56
01-30-630-301	PRINTING & PUBLISHING	0.00	362.92	6,000.00	6.05	5,637.08	12,000.00	11,637.08	11,637.08
01-30-630-302	FUEL/MILEAGE/WASH	4,899.83	29,531.23	65,000.00	45.43	35,468.77	130,000.00	100,468.77	100,468.77
01-30-630-303	SCHOOLS/CONFERENCES/TRA	2,861.66	15,210.05	30,207.00	50.35	14,996.95	60,414.00	45,203.95	45,203.95
01-30-630-304	TUITION REIMBURSEMENT	0.00	2,250.00	3,000.00	75.00	750.00	6,000.00	3,750.00	3,750.00
01-30-630-305	FEES/DUES/SUBSCRIPTIONS	437.56	7,097.19	15,000.00	47.31	7,902.81	30,000.00	22,902.81	22,902.81
01-30-630-307	CADET PROGRAM	480.00	1,140.58	4,000.00	28.51	2,859.42	8,000.00	6,859.42	6,859.42
01-30-630-308	POSTAGE & METER RENT	0.00	1,715.98	4,000.00	42.90	2,284.02	8,000.00	6,284.02	6,284.02
01-30-630-311	COPY SERVICE	295.61	1,920.58	4,000.00	48.01	2,079.42	8,000.00	6,079.42	6,079.42
01-30-630-315	OPERATING SUPPLIES	0.00	1,445.83	3,500.00	41.31	2,054.17	7,000.00	5,554.17	5,554.17
01-30-630-331	UNIFORMS	631.68	6,969.93	31,100.00	22.41	24,130.07	62,200.00	55,230.07	55,230.07
01-30-630-345	AMMUNITION	0.00	4,722.80	18,000.00	26.24	13,277.20	36,000.00	31,277.20	31,277.20
01-30-630-346	OPERATING EQUIPMENT	2,152.01	19,613.22	24,000.00	81.72	4,386.78	48,000.00	28,386.78	28,386.78
01-30-630-348	BODY CAMERAS	0.00	0.00	33,846.00	0.00	33,846.00	67,692.00	67,692.00	67,692.00
01-30-630-401	FURNITURE & OFFICE EQUIPMENT	0.00	3,623.00	6,000.00	60.38	2,377.00	12,000.00	8,377.00	8,377.00
01-30-630-402	Maintenance - VEHICLES	4,391.61	23,207.53	70,000.00	33.15	46,792.47	140,000.00	116,792.47	116,792.47
01-30-630-409	Maintenance - RADIO EQUIPM	0.00	7,234.20	15,250.00	47.44	8,015.80	30,500.00	23,265.80	23,265.80
01-30-630-421	ADMINISTRATION	305,723.36	2,509,677.15	4,728,490.00	53.08	2,218,812.85	9,456,980.00	6,947,302.85	6,947,302.85
DATA PROCESSING	EDP EQUIPMENT/SOFTWARE INTERNET/WEBSITE HOSTING	0.00	3,102.90	7,750.00	40.04	4,647.10	15,500.00	12,397.10	3,468.00
01-30-640-212		0.00	468.00	1,968.00	23.78			3,936.00	3,936.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/18	YTD BALANCE 11/30/2018	2018-19		AVAILABLE BALANCE	APPROP. AVAIL.
				ORIGINAL BUDGET	% BDGT USED		
Fund 01 - GENERAL FUND							
01-30-640-263	EDP LICENSES	2,898.25	13,734.85	28,405.00	48.35	14,670.15	43,075.15
01-30-640-267	DOCUMENT STORAGE/SCANNI	0.00	0.00	19,000.00	0.00	19,000.00	38,000.00
DATA PROCESSING		2,898.25	17,305.75	57,123.00	30.30	39,817.25	114,246.00
RISK MANAGEMENT							
01-30-645-273	SELF INSURANCE - DEDUCTIBL	0.00	1,964.87	20,000.00	9.82	18,035.13	40,000.00
RISK MANAGEMENT		0.00	1,964.87	20,000.00	9.82	18,035.13	40,000.00
CONSTRUCTION							
01-30-635-288	BUILDING CONSTR & REMODEL	0.00	16,393.32	6,460.00	253.77	(9,933.32)	12,920.00
CONSTRUCTION		0.00	16,393.32	6,460.00	253.77	(9,933.32)	12,920.00
PATROL							
01-30-650-268	ANIMAL CONTROL	0.00	125.00	800.00	15.63	675.00	1,600.00
01-30-650-340	K-9 PROGRAM	2,044.38	3,284.83	4,200.00	78.21	915.17	8,400.00
01-30-650-343	JAIL SUPPLIES	223.30	223.30	1,500.00	14.89	1,276.70	3,000.00
01-30-650-345	UNIFORMS	0.00	707.94	0.00	100.00	(707.94)	0.00
01-30-650-348	DRUG FORFEITURE EXP - STAT	0.00	317.00	33,293.00	0.96	32,976.00	66,586.00
PATROL		2,267.68	4,658.07	39,793.00	11.71	35,134.93	79,586.00
INVESTIGATIVE							
01-30-655-339	CONFIDENTIAL FUNDS	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00
INVESTIGATIVE		0.00	0.00	1,000.00	0.00	1,000.00	2,000.00
TRAFFIC SAFETY							
01-30-660-105	PART TIME - CROSSING GUARD	563.81	2,577.30	5,300.00	48.63	2,722.70	10,600.00
TRAFFIC SAFETY		563.81	2,577.30	5,300.00	48.63	2,722.70	10,600.00
ESDA COORDINATOR							
01-30-665-263	SIREN MAINTENANCE	0.00	0.00	500.00	0.00	500.00	1,000.00
ESDA COORDINATOR		0.00	0.00	500.00	0.00	500.00	1,000.00
CRIME PREVENTION							
01-30-670-302	PRINTING & PUBLISHING	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00
01-30-670-331	COMMODITIES	0.00	4,080.05	5,000.00	81.60	919.95	10,000.00
CRIME PREVENTION		0.00	4,080.05	6,000.00	68.00	1,919.95	12,000.00
TELECOMMUNICATIONS							
01-30-675-235	RADIO DISPATCHING	0.00	201,262.35	289,421.00	69.54	88,158.65	578,842.00
TELECOMMUNICATIONS		0.00	201,262.35	289,421.00	69.54	88,158.65	578,842.00
Total Dept 30 - POLICE DEPARTMENT		311,453.10	2,757,918.86	5,233,254.00	52.70	2,475,335.14	10,466,508.00
							7,708,589.14

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/18	YTD BALANCE 11/30/2018	2018-19 BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND		0.00	0.00	30,000.00	0.00	30,000.00	60,000.00	60,000.00
CAPITAL IMPROVEMENTS	STREET IMPROVEMENTS	0.00	0.00	30,000.00	0.00	30,000.00	60,000.00	60,000.00
CAPITAL IMPROVEMENTS		0.00	0.00	30,000.00	0.00	30,000.00	60,000.00	60,000.00
ADMINISTRATION								
01-35-400-147	MEDICARE	243.76	1,888.74	3,720.00	50.77	1,831.26	7,440.00	5,551.26
01-35-400-151	IMRF	2,426.73	18,263.49	33,394.00	54.69	15,130.51	66,788.00	48,524.51
01-35-400-161	SOCIAL SECURITY	715.74	6,826.43	14,486.00	47.12	7,659.57	28,972.00	22,145.57
01-35-400-171	SUI - UNEMPLOYMENT	3.86	44.00	170.00	25.88	126.00	340.00	296.00
01-35-710-101	SALARIES - PERMANENT EMPL	13,923.76	105,022.39	179,996.00	56.64	74,073.61	358,192.00	253,169.61
01-35-710-102	OVERTIME	620.23	4,498.30	22,500.00	19.99	18,001.70	45,000.00	40,501.70
01-35-710-103	PART TIME - LABOR	735.00	8,377.90	30,000.00	27.93	21,622.10	60,000.00	51,622.10
01-35-710-126	SALARIES - CLERICAL	1,919.83	14,384.74	24,957.00	57.64	10,572.26	49,914.00	35,529.26
01-35-710-141	HEALTH/DENTAL/LIFE INSURAN	213.93	16,758.33	37,071.00	45.21	20,312.67	74,142.00	57,383.67
01-35-710-201	TELEPHONES	179.83	1,016.12	2,500.00	40.64	1,483.88	5,000.00	3,983.88
01-35-710-301	OFFICE SUPPLIES	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-35-710-302	PRINTING & PUBLISHING	0.00	431.00	500.00	86.20	69.00	1,000.00	569.00
01-35-710-303	FUEL/MILEAGE/WASH	774.41	4,510.14	7,500.00	60.14	2,989.86	15,000.00	10,489.86
01-35-710-304	SCHOOL/CONFERENCE/TRA	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
01-35-710-306	REIMB PERSONNEL EXPENSES	0.00	0.00	300.00	0.00	300.00	600.00	600.00
01-35-710-307	FEES/DUES/SUBSCRIPTIONS	0.00	0.00	300.00	0.00	300.00	600.00	600.00
01-35-710-311	POSTAGE & METER RENT	0.00	842.36	1,500.00	56.16	657.64	3,000.00	2,157.64
01-35-710-345	UNIFORMS	134.75	2,219.32	5,000.00	44.39	2,780.68	10,000.00	7,780.68
01-35-710-401	OPERATING SUPPLIES & EQUIP	0.00	92.13	3,500.00	2.63	3,407.87	7,000.00	6,907.87
01-35-710-405	FURNITURE & OFFICE EQUIPME	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
ADMINISTRATION		21,891.83	185,175.39	369,494.00	50.12	184,318.61	738,988.00	553,812.61
DATA PROCESSING								
01-35-715-225	INTERNET/WEBSITE HOSTING	114.85	649.10	1,373.00	47.28	723.90	2,746.00	2,096.90
DATA PROCESSING		114.85	649.10	1,373.00	47.28	723.90	2,746.00	2,096.90
ENGINEERING								
01-35-720-245	FEES - ENGINEERING	5,693.16	25,965.85	65,000.00	39.95	39,034.15	130,000.00	104,034.15
01-35-720-254	PLAN REVIEW - ENGINEER	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
ENGINEERING		5,693.16	25,965.85	66,500.00	39.05	40,534.15	133,000.00	107,034.15
BUILDINGS								
01-35-725-413	MAINTENANCE - GARAGE	441.76	2,857.94	6,000.00	47.63	3,142.06	12,000.00	9,142.06
01-35-725-414	MAINTENANCE - SALT BINS	0.00	540.00	2,500.00	21.60	1,960.00	5,000.00	4,460.00
01-35-725-415	NICOR GAS	155.47	462.27	2,000.00	23.11	1,537.73	4,000.00	3,537.73
01-35-725-417	SANITARY USER CHARGE	0.00	72.99	100.00	72.99	27.01	200.00	127.01
01-35-725-418	MAINTENANCE - PW BUILDING	848.88	10,659.18	10,886.00	97.92	226.82	21,772.00	11,112.82
BUILDINGS		1,446.11	14,592.38	21,486.00	67.92	6,893.62	42,972.00	28,379.62
EQUIPMENT REPAIR								
01-35-735-409	MAINTENANCE - VEHICLES	4,144.13	10,216.71	20,000.00	51.08	9,783.29	40,000.00	29,783.29
01-35-735-411	MAINTENANCE - EQUIPMENT	115.99	115.99	0.00	100.00	(115.99)	0.00	(115.99)

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				ORIGINAL BUDGET	% BDGT USED				
Fund 01 - GENERAL FUND EQUIPMENT REPAIR		4,260.12	10,332.70	20,000.00	51.66	9,667.30	40,000.00		29,667.30
SNOW REMOVAL		0.00	0.00	60,000.00	0.00	60,000.00	120,000.00	120,000.00	120,000.00
01-35-740-287	SNOW REMOVAL CONTRACT	0.00	0.00	200.00	0.00	200.00	400.00	400.00	400.00
01-35-740-306	REIMB PERSONAL EXPENSES	0.00	0.00	6,000.00	0.00	6,000.00	12,000.00	12,000.00	12,000.00
01-35-740-411	MAINTENANCE - EQUIPMENT	0.00	0.00	66,200.00	0.00	66,200.00	132,400.00	132,400.00	132,400.00
SNOW REMOVAL		0.00	0.00	0.00	0.00	0.00	0.00		
STREET LIGHTING									
01-35-745-207	ENERGY - STREET LIGHTS	1,814.81	12,059.01	19,140.00	63.00	7,080.99	38,280.00	26,220.99	
01-35-745-223	MAINTENANCE - STREET LIGHT	2,084.26	11,388.28	15,000.00	75.92	3,611.72	30,000.00	18,611.72	
01-35-745-224	MAINTENANCE - TRAFFIC SIGN	0.00	0.00	7,200.00	0.00	7,200.00	14,400.00	14,400.00	
STREET LIGHTING		3,899.07	23,447.29	41,340.00	56.72	17,892.71	82,680.00		59,232.71
STORM WATER IMPROVEMENTS									
01-35-750-286	JET CLEANING CULVERT	3,720.00	7,280.00	15,000.00	48.53	7,720.00	30,000.00	22,720.00	
01-35-750-289	SITE IMPROVEMENTS	0.00	0.00	20,000.00	0.00	20,000.00	40,000.00	40,000.00	
01-35-750-290	EQUIPMENT RENTAL	287.79	783.47	3,500.00	22.38	2,716.53	7,000.00	6,216.53	
01-35-750-328	STREET & ROW MAINTENANCE	13,658.31	149,114.20	140,000.00	106.51	(9,114.20)	280,000.00	130,885.80	
01-35-750-329	MAINTENANCE - SAW MILL CRE	0.00	0.00	3,500.00	0.00	3,500.00	7,000.00	7,000.00	
01-35-750-338	TREE MAINTENANCE	6,860.96	36,857.84	55,000.00	67.01	18,142.16	110,000.00	73,142.16	
01-35-750-381	STORM WATER IMPROVEMENT	10,065.16	46,595.47	40,000.00	116.49	(6,595.47)	80,000.00	33,404.53	
STORM WATER IMPROVEMENTS		34,592.22	240,630.98	277,000.00	86.87	36,369.02	554,000.00		313,369.02
STREET MAINTENANCE									
01-35-755-279	TRASH REMOVAL	0.00	720.00	1,250.00	57.60	530.00	2,500.00	1,780.00	
01-35-755-281	ROUTE 83 BEAUTIFICATION	1,463.06	31,311.56	52,500.00	59.64	21,188.44	105,000.00	73,688.44	
01-35-755-282	REIMB EXP - CONSTRUCTION	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00	
01-35-755-283	REIMB EXP - OTHER	1,491.00	7,074.50	2,500.00	282.98	(4,574.50)	5,000.00	(2,074.50)	
01-35-755-284	REIMB EXP - BRUSH PICKUP	9,800.00	19,600.00	20,000.00	98.00	400.00	40,000.00	20,400.00	
01-35-755-290	EQUIPMENT RENTAL	0.00	0.00	750.00	0.00	750.00	1,500.00	1,500.00	
01-35-755-328	STREET & ROW MAINTENANCE	0.00	0.00	25,000.00	0.00	25,000.00	50,000.00	50,000.00	
01-35-755-331	OPERATING SUPPLIES	7,141.40	15,776.74	55,000.00	28.68	39,223.26	110,000.00	94,223.26	
01-35-755-332	J.U.L.E.	0.00	1,191.01	2,400.00	49.63	1,208.99	4,800.00	3,608.99	
01-35-755-333	ROAD SIGNS	3,312.95	30,173.85	10,000.00	301.74	(20,173.85)	20,000.00	(10,173.85)	
01-35-755-401	OPERATING EQUIPMENT	0.00	220.68	1,500.00	14.71	1,279.32	3,000.00	2,779.32	
STREET MAINTENANCE		23,208.41	106,068.34	171,400.00	61.88	65,331.66	342,800.00	236,731.66	
NUISANCE CONTROL		0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00	
01-35-760-258	PEST CONTROL	0.00	33,480.00	33,100.00	101.15	(380.00)	66,200.00	32,720.00	
01-35-760-289	MOSQUITO ABATEMENT	0.00	33,480.00	34,100.00	98.18	620.00	68,200.00	34,720.00	
NUISANCE CONTROL		95,105.77	640,342.03	1,098,893.00	58.27	458,550.97	2,197,786.00	1,557,443.97	
Total Dept 35 - PUBLIC WORKS DEPARTMENT									

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Fund 01 - GENERAL FUND								
GENERAL MANAGEMENT								
01-40-400-147	GENERAL MEDICAL CARE	136.27	933.36	1,660.00	56.23	726.64	3,320.00	2,386.64
01-40-400-151	IMRF	1,420.18	9,667.47	16,870.00	57.31	7,202.53	33,740.00	24,072.53
01-40-400-161	SOCIAL SECURITY	582.68	3,990.88	7,096.00	56.24	3,105.12	14,192.00	10,201.12
01-40-400-171	SUI - UNEMPLOYMENT	0.00	23.56	102.00	23.10	78.44	204.00	180.44
01-40-810-101	SALARIES - PERMANENT EMPL	5,974.24	44,753.54	77,665.00	57.62	32,911.46	155,330.00	110,576.46
01-40-810-102	OVERTIME	1,984.68	9,552.33	15,000.00	63.68	5,447.67	30,000.00	20,447.67
01-40-810-126	SALARIES - CLERICAL	1,676.04	11,397.10	21,788.00	52.31	10,390.90	43,576.00	32,178.90
01-40-810-141	HEALTH/DENTAL/LIFE INSURAN	114.32	10,509.06	29,983.00	35.05	19,473.94	59,966.00	49,456.94
01-40-810-201	TELEPHONES	93.47	329.97	1,000.00	33.00	670.03	2,000.00	1,670.03
01-40-810-301	OFFICE SUPPLIES	9.99	1,478.05	1,000.00	147.81	(478.05)	2,000.00	521.95
01-40-810-302	PRINTING & PUBLISHING	0.00	368.10	750.00	49.08	381.90	1,500.00	1,131.90
01-40-810-303	FUEL/MILEAGE/WASH	53.95	416.58	1,000.00	41.66	583.42	2,000.00	1,583.42
01-40-810-304	SCHOOL/CONFERENCE/TRA	195.00	195.00	1,000.00	19.50	805.00	2,000.00	1,805.00
01-40-810-307	FEES/DUES/SUBSCRIPTIONS	92.00	92.00	500.00	18.40	408.00	1,000.00	908.00
01-40-810-311	POSTAGE & METER RENT	0.00	69.42	400.00	17.36	330.58	800.00	730.58
01-40-810-345	UNIFORMS	0.00	0.00	400.00	0.00	400.00	800.00	800.00
01-40-810-401	OPERATING EQUIPMENT	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-40-810-409	MAINTENANCE - VEHICLES	0.00	263.61	2,500.00	10.54	2,236.39	5,000.00	4,736.39
GENERAL MANAGEMENT		12,332.82	94,040.03	179,214.00	52.47	85,173.97	358,428.00	264,387.97
DATA PROCESSING								
01-40-815-212	EDP EQUIPMENT/SOFTWARE	30.95	30.95	0.00	100.00	(30.95)	0.00	(30.95)
01-40-815-267	DOCUMENT STORAGE/SCANNI	0.00	0.00	9,100.00	0.00	9,100.00	18,200.00	18,200.00
01-40-815-305	EDP PERSONNEL TRAINING	0.00	1,450.00	2,600.00	55.77	1,150.00	5,200.00	3,750.00
01-40-815-306	CONSULTING SERVICES	1,592.50	23,286.25	20,000.00	116.43	(3,286.25)	40,000.00	16,713.75
DATA PROCESSING		1,623.45	24,767.20	31,700.00	78.13	6,932.80	63,400.00	38,632.80
ENGINEERING								
01-40-820-245	FEES - ENGINEERING	1,015.89	4,121.78	3,500.00	117.77	(621.78)	7,000.00	2,878.22
01-40-820-246	FEES - DRAINAGE ENGINEER	900.00	9,559.78	10,000.00	95.60	440.22	20,000.00	10,440.22
01-40-820-247	REIMB EXP - ENGINEERING	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-40-820-254	PLAN REVIEW - ENGINEER	2,129.93	2,569.93	5,000.00	51.40	2,430.07	10,000.00	7,430.07
01-40-820-255	PLAN REVIEW - STRUCTURAL	830.50	4,711.00	5,000.00	94.22	289.00	10,000.00	5,289.00
01-40-820-258	PLAN REVIEW - BUILDING CODE	18,077.97	91,056.84	75,000.00	121.41	(16,056.84)	150,000.00	58,943.16
01-40-820-259	PLAN REVIEW - DRAINAGE ENGI	0.00	10,627.50	15,000.00	70.85	4,372.50	30,000.00	19,372.50
ENGINEERING		22,954.29	122,646.83	114,000.00	107.58	(8,646.83)	228,000.00	105,353.17
INSPECTION								
01-40-830-109	PART TIME - INSPECTOR	5,019.00	27,606.91	40,000.00	69.02	12,393.09	80,000.00	52,393.09
01-40-830-115	PLUMBING INSPECTION	945.00	5,750.00	7,500.00	76.67	1,750.00	15,000.00	9,250.00
01-40-830-117	ELEVATOR INSPECTION	143.00	3,123.00	8,000.00	39.04	4,877.00	16,000.00	12,877.00
01-40-830-119	CODE ENFORCEMENT INSPECT	0.00	0.00	4,000.00	0.00	4,000.00	8,000.00	8,000.00
INSPECTION		6,107.00	36,479.91	59,500.00	61.31	23,020.09	119,000.00	82,520.09
Total Dept 40 - BUILDING & ZONING DEPARTMENT		43,017.56	277,933.97	384,414.00	72.30	106,480.03	768,828.00	490,894.03

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 11/30/2018

ACTIVITY FOR MONTH 11/30/18	YTD BALANCE 11/30/2018	2018-19 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
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Fund 01 - GENERAL FUND					
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TOTAL EXPENDITURES					
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APPROP.	APPROP.
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EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 11/30/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/18	YTD BALANCE 11/30/2018	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 02 - WATER FUND		0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
Dept 50 - WATER DEPARTMENT		0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
CAPITAL IMPROVEMENTS								
02-50-440-694	DISTRIBUTION SYSTEM REPLA	0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
CAPITAL IMPROVEMENTS								
ADMINISTRATION								
02-50-400-147	MEDICARE	265.07	1,965.05	3,352.00	58.62	1,386.95	6,704.00	4,738.95
02-50-400-151	IMRF	2,769.83	20,266.15	32,597.00	62.17	12,330.85	65,194.00	44,927.85
02-50-400-161	SOCIAL SECURITY	924.90	7,567.73	14,331.00	52.81	6,763.27	28,662.00	21,094.27
02-50-400-171	SUI - UNEMPLOYMENT	0.00	6.14	170.00	3.61	64,163.86	340.00	333.86
02-50-401-101	SALARIES - PERMANENT EMPL	12,014.42	91,656.49	156,189.00	58.68	64,532.51	312,378.00	220,721.51
02-50-401-102	OVERTIME	4,856.96	31,450.16	40,000.00	78.63	8,549.84	80,000.00	48,549.84
02-50-401-103	PART TIME - LABOR	0.00	1,172.77	10,000.00	11.73	8,827.23	20,000.00	18,827.23
02-50-401-126	SALARIES - CLERICAL	1,919.69	14,383.57	24,957.00	57.63	10,573.43	49,914.00	35,530.43
02-50-401-141	HEALTH/DENTAL/LIFE INSURAN	213.93	16,970.16	37,813.00	44.88	20,842.84	75,626.00	58,655.84
02-50-401-201	PHONE - TELEPHONES	786.85	3,511.22	7,500.00	46.82	3,988.78	15,000.00	11,488.78
02-50-401-239	FEES - VILLAGE ATTORNEY	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
02-50-401-301	OFFICE SUPPLIES	0.00	20.21	750.00	2.69	729.79	1,500.00	1,479.79
02-50-401-302	PRINTING & PUBLISHING	0.00	5,030.08	4,000.00	125.75	(1,030.08)	8,000.00	2,969.92
02-50-401-303	FUEL/MILEAGE/VASH	774.41	4,509.85	6,500.00	69.38	(1,990.15)	13,000.00	8,490.15
02-50-401-304	SCHOOLS CONFERENCE TRAV	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
02-50-401-306	REIMB PERSONNEL EXPENSES	0.00	0.00	150.00	0.00	150.00	300.00	300.00
02-50-401-307	FEES DUES SUBSCRIPTIONS	0.00	436.75	500.00	87.35	63.25	1,000.00	563.25
02-50-401-311	POSTAGE & METER RENT	0.00	2,530.48	6,000.00	42.17	3,469.52	12,000.00	9,469.52
02-50-401-405	FURNITURE & OFFICE EQUIPME	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
ADMINISTRATION		24,526.06	201,476.81	347,809.00	57.93	146,332.19	695,618.00	494,141.19
OTHER								
02-50-449-102	INTEREST EXPENSE	0.00	4,811.00	9,622.00	50.00	4,811.00	19,244.00	14,433.00
02-50-449-104	BOND PRINCIPAL EXPENSE	0.00	0.00	10,800.00	0.00	10,800.00	21,600.00	21,600.00
02-50-449-105	INTEREST EXPENSE - IEPA LOA	0.00	7,895.37	15,611.00	50.58	7,715.63	31,222.00	23,326.63
02-50-449-106	PRINCIPAL EXPENSE - IEPA LO	0.00	19,328.73	38,837.00	49.77	19,508.27	77,674.00	58,345.27
OTHER		0.00	32,035.10	74,870.00	42.79	42,834.90	149,740.00	117,704.90
DATA PROCESSING								
02-50-417-212	EDP EQUIPMENT/SOFTWARE	0.00	0.00	2,800.00	0.00	2,800.00	5,600.00	5,600.00
02-50-417-263	EDP LICENSES	138.00	1,778.00	7,641.00	23.27	5,863.00	15,282.00	13,504.00
02-50-417-305	EDP PERSONNEL TRAINING	0.00	0.00	1,300.00	0.00	1,300.00	2,600.00	2,600.00
DATA PROCESSING		138.00	1,778.00	11,741.00	15.14	9,963.00	23,482.00	21,704.00
ENGINEERING								
02-50-405-245	FEES - ENGINEERING	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
ENGINEERING		0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
RISK MANAGEMENT								
02-50-415-273	SELF INSURANCE - DEDUCTBL	0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
RISK MANAGEMENT		0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00

EXPENDITURE REPORT FOR WILLOWBROOK

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PERIOD ENDING 11/30/2018

ACTIVITY FOR
MONTH
11/30/18 YTD BALANCE
11/30/2018 ORIGINAL
BUDGET % BDGT
USED AVAILABLE
BALANCE

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/18	YTD BALANCE 11/30/2018	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 02 - WATER FUND								
02-50-410-501	REIMBURSE OVERHEAD GENER	41,567.08	290,969.56	498,805.00	58.33	207,835.44	997,610.00	706,640.44
02-50-900-109	TRANSFER TO WATER CAPITAL	0.00	400,000.00	400,000.00	100.00	0.00	800,000.00	400,000.00
02-50-900-112	TRANSFER TO DEBT SERVICE -	0.00	5,050.50	46,601.00	10.84	41,550.50	93,202.00	88,151.50
TRANSFERS TO OTHER FUNDS		41,567.08	696,020.06	945,406.00	73.62	249,385.94	1,890,812.00	1,194,791.94
WATER PRODUCTION								
02-50-420-206	ENERGY - ELECTRIC PUMP	784.39	4,116.25	12,000.00	34.30	7,883.75	24,000.00	19,883.75
02-50-420-294	LANDSCAPING - WELLS 1 & 3	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-420-297	LANDSCAPING - STANDPIPE	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
02-50-420-361	CHEMICALS	247.27	494.54	1,500.00	32.97	1,005.46	3,000.00	2,505.46
02-50-420-362	SAMPLING ANALYSIS	90.00	4,650.00	2,500.00	186.00	(2,150.00)	5,000.00	350.00
02-50-420-488	MAINTENANCE - PUMPS & WELL	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-420-491	PUMP INSPECTION/REPAIR MAI	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-420-575	PURCHASE OF WATER	134,175.34	963,146.86	1,729,000.00	55.71	765,853.14	3,458,000.00	2,494,853.14
WATER PRODUCTION		135,297.00	972,407.65	1,747,500.00	55.65	775,092.35	3,495,000.00	2,522,592.35
WATER STORAGE								
02-50-425-473	WELLHOUSE REPAIRS & MAINT	982.60	982.60	1,500.00	65.51	517.40	3,000.00	2,017.40
02-50-425-474	WELLHOUSE REPAIRS & MAIN -	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
02-50-425-475	MATERIALS & SUPPLIES- STAN	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
02-50-425-485	REPAIRS & MAINTENANCE-STA	778.05	2,334.15	5,000.00	46.68	2,665.85	10,000.00	7,665.85
WATER STORAGE		1,760.65	3,316.75	9,000.00	36.85	5,683.25	18,000.00	14,683.25
TRANSPORTATION/DISTRIBUTION								
02-50-430-276	LEAK SURVEYS	635.00	5,772.75	9,000.00	64.14	3,227.25	18,000.00	12,227.25
02-50-430-277	WATER DISTRIBUTION REPAIRS	3,758.70	122,492.71	125,000.00	97.99	2,507.29	250,000.00	127,507.29
02-50-430-299	LANDSCAPING - OTHER	184.08	736.32	2,500.00	29.45	1,763.68	5,000.00	4,263.68
02-50-430-401	OPERATING EQUIPMENT	79.00	79.00	750.00	10.53	671.00	1,500.00	1,421.00
02-50-430-425	J. U. L. I. E. MAINTENANCE & SU	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-430-476	MATERIAL & SUPPLIES - DISTR	14,747.12	42,053.09	25,000.00	168.21	(17,053.09)	50,000.00	7,946.91
TRANSPORTATION/DISTRIBUTION		19,403.90	171,133.87	162,750.00	105.15	(8,383.87)	325,500.00	154,366.13
METERS & BILLING								
02-50-435-278	METERS FLOW TESTING	45.49	265.49	2,500.00	10.62	2,234.51	5,000.00	4,734.51
02-50-435-461	NEW METERING EQUIPMENT	0.00	0.00	15,000.00	0.00	15,000.00	30,000.00	30,000.00
02-50-435-462	METER REPLACEMENT	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
02-50-435-463	MAINTENANCE - METER EQUIP	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
METERS & BILLING		45.49	265.49	21,500.00	1.23	21,234.51	43,000.00	42,734.51
Total Dept 50 - WATER DEPARTMENT		222,738.18	2,078,433.73	3,343,076.00	62.17	1,264,642.27	6,686,152.00	4,607,718.27
TOTAL EXPENDITURES		222,738.18	2,078,433.73	3,343,076.00	62.17	1,264,642.27	6,686,152.00	4,607,718.27

**EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 11/30/2018**

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/18	YTD BALANCE 11/30/2018	2018-19 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	AVAIL.
Fund 03 - HOTEL/MOTEL TAX FUND								
Dept 53 - HOTEL/MOTEL								
COMMUNITY RELATIONS	WILLOWBROOK MOBILE PHONE GRANT PILOT PROGRAM	1,185.12 0.00	1,185.12 0.00	1,185.00 5,000.00	100.01 0.00	(0.12) 5,000.00	2,370.00 10,000.00	1,184.88 10,000.00
03-53-435-303	LANDSCAPE BEAUTIFICATION	2,320.00	4,120.00	9,260.00 75,000.00	44.49 0.00	5,140.00 75,000.00	18,520.00 150,000.00	14,400.00 150,000.00
03-53-435-308	ADVERTISING - DCVB	0.00	0.00	0.00	0.00	1.00	1.00	2.00
03-53-435-316	ADVERTISING - VILLAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03-53-435-317	CHAMBER DIRECTORY	0.00	3,000.00	3,000.00	100.00	0.00	6,000.00	3,000.00
03-53-435-318	COMMUNITY RELATIONS	3,505.12	8,305.12	93,446.00	8.89	85,140.88	186,892.00	178,586.88
03-53-435-319								
ADMINISTRATION	FEES DUES SUBSCRIPTIONS POSTAGE & METER RENT	0.00 0.00 0.00	4,300.00 0.00 4,300.00	12,000.00 250.00 12,250.00	35.83 0.00 35.10	7,700.00 250.00 7,950.00	24,000.00 500.00 24,500.00	19,700.00 500.00 20,200.00
03-53-401-307								
03-53-401-311								
ADMINISTRATION								
SPECIAL EVENTS	WINE & DINE INTELLIGENTLY SPECIAL PROMOTIONAL EVENT	0.00 0.00 0.00	0.00 2,500.00 2,500.00	2,000.00 2,500.00 4,500.00	0.00 100.00 55.56	2,000.00 0.00 2,000.00	4,000.00 5,000.00 9,000.00	4,000.00 2,500.00 6,500.00
03-53-436-378								
03-53-436-379								
SPECIAL EVENTS								
Total Dept 53 - HOTEL/MOTEL		3,505.12	15,105.12	110,196.00	13.71	95,090.88	220,392.00	205,286.88

TOTAL EXPENDITURES

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 11/30/2018

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/18	YTD BALANCE 11/30/2018	2018-19 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 04 - MOTOR FUEL TAX FUND								
Dept 56 - MOTOR FUEL TAX								
CAPITAL IMPROVEMENTS								
04-56-430-684 STREET MAINTENANCE CONTR		0.00	131,926.19	267,382.00	49.34	135,455.81	534,764.00	402,837.81
CAPITAL IMPROVEMENTS		0.00	131,926.19	267,382.00	49.34	135,455.81	534,764.00	402,837.81
Total Dept 56 - MOTOR FUEL TAX		0.00	131,926.19	267,382.00	49.34	135,455.81	534,764.00	402,837.81
TOTAL EXPENDITURES		0.00	131,926.19	267,382.00	49.34	135,455.81	534,764.00	402,837.81

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 11/30/2018

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/18	YTD BALANCE 11/30/2018	2018-19 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 06 - SSA ONE BOND & INTEREST FUND								
Dept 60 - SSA BOND								
OTHER								
06-60-550-401	BOND PRINCIPAL EXPENSE	0.00	0.00	160,000.00	0.00	160,000.00	320,000.00	320,000.00
06-60-550-402	BOND INTEREST EXPENSE	0.00	81,112.50	162,225.00	50.00	81,112.50	324,450.00	243,337.50
OTHER								
Total Dept 60 - SSA BOND		0.00	81,112.50	322,225.00	25.17	241,112.50	644,450.00	563,337.50
 TOTAL EXPENDITURES								
		0.00	81,112.50	322,225.00	25.17	241,112.50	644,450.00	563,337.50

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 11/30/2018

ACTIVITY FOR MONTH 11/30/18	YTD BALANCE 11/30/2018	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
GL NUMBER DESCRIPTION					
Fund 07 - POLICE PENSION FUND					
Dept 62					
ADMINISTRATION					
07-62-401-242					
07-62-401-243					
07-62-401-251					
07-62-401-252					
07-62-401-253					
07-62-401-254					
07-62-401-304					
07-62-401-307					
07-62-401-531					
07-62-401-543					
ADMINISTRATION					
11,220.56	46,313.81	62,030.00	74.66	15,716.19	124,060.00
PENSION BENEFITS					
07-62-401-581					
07-62-401-582					
07-62-401-583					
07-62-401-586					
PENSION BENEFITS					
WIDOW'S PENSION					
DISABILITY BENEFITS					
SEPARATION REFUNDS					
PENSION BENEFITS					
Total Dept 62					
120,811.70	820,383.50	1,426,210.00	57.52	605,826.50	2,852,420.00
TOTAL EXPENDITURES					
120,811.70	820,383.50	1,426,210.00	57.52	605,826.50	2,852,420.00
					2,032,036.50
					2,032,036.50

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 11/30/2018

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/18	YTD BALANCE 11/30/2018	2018-19 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND								
Dept 65 - WATER CAPITAL IMPROVEMENTS								
CAPITAL IMPROVEMENTS		0.00	31.19	6,315.00	0.49	6,283.81	12,630.00	12,598.81
09-65-440-600 WATER SYSTEM IMPROVEMENT		0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
09-65-440-602 MTU REPLACEMENT		0.00	8,400.00	8,400.00	100.00	0.00	16,800.00	8,400.00
09-65-440-606 DCU UPGRADE		0.00	8,431.19	16,215.00	52.00	7,783.81	32,430.00	23,998.81
CAPITAL IMPROVEMENTS		0.00	8,431.19	16,215.00	52.00	7,783.81	32,430.00	23,998.81
Total Dept 65 - WATER CAPITAL IMPROVEMENTS		0.00	8,431.19	16,215.00	52.00	7,783.81	32,430.00	23,998.81
 TOTAL EXPENDITURES								
		0.00	8,431.19	16,215.00	52.00	7,783.81	32,430.00	23,998.81

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 11/30/2018

Page: 20/22

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/18	2018-19 YTD BALANCE 11/30/2018	ORIGINAL BUDGET	% BUDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 11 - DEBT SERVICE FUND								
Dept 70 - DEBT SERVICE FUND								
OTHER		0.00	0.00	209,200.00	0.00	209,200.00	418,400.00	418,400.00
11-70-550-401	BOND PRINCIPAL EXPENSE	0.00	58,164.00	116,328.00	50.00	58,164.00	232,656.00	174,492.00
11-70-550-402	BOND INTEREST EXPENSE	0.00	58,164.00	325,528.00	17.87	267,364.00	651,056.00	592,892.00
OTHER		0.00	58,164.00	325,528.00	17.87	267,364.00	651,056.00	592,892.00
Total Dept 70 - DEBT SERVICE FUND		0.00	58,164.00	325,528.00	17.87	267,364.00	651,056.00	592,892.00
TOTAL EXPENDITURES								
		0.00	58,164.00	325,528.00	17.87	267,364.00	651,056.00	592,892.00

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 11/30/2018

Page: 21/22

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/18	YTD BALANCE 11/30/2018	ORIGINAL BUDGET	% BUDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 14 - LAND ACQUISITION, FACILITY EXPANSION & Dept 75 - LAND ACQUISITION/EXPANSION/RENOVATION								
CAPITAL IMPROVEMENTS								
14-75-930-411	POLICE DEPT REMODEL (7760	0.00	868.50	0.00	100.00	(868.50)	0.00	(868.50)
14-75-930-412	CRC REMODEL (825 MIDWAY D	0.00	12,000.00	383,000.00	3.13	371,000.00	766,000.00	754,000.00
14-75-930-415	FACILITIES	2,000.00	2,000.00	0.00	100.00	(2,000.00)	0.00	(2,000.00)
		2,000.00	14,868.50	383,000.00	3.88	368,131.50	766,000.00	751,131.50
	Total Dept 75 - LAND ACQUISITION/EXPANSION/RENOV	2,000.00	14,868.50	383,000.00	3.88	368,131.50	766,000.00	751,131.50
 TOTAL EXPENDITURES								
		2,000.00	14,868.50	383,000.00	3.88	368,131.50	766,000.00	751,131.50

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 11/30/2018

Page: 22/22

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/18	2018-19 YTD BALANCE 11/30/2018	ORIGINAL BUDGET	% BUDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX								
Dept 15 - PLANNING & ECONOMIC DEVELOPMENT								
CONTINGENCIES	CONTINGENCIES	2,118.40	16,134.19	7,500.00	215.12	(8,634.19)	15,000.00	(1,134.19)
15-15-40-242	LEGAL FEES	0.00	360.00	7,500.00	4.80	7,140.00	15,000.00	14,640.00
15-15-510-232	CONSULTANTS-DESIGN & OTHE	2,118.40	16,494.19	15,000.00	109.96	(1,494.19)	30,000.00	13,505.81
CONTINGENCIES								
ADMINISTRATION	SALES TAX REBATE- TOWN CE	0.00	0.00	900,000.00	0.00	900,000.00	1,800,000.00	1,800,000.00
15-15-455-513		0.00	0.00	900,000.00	0.00	900,000.00	1,800,000.00	1,800,000.00
ADMINISTRATION								
STREET MAINTENANCE	MAIN TRAFFIC SIGNALS	0.00	0.00	4,000.00	0.00	4,000.00	8,000.00	8,000.00
15-15-745-224		0.00	0.00	4,000.00	0.00	4,000.00	8,000.00	8,000.00
STREET MAINTENANCE								
Total Dept 15 - PLANNING & ECONOMIC DEVELOPMEN		2,118.40	16,494.19	919,000.00	1.79	902,505.81	1,838,000.00	1,821,505.81
TOTAL EXPENDITURES		2,118.40	16,494.19	919,000.00	1.79	902,505.81	1,838,000.00	1,821,505.81
TOTAL EXPENDITURES - ALL FUNDS		997,654.59	8,029,601.94	16,445,563.00	48.83	8,415,961.06	32,891,126.00	24,861,524.06

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION OF THE VILLAGE OF WILLOWBROOK SETTING THE 2019 CALENDAR YEAR SCHEDULE OF REGULAR MEETINGS OF THE MAYOR AND BOARD OF TRUSTEES AND THE SCHEDULE OF REGULAR MEETINGS OF COMMISSIONS AND COMMITTEES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

AGENDA NO.**6e****AGENDA DATE:** 12/17/18**STAFF REVIEW:** Cindy Stuchl, Executive Secretary**SIGNATURE:** Cindy Stuchl**LEGAL REVIEW:** Thomas Bastian, Village Attorney**SIGNATURE:** THOMAS BASTIAN TH.**RECOMMENDED BY:** Tim Halik, Village Administrator**SIGNATURE:** TH. Halik**REVIEWED & APPROVED BY COMMITTEE:** YES NO N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

The Village Board meetings have been temporarily located at the Willowbrook Police Department, 7760 Quincy Street until the new Council Chambers in the Community Resource Center, 825 Midway Drive, is completed sometime in the future.

The new location must be easily accessible for the public.

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

All Village Board meetings, along with Plan Commission, Board of Police Commissioners, and Public Safety Committee meetings, will be held at the Willowbrook Police Department, 7760 Quincy Street, Willowbrook, Illinois for Calendar Year 2019.

All other Committee and Commission meetings will be held at the Willowbrook Village Hall, 835 Midway Drive, Willowbrook, Illinois.

ACTION PROPOSED:

Adopt the Resolution.

RESOLUTION NO. 18-R-_____

**A RESOLUTION OF THE VILLAGE OF WILLOWBROOK
SETTING THE 2019 CALENDAR YEAR SCHEDULE OF
REGULAR MEETINGS OF THE MAYOR AND BOARD OF TRUSTEES
AND THE SCHEDULE OF REGULAR MEETINGS OF
COMMISSIONS AND COMMITTEES OF THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS**

WHEREAS, section 2.02 of the Illinois Open Meetings Act (5 ILCS 120/2.02) requires that every public body shall give public notice of the schedule of its regular meetings at the beginning of each calendar year and shall state the regular dates, times and places of such meetings; and

WHEREAS, section 2.02 of the Illinois Open Meetings Act further requires that the public body shall supply copies of the notice of its regular meetings, and notice of any special, emergency, rescheduled or reconvened meeting to any news medium that has filed an annual request for such notice; and

WHEREAS, section 2.02 of the Illinois Open Meetings Act further requires that the notice of the annual schedule of meetings of the Village of Willowbrook be posted on the Village website and remain so posted until a new public notice of the schedule of regular meetings is approved.

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

Section 1. That the schedule of regular meetings of the Mayor and Board of Trustees and the schedule of regular meetings of all commissions and committees of the Village of Willowbrook, DuPage County, Illinois for the calendar year 2019, attached hereto as Exhibit "A", be and is hereby approved and adopted.

Section 2. That all said regular meetings of the Mayor and Board of Trustees, unless otherwise noted, for the 2019 calendar year shall take place at 6:30 p.m. at the Village of Willowbrook Police Department, 7760 Quincy Street, Willowbrook, Burr Ridge, Illinois 60527.

Section 3. The Village Clerk or his designee is hereby directed to give notice of the dates, times and places of all such regular meetings of the Village of Willowbrook, as well as any special, emergency, rescheduled or reconvened meeting to any news medium that has filed a request for such notice.

Section 4. Notice of the scheduled times and place of all regular meetings for the calendar year 2019 shall be further made available to any member of the public and any news medium requesting a schedule of meetings.

PASSED and APPROVED this 17th day of December, 2018.

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy Hansen, Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

EXHIBIT "A"

VILLAGE OF WILLOWBROOK - REGULAR MEETINGS 2019

PAGE 1

The Village of Willowbrook Council Chambers will be going under renovations during 2019. Meeting locations listed are temporary. Please view the Village website, www.willowbrookil.org, for updates.

MAYOR AND BOARD OF TRUSTEES - All meetings of the Mayor and Board of Trustees of the Village of Willowbrook will be held at the **Willowbrook Police Department, 7760 Quincy Street, Willowbrook, Illinois**

Monday, January 14, 2019 @ 6:30 p.m.	Monday, July 8, 2019 @ 6:30 p.m.
Monday, January 28, 2019 @ 6:30 p.m.	Monday, July 22, 2019 @ 6:30 p.m.
Monday, February 11, 2019 @ 6:30 p.m.	Monday, August 12, 2019 @ 6:30 p.m.
Monday, February 26, 2019 @ 6:30 p.m.	Monday, August 26, 2019 @ 6:30 p.m.
Monday, March 11, 2019 @ 6:30 p.m.	Monday, September 9, 2019 @ 6:30 p.m.
Monday, March 18, 2019 @ 5:30 p.m. (Budget Workshop)	Monday, September 23, 2019 @ 6:30 p.m.
Monday, March 25, 2019 @ 6:30 p.m.	Monday, October 14, 2019 @ 6:30 p.m.
Monday, April 8, 2019 @ 6:30 p.m.	Monday, October 28, 2019 @ 6:30 p.m.
Monday, April 22, 2019 @ 6:30 p.m.	Monday, November 11, 2019 @ 6:30 p.m.
Monday, May 13, 2019 @ 6:30 p.m.	Monday, November 25, 2019 @ 6:30 p.m.
Tuesday, May 28, 2019 @ 6:30 p.m.	Monday, December 16, 2019 @ 6:30 p.m.
Monday, June 10, 2019 @ 6:30 p.m.	
Monday, June 24, 2019 @ 6:30 p.m.	

Exceptions:

- Additional meeting on the 3rd Monday in March at 5:30 p.m. (Budget Workshop)
- Second meeting in May will be held on Tuesday, May 28th due to Memorial Day holiday.
- Only one meeting will be held in December on the third Monday.

PLAN COMMISSION - All meetings of the Plan Commission of the Village of Willowbrook will be held at the **Willowbrook Police Department, 7760 Quincy Street, Willowbrook, Illinois**

Wednesday, January 9, 2019 @ 7:00 p.m.
Wednesday, February 6, 2019 @ 7:00 p.m.
Wednesday, March 6, 2019 @ 7:00 p.m.
Wednesday, April 3, 2019 @ 7:00 p.m.
Wednesday, May 1, 2019 @ 7:00 p.m.
Wednesday, June 5, 2019 @ 7:00 p.m.
Wednesday, July 10, 2019 @ 7:00 p.m.
Wednesday, August 7, 2019 @ 7:00 p.m.
Wednesday, September 4, 2019 @ 7:00 p.m.
Wednesday, October 2, 2019 @ 7:00 p.m.
Wednesday, November 6, 2019 @ 7:00 p.m.
Wednesday, December 4, 2019 @ 7:00 p.m.

Exceptions:

- Meetings in January and July will be held on the second Wednesday

VILLAGE OF WILLOWBROOK - REGULAR MEETINGS 2019

PAGE 2

The following meetings will be held at the **Willowbrook Village Hall, 835 Midway Drive, Willowbrook, Illinois:**

FINANCE/ADMINISTRATION COMMITTEE

2nd Monday of every month - 5:30 p.m.
Exception - no meeting in December

HOTEL/MOTEL TAX ADVISORY COMMITTEE

4th Wednesday, January - 4:00 p.m.
4th Wednesday, October - 4:00 p.m.

LAWS & ORDINANCE COMMITTEE

Meets as needed.

MUNICIPAL SERVICES COMMITTEE

2nd Monday of every month - 5:30 p.m.
Exception - no meeting in December

PARKS AND RECREATION COMMISSION

1st Tuesday of every month - 7:00 p.m.

Exceptions:

- Meetings in January and July will be held on the second Tuesday
- Meetings in June, July and August will begin at 6:00 p.m. to accommodate for park tours.

The following meetings will be held at the **Willowbrook Police Department, 7760 Quincy Street, Willowbrook, Illinois:**

BOARD OF POLICE COMMISSIONERS

3rd Friday of every month - 8:00 a.m.

POLICE PENSION FUND-BOARD OF TRUSTEES

January, April, July and October

PUBLIC SAFETY COMMITTEE

2nd Monday of every month - 5:30 p.m.
Exception - no meeting in December

NOTE: Please view the Village website for updates or changes on meeting locations, www.willowbrookil.org.

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION APPOINTING DEPUTY CHIEF LAUREN KASPAR AS COORDINATOR OF THE VILLAGE EMERGENCY MANAGEMENT AGENCY AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE THE DUPAGE COUNTY OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT NOTICE OF APPOINTMENT FORM DESIGNATING HER AS SUCH

AGENDA NO. **6f**

AGENDA DATE: 12/17/18

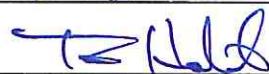
STAFF REVIEW: Tim Halik,
Village Administrator

SIGNATURE: 

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY: Tim Halik,
Village Administrator

SIGNATURE: 

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

The Village is required by the DuPage County Office of Homeland Security and Emergency Management (OHSEM) to designate a Local Emergency Management Coordinator and complete the Notice of Appointment form. This request coincides with the provisions of Title 2 Chapter 1 of the Village Code wherein the Mayor appoints a Coordinator of the Village Emergency Management Agency (EMA) which is then confirmed by the Board of Trustees.

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

The EMA Coordinator position has historically been filled by the position of Deputy Police Chief, since the department has the most interaction with the DuPage County OHSEM. Therefore, the Mayor recommends that Deputy Chief Lauren Kaspar be appointed to serve as the Coordinator of the Village Emergency Management Agency. Once confirmed by the Board, the DuPage County OHSEM Notice of Appointment form will be executed and submitted.

ACTION PROPOSED:

Adopt Resolution.

RESOLUTION NO. 18-R-_____

A RESOLUTION APPOINTING DEPUTY CHIEF LAUREN KASPAR AS
COORDINATOR OF THE VILLAGE EMERGENCY MANAGEMENT
AGENCY AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO
EXECUTE THE DUPAGE COUNTY OFFICE OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT NOTICE OF APPOINTMENT
FORM DESIGNATING HER AS SUCH

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that Deputy Chief Lauren Kaspar is hereby appointed as the Coordinator of the Village Emergency Management Agency (EMA) in accordance with the provisions of Section 2-1-2(A) of the Village Code of Ordinances.

BE IT FURTHER RESOLVED that the Mayor and Village Clerk be and the same are hereby authorized and directed to execute the DuPage County Office of Homeland Security and Emergency Management Notice of Appointment form, attached hereto and incorporated herein by reference, designating Deputy Chief Lauren Kaspar as the Village Emergency Management Coordinator.

ADOPTED and APPROVED this 17th day of December, 2018

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____



**DuPage County Office of Homeland Security
and Emergency
Management**

NOTICE OF APPOINTMENT

In accordance with the provisions of the Section 10 (i) of the Illinois Emergency Management Act of 1992, 29 ILCS 3305/10(i) Deputy Police Chief Lauren Kaspar, has been appointed the Emergency Management Coordinator of the Village of Willowbrook (Emergency Services and Disaster Agency) (Emergency Management Agency), effective December 17, 2018.

She has taken the emergency management loyalty oath, below, as required by the Illinois Emergency Management Act and is hereby authorized to sign for matching fund property and to incur financial obligations on behalf of this political subdivision.

OATH OF OFFICE

I, Lauren Kaspar, Coordinator of the (Emergency Services and Disaster Agency – ESDA) (Emergency Management Agency – EMA) of the political subdivision listed below, do hereby swear (or affirm) that I will support and defend and bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of Illinois, and the territory, institutions, and facilities thereof, both public and private, against all enemies, foreign or domestic; that I take this obligation freely, without any mental reservation for purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. And I do further swear (or affirm) that I do not advocate, nor am I, nor have I been a member of, any political party or organization that advocates the overthrow of the Government of the United States or of this State by force or violence; and that during such time as I am affiliated with the Village of Willowbrook (ESDA) (EMA), I will not advocate nor become a member of a political party or organization that advocates the overthrow of the Government of the United States or of this State by force or violence.

Signature of local Coordinator: _____

Political Subdivision: Village of Willowbrook, DuPage County, Illinois

Signature of Mayor: _____

Attest by Village Clerk:

State of Illinois _____

County of DuPage _____

Signed before me on this 17th day of December, 2018

(Seal)

Signed: _____

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: MOTION TO APPROVE THE CALENDAR YEAR 2019 PAYMENT TO THE INTERGOVERNMENTAL RISK MANAGEMENT AGENCY (IRMA) AND DISTRIBUTION OF THE CREDIT AMOUNT TO ELIGIBLE EMPLOYEES	AGENDA NO. 6g AGENDA DATE: 12/17/2018
STAFF REVIEW: Carrie Dittman, Director of Finance	SIGNATURE: 
LEGAL REVIEW: Tom Bastian, Village Attorney	SIGNATURE: 
RECOMMENDED BY: Tim Halik, Village Administrator	SIGNATURE: 
REVIEWED & APPROVED BY COMMITTEE: YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	

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

Willowbrook is a member of the Intergovernmental Risk Management Agency (IRMA) which provides liability insurance to a pool of municipal members. An annual premium notice is issued each year in December based upon each member's revenues and claims experience. In accordance with the Village's Personnel Manual, any premium credit amount earned is intended to be distributed to employees as a safety incentive upon approval by the Board of Trustees (The Safety Incentive Program is detailed in the attached Personnel Manual Addendum). The program was altered in 2008 by eliminating the award of a safety day.

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

The Board also annually considers approval of the annual premium to IRMA for continued liability insurance coverage. Staff is recommending payment of the 2019 calendar year premium of \$216,007 (before the deductible credit) from the Village's budget line item, which is \$21,707 under the budgeted amount of \$237,714. The payment of the annual IRMA premium typically comes out of the Village's General Fund. IRMA holds a credit, called the Excess Surplus, on the Village's behalf of \$617,689, which may be used towards the premium payment or withdrawn by the Village.

Of the 5 years used in the premium calculation (2013-2017), the Village experienced an excellent loss history during calendar years 2013 and 2014 which enabled the Village to earn a credit on the premium for the 2019 calendar year. The estimated credit is in the amount of \$12,553. Prior to disbursement to eligible employees, and in accordance with the Safety Incentive Program (see attached document), the Mayor and Board of Trustees must approve the credit being divided amongst the eligible employees. Based on the 33.0 eligible employees, each eligible employee full share would be \$380, before applicable taxes.

A summary of the premium, surplus fund and total payments is attached. A table showing the history of the Safety Incentive Program is also attached.

ACTION PROPOSED: DISCUSSION AND MOTION



December 3, 2018

Village of Willowbrook

PRELIMINARY STATEMENT OF 2019 ANNUAL CONTRIBUTION

Contribution computed at a rate of \$2.044 per \$100 of five-year average Revenue Base	\$216,007
-------------------------------------------------------------------------------------------	-----------

Plus or Minus the Experience Modifier	(\$12,553)
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Optional Deductible Credit (\$10,000 deductible)	(\$20,345)
-----------------------------------------------------	------------

2019 Annual Contribution	\$183,109
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Members Reserve	0
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2019 CONTRIBUTION DUE	\$183,109
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Excess Surplus Credit Available	\$617,689
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Please make checks payable to Intergovernmental Risk Management Agency and enclose the completed and signed Statement of Payment. If you prefer to pay by wire transfer or ACH, contact us and we'll send the instructions. As part of our internal controls, we need the signed Statement of Payment either returned with the check, faxed to 708-236-6336, or emailed to ritab@irmarisk.org

Payment is due on or before February 1, 2019. According to Bylaw Article IV Section 4.01, any payments which are more than fifteen days late shall incur an interest penalty fee equal to 1% per month or portion thereof. Please do not make your payment prior to January 1st.

Members may enter into an Installment Payment Agreement, per Bylaws Section 3.02. Please contact Rita for additional information.

Rita Boserup
Director, Financial Services & Administration
(708) 236-6335



INTERGOVERNMENTAL RISK
MANAGEMENT AGENCY

The Risk Management Solution for Local Government

PRELIMINARY STATEMENT OF PAYMENT 2019 CONTRIBUTION

Member: Village of Willowbrook

Invoice # xxxx

Member's 2019 Contribution Due: \$183,109

Excess Surplus Credit Available: \$ 617,689

Amount of Excess Surplus Credit Applied to Payment: _____

Net Payment for 2019 Contribution: _____

Method of payment ACH Wire transfer Check

We would like to set up a payment agreement

SIGNATURE _____

DATE _____

PRINTED NAME _____

TITLE _____

Members can choose to receive a combination of a credit/check up to a maximum of their Excess Surplus Credit Available. Any remaining funds will be carried over for future years and earn investment income at the same rate as IRMA's investment portfolio. Please send a separate request for any excess surplus refunds to be paid out by check.

If you have any questions, please contact Rita Boserup at (708) 236-6335 or ritab@irmarisk.org

Please return this copy with your payment for proper credit, or if paying electronically, scan and either fax to 708-236-6336 or email to ritab@irmarisk.org

History of Willowbrook Safety Incentive Program

Year	\$ Amount	# of Employees	Per Employee
1985	\$2,208	21.0	\$105
1986	\$22,691	19.0	\$1,194
1987	\$19,773	24.0	\$824
1988	\$4,115	25.0	\$165
1989	\$0		\$0
1990	\$0		\$0
1991	\$0		\$0
1992	\$0		\$0
1993	\$0		\$0
1994	\$0		\$0
1995	\$0		\$0
1996	\$16,254	37.0	\$439
1997	\$22,183	39.0	\$569
1998	\$3,174	38.0	\$84
1999	\$58,561	38.0	\$1,541
2000	\$3,534	39.0	\$91
2001	\$27,463	38.0	\$723
2002	\$8,588	39.0	\$220
2003	\$5,150	39.0	\$132
2004	\$0		\$0
2005	\$11,578	41.0	\$282
2006	\$2,904	42.0	\$69
2007	\$33,888	39.0	\$869
¹ 2008	\$37,969	39.0	\$974
2009	\$37,538	40.0	\$938
2010	\$9,168	41.0	\$224
2011	\$2,705	38.0	\$71
2012	\$5,646	32.5	\$174
2013	\$0		\$0
2014	\$7,346	29.5	\$249
2015	\$34,957	29.5	\$1,185
2016	\$55,968	29.5	\$1,897
2017	\$30,482	31.5	\$968
2018	\$30,914	31.5	\$981
2019 (estimate)	\$12,553	33.0	\$380

² Total \$507,310 34.3 \$422

1- Elimination of the safety day

² Breaking down the total of \$507,310 on an annual basis for 35 years the average payout per year would be \$14,494. With the number of employees averaging roughly 34.3 over the 35 year existence of this program, the average annual payout has been about \$422 per employee.



L: EMPLOYEE SAFETY INCENTIVE PROGRAM

APPENDIX L

VILLAGE OF WILLOWBROOK

EMPLOYEE SAFETY INCENTIVE PROGRAM



I. GOALS AND OBJECTIVES

The Goals and Objectives of the Employee Safety Incentive Program are:

- A. To instill in the minds of each and every employee a concept that the safe way to perform a task is the most efficient and the only acceptable way.
- B. To compensate the employees when they collectively demonstrate a concern for their safety and the safety of others.

II. JURISDICTION

This Employee Safety Incentive Program shall apply to all Regular Full-Time Employees, as defined in the Personnel Manual, employed during the entire most recent claim year used in the calculation of the Debit/Credit to be applied in the forthcoming premium year. Further, this plan shall apply only to employees who are employed by the Village at the time of the approval by the Board of any and all distributions under this plan.

The Village recognizes the value of the Community of long-term part-time employees. For the purpose of this plan, part-time employees working in excess of 1,000 hours per year for each of the three claim years used in the calculation of the Debit/Credit shall be eligible for a full share.

The inclusion of long-term part-time employees in the Safety Incentive Program shall allow part-time employees with five years or more of service to receive, without petitioning, a 50% share of the Safety Incentive Dividend. In addition, these same part-time employees may petition for a 100% share of the Safety Incentive Dividend with a written request. The distribution of the dividends to these same part-time employees shall be approved by the affirmative vote of a majority of the Eligible Employees.

III. METHODOLOGY

The Village of Willowbrook is a member of the Intergovernmental Risk Management Agency (IRMA). IRMA calculates the annual premium to be paid by the Village of Willowbrook based on two criteria:

- A. Total Revenues of Willowbrook for the fiscal year ending April 30, twenty months preceding the upcoming Premium Year.
- B. Loss experience of Willowbrook as compared with similar IRMA member's loss history in accordance with IRMA rules and regulations as amended from time to time. IRMA refers to this factor as the Debit/Credit Computation.



On or about December 15 of each year, IRMA will have notified the Village of Willowbrook of the premium to be paid by the Village for the upcoming Premium Year beginning on the following January 1.

Additional compensation shall be awarded to each eligible employee as described in II above, as follows:

<u>Debit/Credit Computation</u>	<u>Safety Incentive Dividend</u>
-------------------------------------	------------------------------------------

FROM: Maximum Debit

TO: Premium based on Revenue with no debit	\$0
-----------------------------------------------	-----

FROM: Premium based on
Revenue with no debit

TO: Maximum Credit	Total Credit Divided Amongst Eligible Employees
--------------------	-------------------------------------------------------

IV. DISTRIBUTION OF SAFETY INCENTIVE DIVIDENDS TO NON-ELIGIBLE EMPLOYEES

Upon the written request by any non-eligible employee who is not eligible as described in Section II (a "Non-eligible employee), such non-eligible employee may be considered for a full-share or partial-share (50%) of Safety Incentive Dividends. The distribution of the dividends to Non-Eligible Employees shall be approved by the affirmative vote of a majority of the eligible employees who vote.

The written request as mentioned above shall further contain a statement by the Non-Eligible Employee as to how he/she has demonstrated an acute sense of Safety Awareness leading to the accomplishment of the Village's Loss Prevention Goals and Objectives.



V. GENERAL RULES OF APPLICATION

- A. The IRMA Debit/Credit Formula as modified from time to time shall be the sole governing factor in determining the Debit/Credit Calculation as described in III, above.
- B. The position, job classification, or compensation of Eligible Employees shall not affect the allocation of the Safety Incentive Dividend.
- C. There shall be no additional consideration of loss issues, such as at-fault accidents, no-fault accidents, subrogated claims or non-subrogated claims above and beyond the IRMA Debit/Credit Computation.
- D. Every effort will be made by the Village of Willowbrook to distribute any dividends due employees herein prior to December 24 of each calendar year.
- E. Prior to the allocation of a Safety Incentive Dividend, the approval of the Mayor and Board of Trustees must be obtained by the Village Administrator.
- F. All Eligible employees shall receive compensation of the Safety Incentive Dividends in the same manner as routine payroll is distributed.

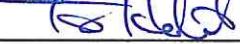
VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:	AGENDA NO.	6h
MOTION TO APPROVE THE FISCAL YEAR 2019/20 BUDGET SCHEDULE	AGENDA DATE:	12/17/18

STAFF REVIEW: Carrie Dittman, Director of Finance SIGNATURE: 

LEGAL REVIEW: Tom Bastian, Village Attorney SIGNATURE: 

RECOMMENDED BY: Tim Halik, Village Administrator SIGNATURE: 

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

Attached is the Fiscal Year 2019/20 (May 1, 2019 thru April 30, 2020) proposed Budget Schedule. The schedule generally reflects the same budget process that has been followed in previous years, with the following deviations:

- **Community-wide Citizen Survey:** The Board previously agreed that the Citizen Survey should be completed every-other year. The Survey was done in November 2017 and this is an off-year.
- **Goal Setting Workshop:** As new developments are just beginning to open and the amount of new revenues are uncertain at this time, a new goal setting workshop will be deferred until we determine available funding for new projects.
- **Board Budget Preview Presentation:** This presentation was intended to provide the Board with a summary of accomplishments during the previous year, along with raising large issues to be considered in the coming budget process. This presentation is somewhat redundant given the State of the Village Address, presented at the same time of year, also provides a summary of prior accomplishments. Pending budget issues to be considered at the Board Budget Workshop will be raised at the Joint Committee Budget Workshop in February as was done in the prior year.

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

The Staff Budget Kick-Off Meeting was held on December 14, 2018. Department budgets are due January 11 and will be reviewed by Administrator Halik and Finance Director Dittman. Budget Adjustment meetings will be held the week of January 28th after which, the draft budget will be prepared for review at a Joint Committee meeting, currently scheduled to occur on February 18th. The Board Budget workshop is tentatively scheduled to occur on March 18th, with final approval of the FY 2019/20 budget to occur at the regular meeting of the Village Board on April 22, 2019.

ACTION PROPOSED:

Approve the FY 2019/20 Budget Schedule.

BUDGET SCHEDULE FY 2019-20

<u>Event</u>	<u>Date</u>
Goal Setting Workshop	N/A
Review Results of Community Needs Survey	N/A - biennial
Senior Staff Workshop Review current fiscal year initiatives and assess progress Identify initiatives that will carry over to next fiscal year Identify any new initiatives/eliminate if needed Present budget workbook (including increase guidelines) to staff	December 14, 2018
Department Budget Proposals Entered in B S & A	January 11, 2019
Departmental Budget Review by Finance & Village Admin	w/o January 14 & 21, 2019
Final Staff Budget Meeting and Adjustments	January 28, 2019
Presentation to Committees	February 18, 2019
Public Hearing on Appropriation Ordinance	March 18, 2019
Board Budget Workshop I	March 18, 2019
Board Budget Workshop II (if needed)	April 8, 2019 (BoT)
Final Approval of Budget	April 22, 2019 (BoT)
Adopt Appropriation Ordinance	June 10, 2019

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

MOTION TO APPROVE – COMMUNITY RESOURCE CENTER/VILLAGE COUNCIL CHAMBERS RENOVATION PROJECT: PAYOUT #1 – PARTIAL PAYMENT, L.J. MORSE CONSTRUCTION COMPANY

6i**AGENDA NO.****AGENDA DATE:** 12/17/18**STAFF REVIEW:** Tim Halik, Village AdministratorSIGNATURE: **LEGAL REVIEW:** Thomas Bastain, Village AttorneySIGNATURE: THOMAS BASTAIN TBL**RECOMMENDED BY:** Tim Halik, Village AdministratorSIGNATURE: **REVIEWED & APPROVED BY COMMITTEE:** YES NO N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)**

At its regular meeting on October 8, 2018, the Village Board awarded a construction contract in the amount of \$353,500 to L.J. Morse Construction Company to complete Phase I of the renovation of the Community Resource Center/Council Chambers building located at 825 Midway Drive. Construction work began on October 22, 2018 and, since that time, various work has occurred including the demolition of the prior mansard roof and exterior stone veneer, construction of new building facade, and the start of the new roof.

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

Given the demolition work is completed, the new façade is under construction, the installation of the new roof is underway, and the stone veneer is started, we have received a request from the general contractor for partial payment for work completed. The request was forwarded to the Architect of Record to review. We would recommend approval of a partial payout in the amount of \$198,126.95. Partial waivers of lien from the general contractor, along with copies of certified payroll accounting will be obtained prior to the release of the payment check. Trailing waivers of lien for this work, from sub-contractors, will be obtained on the next payout request. A complete copy of the Application and Certification for Payment for Payment #1 – Partial Payment Request is attached.

Staff would recommend that the Mayor and Board of Trustees authorize Payout #1 – Partial Payment to L.J. Morse Construction Company in the amount of \$198,126.95. The authorized payment amount would be expended from the following fund:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>UNEXPENDED</u>
L.A.F.E.R.	14-75-930-412	CRC Remodel	\$383,000

ACTION PROPOSED:

Approve motion.

RECEIVED

DEC 12 2018

VILLAGE OF
WILLOWBROOK

Application and Certificate for Payment

To Owner: Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527

From Contractor: L.J. Morse Construction Co.
128 S. Broadway
Aurora, IL 60505

Project: Willowbrook Board/CommunityCtr
835 Midway Drive
Willowbrook, IL 60527

Contract Date: 10/11/2018

Project Nos:

Via Architect:

CONTRACTOR'S APPLICATION FOR PAYMENT

- 1) ORIGINAL CONTRACT SUM \$353,500.00
- 2) Net change by Change Orders \$0.00
- 3) CONTRACT SUM TO DATE \$353,500.00
- 4) TOTAL COMPLETED & STORED TO DATE \$220,141.06
- 5) Retainage:
 - a. Completed Work \$22,014.11
 - b. Stored Material \$0.00Total Retainage \$22,014.11

- 6) Total Earned less Retainage \$198,126.95
- 7) Less Previous Certificates for Payment \$0.00
- 8) CURRENT PAYMENT DUE \$198,126.95
- 9) Balance to Finish, including Retainage \$155,373.05

CHANGE ORDER SUMMARY

	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00

NET CHANGES by Change Order

0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief of the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: L.J. Morse
State of: Illinois

County of: DuPage

Subscribed and sworn to before
me this 13 day of December, 2018
Notary Public: Amanda J. Gillette
My Commission expires: 3/24/2020

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,
Containing Contractor's signed Certification, is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

Application No: 1
Application Date: 12/12/2018
Period To: 12/15/2018
Architect's Project No:

A	B	C	D	E	F	G	H	I
ITEM No.	DESCRIPTION	WORK COMPLETED				BALANCE	RETAINAGE	
		SCHEDULED VALUE	PREVIOUS	THIS PERIOD	STORED MATERIALS	TOTAL	%	
1	General Conditions/LJM	16,646.00	0.00	10,335.00	0.00	10,335.00	62	6,311.00
2	Demolition/LJM	25,200.00	0.00	25,200.00	0.00	25,200.00	100	0.00
3	Masonry/Piazza	58,000.00	0.00	58,000.00	0.00	58,000.00	100	0.00
4	Brick Staining/Nawkaw	8,730.00	0.00	0.00	0.00	0.00	0	8,730.00
5	Steel/Hillstone	5,665.00	0.00	5,665.00	0.00	5,665.00	100	0.00
6	Carpentry/LJM	26,030.00	0.00	26,030.00	0.00	26,030.00	100	0.00
7	Composite Panels/Langlois	41,500.00	0.00	0.00	0.00	0.00	0	41,500.00
8	Roofing/Langlois	70,500.00	0.00	24,571.16	0.00	24,571.16	35	45,928.84
9	Exterior framing and Gypsum/LJM	17,960.00	0.00	17,960.00	0.00	17,960.00	100	0.00
10	Plumbing/Hall & One	1,874.00	0.00	1,874.00	0.00	1,874.00	100	0.00
11	HVAC/RJ O'Neill	38,000.00	0.00	24,051.00	0.00	24,051.00	63	13,949.00
12	Electrical/Design	19,000.00	0.00	10,000.00	0.00	10,000.00	53	9,000.00
13	Bonds	3,500.00	0.00	3,500.00	0.00	3,500.00	100	0.00
14	OH/P	20,895.00	0.00	12,954.90	0.00	12,954.90	62	7,940.10

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,
Containing Contractor's signed Certification, is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

WAIVER OF LIEN TO DATE

Loan # _____
Gty # _____

STATE OF ILLINOIS
COUNTY OF DeKalb } SS

WHEREAS the undersigned has been employed by Village of Willowbrook
to furnish General Construction
for the premises known as Willowbrook Board Room & Community Center
of which Village of Willowbrook is the owner.

THE undersigned, for and in consideration of One Hundred Ninety Eight Thousand One Hundred Twenty Six and 95/100
(\$ 198,126.95) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens,
with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery
furnished, and on the moneys, funds or other considerations due to or become due from the owner, on account of labor, services, material,
fixtures, apparatus or machinery, furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE: December 15, 2018 COMPANY NAME L.J. Morse Construction Co.
ADDRESS 128 S. Broadway, Aurora, IL 60505

SIGNATURE AND TITLE , Vice President

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS
COUNTY OF DeKalb } SS
TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, Ryan J. Morse BEING DULY SWEARNED, DEPOSES
AND SAYS THAT HE OR SHE IS Vice President OF
L. J. Morse Construction Co., Inc. WHO IS THE
CONTRACTOR FURNISHING General Construction WORK ON THE BUILDING

CONTRACTOR FURNISHING General Construction NAME OF THE BUILDER
LOCATED AT 835 Midway Drive, Willowbrook, IL 60527
OWNED BY Village of Willowbrook
That the amount of the contract including extras* is \$ 353,500.00 on which he or she has received payment of
\$ - prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that
there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties
who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work
or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all
labor and material required to complete said work according to plans and specifications:

LABOR AND MATERIAL REQUIRED TO COMPLETE SAID WORK ACCORDING TO PLANS AND SPECIFICATIONS.						
NAMES		WHAT FOR	CONTRACT *including Extras PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
L. J. Morse Construction Co.		General Construction	\$ 353,500.00	\$ -	\$ 198,126.95	\$ 155,373.05
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
*All labor and fringes paid in full.						
*All other materials taken from fully paid stock and delivered to job in company trucks. No outside rental.						
TOTAL LABOR AND MATERIALS INCLUDING EXTRAS* TO COMPLETE			\$ 353,500.00	\$ -	\$ 198,126.95	\$ 155,373.05

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE December 15, 2018

SUBSCRIBED AND SWORN TO BEFORE ME THIS

***EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT**

15th DAY OF December 2016
NOTARY PUBLIC
OFFICIAL SEAL
AMANDA J GILLETTE
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES: 03/21/20

Certified Payroll Register

Page: 1

Job
Willowbrook Board/CommunityCtr
835 Midway Drive
Willowbrook, IL 60527

Contractor
L.J. Morse Construction Co.
128 S. Broadway
Aurora, IL 60505

Customer
Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527

Job Number: 18WILLOW
Week Ending: 12/5/2018
Payroll # 7

Deductions --

I, Linda K. Morse, Secretary do hereby state:

1] That I pay or supervise the payment of the persons employed by L.J. Morse Construction Co. on the Willowbrook Board/CommunityCtr that during the payroll period commencing on 11/29/2018 and ending 12/5/2018, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said L.J. Morse Construction Co. (Subcontractor) from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), Issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

2] That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

3] That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

XX--In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(B) WHERE FRINGE BENEFITS ARE PAID IN CASH

---Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTION (CRAFT)

EXPLANATION

REMARKS

signature

Name and title
Linda K. Morse, Secretary

Linda K. Morse, Secretary
The Willful Falsification Of Any Of The Above Statements May Subject The Contractor Or SubContractor To Civil Or Criminal Prosecution. See Section 1001 Of Title 18 And Section 231 Of Title 31 Of The United States.

ALL EMPLOYEES WORKED ON THE JOB FROM 7:00 a.m. until 3:30 p.m. UNLESS OTHERWISE NOTED. SOME EMPLOYEE'S TIME MAY BE SPLIT BETWEEN MULTIPLE CONTRACTS IF APPLICABLE.

Certified Payroll Register

Page: 1

Job
 Willowbrook Board/CommunityCtr
 835 Midway Drive
 Willowbrook, IL 60527

Contractor
 L.J. Morse Construction Co.
 128 S. Broadway
 Aurora, IL 60505

Customer
 Village of Willowbrook
 835 Midway Drive
 Willowbrook, IL 60527

Job Number: 18WILLOW
 Week Ending: 11/28/2018
 Payroll # 6

-- Deductions --

Fed. Local

Fica Other

Check #

Name / Address	Soc Sec No.		Hours Worked This Job							Pay Rate	Gross Pay This Job	Fica All Jobs	Med State	Local Total	Check #		
	Class	Mar Exemp.	11/26	11/27	11/28	11/22	11/23	11/24	11/25							Mon	Tue
	Hours	Pay															
	Regular	0.000	0.00														
	Overtime	0.000	0.00														
		0.000	0.00														

I, Linda K. Morse, Secretary do hereby state:

1] That I pay or supervise the payment of the persons employed by L.J. Morse Construction Co. on the Willowbrook Board/CommunityCtr that during the payroll period commencing on 11/22/2018 and ending 11/28/2018, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said L.J. Morse Construction Co. (Subcontractor) from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), Issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

2] That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

3] That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

4] That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

XX---In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(B) WHERE FRINGE BENEFITS ARE PAID IN CASH

---Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTION (CRAFT)

EXPLANATION

REMARKS

Name and title
 Linda K. Morse, Secretary
 The Willful Falsification Of Any Of The Above Statements May Subject The Contractor Or SubContractor To Civil Or Criminal Prosecution. See Section 1001 Of Title 18 And Section 231 Of Title 31 Of The United States.

ALL EMPLOYEES WORKED ON THE JOB FROM 7:00 a.m. until 3:30 p.m. UNLESS OTHERWISE NOTED. SOME EMPLOYEE'S TIME MAY BE SPLIT BETWEEN MULTIPLE CONTRACTS IF APPLICABLE.

Certified Payroll Register

Page: 1

I, Linda K. Morse, Secretary do hereby state:

1] That I pay or supervise the payment of the persons employed by L.J. Morse Construction Co. on the Willowbrook Board/CommunityCtr that during the payroll period commencing on 11/15/2018 and ending 11/21/2018, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said L.J. Morse Construction Co. (Subcontractor) from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

2] That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

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4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

PROGRAMS
XX---In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(B) WHERE FRINGE BENEFITS ARE PAID IN CASH

---Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTION (CRAFT)

EXPLANATION

REMARKS

Name and title Linda K. Morse, Secretary signature 
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ALL EMPLOYEES WORKED ON THE JOB FROM 7:00 a.m. until 3:30 p.m. UNLESS OTHERWISE NOTED. SOME EMPLOYEE'S TIME MAY BE SPLIT BETWEEN MULTIPLE CONTRACTS IF APPLICABLE.

Job
 Willowbrook Board/CommunityCtr
 835 Midway Drive
 Willowbrook, IL 60527

Contractor
 L.J. Morse Construction Co.
 128 S. Broadway
 Aurora, IL 60505

Customer
 Village of Willowbrook
 835 Midway Drive
 Willowbrook, IL 60527

Job Number: 18WILLOW
 Week Ending: 11/14/2018
 Payroll # 4

I, Linda K. Morse, Secretary do hereby state:

1] That I pay or supervise the payment of the persons employed by L.J. Morse Construction Co. on the Willowbrook Board/CommunityCtr that during the payroll period commencing on 11/8/2018 and ending 11/14/2018, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said L.J. Morse Construction Co. (Subcontractor) from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

2] That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

3] That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

4] That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

XX---In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(B) WHERE FRINGE BENEFITS ARE PAID IN CASH

---Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTION (CRAFT)

EXPLANATION

REMARKS

Name and title

signature

Linda K. Morse, Secretary

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ALL EMPLOYEES WORKED ON THE JOB FROM 7:00 a.m. until 3:30 p.m. UNLESS OTHERWISE NOTED. SOME EMPLOYEE'S TIME MAY BE SPLIT BETWEEN MULTIPLE CONTRACTS IF APPLICABLE.

Job
Willowbrook Board/Community Ctr
835 Midway Drive
Willowbrook, IL 60527

Contractor
L.J. Morse Construction Co.
128 S. Broadway
Aurora, IL 60505

Customer
Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527

Job Number: 18WILLOW
Week Ending: 11/7/2018
Payroll #: 3

I, Linda K.Morse, Secretary do hereby state:

1] That I pay or supervise the payment of the persons employed by L.J. Morse Construction Co. on the Willowbrook Board/CommunityCtr that during the payroll period commencing on 11/1/2018 and ending 11/7/2018, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said L.J. Morse Construction Co. (Subcontractor) from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

2] That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

3] That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

41 That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

XX---In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(B) WHERE FRINGE BENEFITS ARE PAID IN CASH

(B) WHERE FRINGE BENEFITS ARE PAID IN CASH
---Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

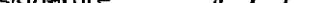
(c) EXCEPTION (CRAFT)

EXPLANATION

REMARKS

Name and title

~~signature~~

Name and title Linda K. Morse, Secretary signature 
The Willful Falsification Of Any Of The Above Statements May Subject The Contractor Or SubContractor To Civil Or Criminal Prosecution. See Section 1001 Of Title 18 And Section 231 Of Title 31 Of The United States.

*ALL EMPLOYEES WORKED ON THE JOB FROM 7:00 a.m. until 3:30 p.m. UNLESS OTHERWISE NOTED. SOME EMPLOYEE'S TIME MAY BE SPLIT BETWEEN MULTIPLE CONTRACTS IF APPLICABLE *

Job
 Willowbrook Board/CommunityCtr
 835 Midway Drive
 Willowbrook, IL 60527

Contractor
 L.J. Morse Construction Co.
 128 S. Broadway
 Aurora, IL 60505

Customer
 Village of Willowbrook
 835 Midway Drive
 Willowbrook, IL 60527

Job Number: 18WILLOW
 Week Ending: 10/31/2018
 Payroll # 2

I, Linda K. Morse, Secretary do hereby state:

1] That I pay or supervise the payment of the persons employed by L.J. Morse Construction Co. on the Willowbrook Board/CommunityCtr that during the payroll period commencing on 10/25/2018 and ending 10/31/2018, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said L.J. Morse Construction Co. (Subcontractor) from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

2] That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

3] That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

4] That:

(a) **WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS**

XX---In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(B) **WHERE FRINGE BENEFITS ARE PAID IN CASH**

---Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) **EXCEPTION (CRAFT)**

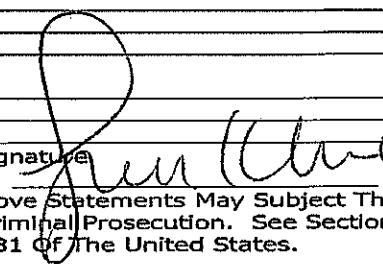
EXPLANATION

REMARKS

Name and title

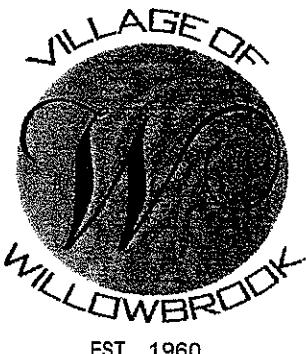
Linda K. Morse, Secretary

signature



The Willful Falsification Of Any Of The Above Statements May Subject The Contractor Or SubContractor To Civil Or Criminal Prosecution. See Section 1001 Of Title 18 And Section 231 Of Title 31 Of The United States.

ALL EMPLOYEES WORKED ON THE JOB FROM 7:00 a.m. until 3:30 p.m. UNLESS OTHERWISE NOTED. SOME EMPLOYEE'S TIME MAY BE SPLIT BETWEEN MULTIPLE CONTRACTS IF APPLICABLE.



Willowbrook^{6j}

835 Midway Drive
Willowbrook, IL 60527-5549

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

November 28, 2018

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

Robert Schaller

Director of Finance

Carrie Dittman

ALCANTARA, ABIEZER
312 SHERIDAN DR APT 1B
WILLOWBROOK, IL 60527-2594

Re: Account 110720.001
PIN #: XXXXXXXXXX
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 115.35. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before December 14, 2018, will result in the immediate termination of your water service.

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

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

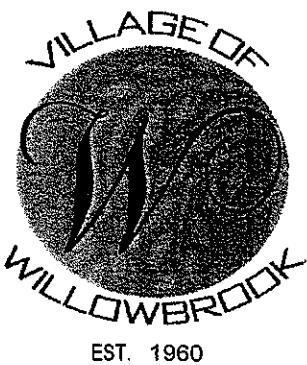
If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services



Proud Member of the
Illinois Route 66 Scenic Byway



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

November 28, 2018

Mayor

Frank A. Trilla

ALRIFAI, TAMER
842 TURNBERRY LN
WILLOWBROOK, IL 60527-5390

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

Robert Schaller

Director of Finance

Carrie Dittman

Re: Account 153045.002
PIN #: XXXXXXXXXX
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 224.92. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before December 14, 2018, will result in the immediate termination of your water service.

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

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

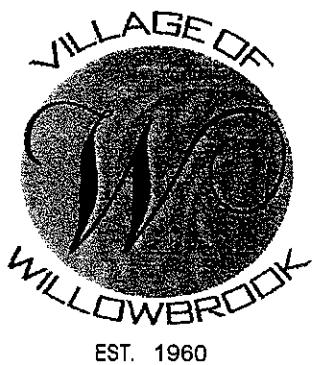
If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services



Proud Member of the
Illinois Route 66 Scenic Byway



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

November 28, 2018

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

Robert Schaller

Director of Finance

Carrie Dittman

DANIELUK, TOMASZ
326 SHERIDAN DR APT 2C
WILLOWBROOK, IL 60527-2599

Re: Account 110815.002
PIN #: XXXXXXXXXX
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 189.35. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before December 14, 2018, will result in the immediate termination of your water service.

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

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

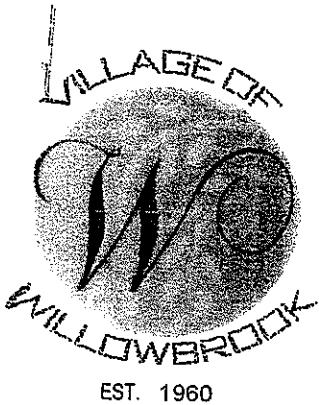
If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services



Proud Member of the
Illinois Route 66 Scenic Byway



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

November 28, 2018

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

Robert Schaller

Director of Finance

Carrie Dittman

DANE JAJIC
7714 CLARENDON HILLS RD
WILLOWBROOK IL 60527

RE: Account 112835.000
PIN#: XXXXXXXXXX
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$290.97. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before December 14, 2018, will result in the immediate termination of your water service.

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

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

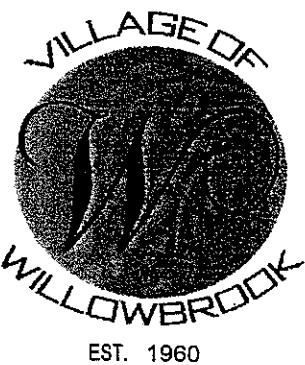
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,

Timothy J. Halik
Director of Municipal Services





Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

November 28, 2018

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

Robert Schaller

Director of Finance

Carrie Dittman

JASPER, JEROME L.
320 SHERIDAN DR APT 1D
WILLOWBROOK, IL 60527-2596

Re: Account 110755.010
PIN #: XXXXXXXXXX
Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 115.35. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before December 14, 2018, will result in the immediate termination of your water service.

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

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

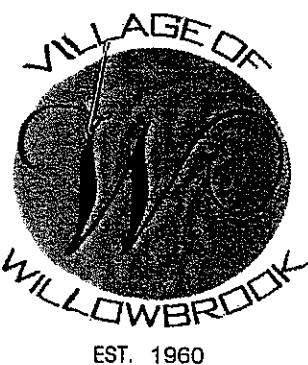
If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

Timothy J. Halik
Director of Municipal Services



Proud Member of the
Illinois Route 66 Scenic Byway



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

November 28, 2018

Mayor

Frank A. Trilla

LEONE, ROBERT
7630 ELEANOR PL
WILLOWBROOK, IL 60527-2322

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

Robert Schaller

Director of Finance

Carrie Dittman

Re: Account 111395.000

PIN #:

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 192.86. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before December 14, 2018, will result in the immediate termination of your water service.

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

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

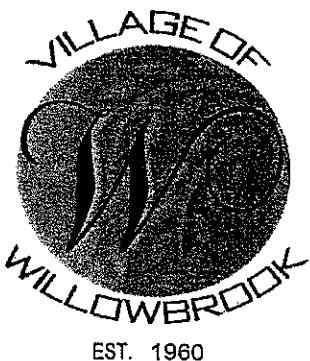
If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,

Timothy J. Halik
Director of Municipal Services





EST. 1960

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

November 28, 2018

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

Robert Schaller

Director of Finance

Carrie Dittman

STRAUCH, ANNALIESE

75 75TH ST

WILLOWBROOK, IL 60527-2301

Re: Account 111230.008

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 193.48. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before December 14, 2018, will result in the immediate termination of your water service.

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

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

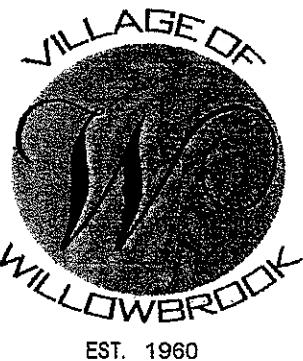
If you do not satisfy the bill or contact me, your water service will be automatically terminated.

Sincerely,

A handwritten signature in black ink that reads "T. J. Halik".

Timothy J. Halik
Director of Municipal Services





Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

November 28, 2018

Mayor

Frank A. Trilla

TEMEN, KENNETH
413 79TH ST
WILLOWBROOK, IL 60527-2405

Village Clerk

Leroy R. Hansen

Re: Account 110120.001
PIN #: [REDACTED]
Delinquent Water Bill

Village Trustees

Sue Berglund

Dear Sir or Madam,

Umberto Davi

Please be advised that your water bill is now delinquent in the amount of \$ 146.66. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before December 14, 2018, will result in the immediate termination of your water service.

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

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

Village Administrator

Tim Halik

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

Chief of Police

Robert Schaller

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

Director of Finance

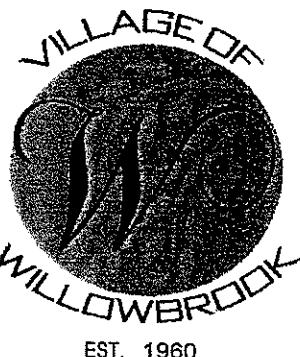
Carrie Dittman

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

Sincerely,

Timothy J. Halik
Director of Municipal Services





Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

November 28, 2018

Mayor

Frank A. Trilla

TRAJKOV, LJUPCHO
7515 SHERIDAN DR APT 2C
WILLOWBROOK, IL 60527-2499

Village Clerk

Leroy R. Hansen

Re: Account 111920.002

PIN #: [REDACTED]

Delinquent Water Bill

Village Trustees

Sue Berglund

Dear Sir or Madam,

Umberto Davi

Please be advised that your water bill is now delinquent in the amount of \$ 151.22. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before December 14, 2018, will result in the immediate termination of your water service.

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

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

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

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

Sincerely,

Timothy J. Halik
Director of Municipal Services





Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

November 28, 2018

Mayor

Frank A. Trilla

VALDEZ, RODOLFO/SALGADO, LORENA
7527 ELEANOR PL
WILLOWBROOK, IL 60527-2370

Village Clerk

Leroy R. Hansen

Re: Account 111235.002

PIN #:

Delinquent Water Bill

Village Trustees

Sue Berglund

Dear Sir or Madam,

Umberto Davi

Please be advised that your water bill is now delinquent in the amount of \$ 320.47. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before December 14, 2018, will result in the immediate termination of your water service.

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

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

Village Administrator

Tim Halik

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

Chief of Police

Robert Schaller

If you have any questions concerning your water bill, or if you wish to arrange a hearing before the Mayor and Board of Trustees to contest the termination of your water service, please contact me at the Village of Willowbrook by writing to 835 Midway Drive, Willowbrook, IL 60527 or call 630-323-8215 not later than five (5) days prior to the scheduled termination date.

Director of Finance

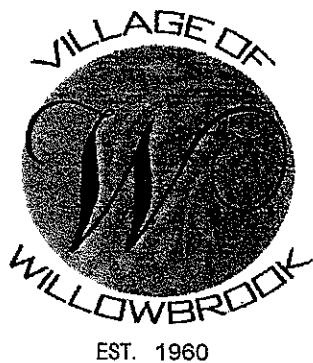
Carrie Dittman

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

Sincerely,

Timothy J. Halik
Director of Municipal Services





Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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

November 28, 2018

Mayor

Frank A. Trilla

WILLOWBROOK INN
255 SHELLEY RD
ELK GROVE VILLAGE, IL 60007

Village Clerk

Leroy R. Hansen

Re: Account 410295.002

PIN #: [REDACTED]

Delinquent Water Bill

Village Trustees

Sue Berglund

Dear Sir or Madam,

Umberto Davi

Please be advised that your water bill is now delinquent in the amount of \$ 742.99. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before December 14, 2018, will result in the immediate termination of your water service.

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

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

Village Administrator

Tim Halik

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

Chief of Police

Robert Schaller

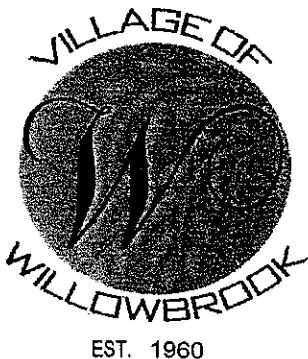
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Sincerely,

Timothy J. Halik
Director of Municipal Services





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November 28, 2018

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

WILLOWBROOK LANES
735 PLAINFIELD RD
WILLOWBROOK, IL 60527-8441

Re: Account 410030.000

PIN #: [REDACTED]

Delinquent Water Bill

Dear Sir or Madam,

Please be advised that your water bill is now delinquent in the amount of \$ 469.87. This amount now includes a \$25.00 fee pursuant to Section 6-8-5 of the Village of Willowbrook Code. This \$25.00 is added to all accounts delinquent 45 or more days after the billing date. This amount also includes all other penalties pursuant to Section 6-8-5 of the Village Code. Your failure to satisfy the total amount of this delinquency on or before December 14, 2018, will result in the immediate termination of your water service.

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

You may pay your bill online by visiting www.willowbrookil.org and select "Pay A Bill." You will need your account number and PIN as listed above. A convenience fee will apply.

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Sincerely,

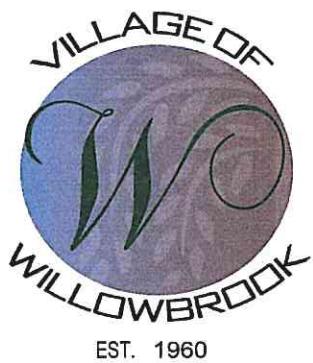
Timothy J. Halik
Director of Municipal Services



VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: Receive Plan Commission Recommendation – Public Hearing 18-07: Consideration of a petition requesting approval of a Special Use Permit for a Restaurant with Alcohol Sales and Video Gaming in the B-2 Zoning District for Lucky Bernie's restaurant – 800 75 th Street, Willowbrook, Illinois.	AGENDA NO. 6k AGENDA DATE: <u>12/17/18</u>
STAFF REVIEW: Ann Choi, Planning Consultant	SIGNATURE: 
LEGAL REVIEW: Tom Bastian, Village Attorney	SIGNATURE: 
RECOMMENDED BY: Tim Halik, Village Administrator	SIGNATURE: 
REVIEWED & APPROVED BY COMMITTEE:	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY) The applicant, with the property owner's permission, is requesting approval of a special use to allow a 3,716 square foot restaurant with alcohol sales and video gaming to operate in tenant space 800 in the Willowbrook Plaza Shopping Center.	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.) The applicant proposes to develop a 3,716 square foot vacant space within the Willowbrook Plaza into a restaurant that will offer wine tastings, painting parties, live acoustic music on the weekends, and video gaming slots. The proposed restaurant will offer hot/cold deli food, meat/cheeses sold by the pound, salads, wine and local craft beers, and is envisioned to be a venue where patrons are able to eat, drink, and socialize and stay a while, as opposed to a grab-and-go deli cafe. The restaurant will accommodate over 90 patrons and the 650-square-foot video gaming area will provide five (5) video gaming terminals, one (1) redemption terminal, and one (1) player rewards kiosk, and will be confined to the rear of the space. The landscape and photometric plans were waived as part of the application and it was agreed that these would be provided as the shopping center continues to be leased out. Plan Commissioner Ruffalo expressed concern regarding the deteriorating conditions of the parking lot and encouraged that planning staff work with the property owner to improve any disrepair. The building department agreed to conduct a site visit and evaluate the conditions of the parking lot. Planning consultant, Ann Choi, requested to amend the seven conditions listed in the staff report to add the following Condition No. 8 that was originally excluded in the Staff Report to read: 8. A "Do Not Block Driveway" signage shall be provided on westbound 75th Street at the site access. This condition would reduce the impact of westbound queuing on 75th Street at Route 83 during the weekday evening peak hour. The Plan Commission discussed the special use petition at the December 5, 2018 regular meeting of the Plan Commission and voted a unanimous vote of 7-0 of the members present to forward a positive recommendation to the Village Board. Their motion included eight (8) conditions of approval to mitigate the impacts of a "restaurant with alcohol sales and video gaming" on the surrounding area.	
ACTION PROPOSED: Receive Plan Commission Recommendation.	



Willowbrook

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Willowbrook, IL 60527-5549

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

MEMORANDUM

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

Robert Schaller

Director of Finance

Carrie Dittman

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

MEMO FROM: Dan Kopp, Chairman, Plan Commission

DATE: December 6, 2018

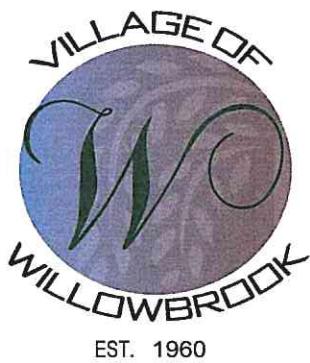
SUBJECT: **Zoning Hearing Case 18-07: Lucky Bernie's Restaurant, 800 75th Street, Willowbrook, Illinois. Consideration of a petition requesting approval of a Special Use Permit for a 3,716 square foot restaurant with alcohol sales and video gaming in the B-2 Zoning District.**

At the regular meeting of the Plan Commission held on December 5, 2018, the above referenced application was discussed and the following motion was made:

MOTION: Made by Remkus seconded by Ruffolo that based on the submitted petition and testimony provided, I move that the Plan Commission approve and adopt the Standards for Special Use outlined in the Staff Report prepared for PC 18-07 for the December 5, 2018 Plan Commission meeting; and that the Plan Commission recommend to the Village Board approval of a Special Use for a Restaurant with Alcohol Sales and Video Gaming subject to the following "Conditions of Approval" listed in the Staff Report prepared for PC 18-07 for the December 5, 2018 Plan Commission meeting:

1. The Special Use Permit for the proposed development shall be null and void if construction for the proposed use is not commenced within eighteen (18) months of the date of any approval of the Special Use by the Village Board.
2. The Special Use granted herein only applies to the 3,716 square foot space in Unit 800.
3. The Special Use be approved only if the applicant agrees to submit Plans for Occupancy to the Willowbrook Building Department.
4. A separate sign permit shall be obtained for any future proposed building and ground signage, pursuant to the Village Code.
5. All dumpsters shall be enclosed pursuant to Section 9-12-11 of the Municipal Code.
6. The proposed development shall provide the required number of standard and handicap accessible parking spaces.
7. Accessible (handicap) parking spaces shall comply with current applicable codes.
8. A "Do Not Block Driveway" signage shall be provided on westbound 75th Street at the site access.





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

MOTION DECLARED CARRIED

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

DK:jp

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

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Chief of Police

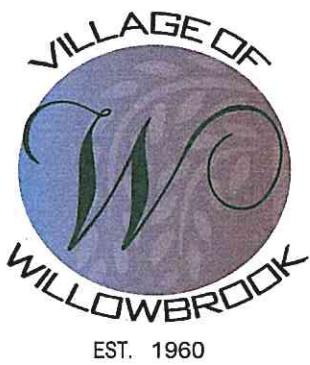
Robert Schaller

Director of Finance

Carrie Dittman



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Illinois Route 66 Scenic Byway



Willowbrook

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Willowbrook, IL 60527-5549

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FINDINGS OF FACT

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Standards for Special Use Permit

Section 9-14-5(B) of the Willowbrook Zoning Ordinance establishes seven (7) standards for a Special Use Permit that must be evaluated by the Plan Commission and Village Board. Recommendations may include conditions of approval if appropriate to mitigate any negative impacts created by the Special Use Permit. A list of the Special Use standards is provided below, along with the proposed findings to be incorporated in the Plan Commission's recommendation and the Village Board's ordinance if approved.

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

Finding: The special use will allow a restaurant/cafe with licensed liquor sales and licensed video gaming, in an established shopping center with a mix of retail tenants. The tenant/operator has positive experience with this concept in other locations in DuPage County and neighboring counties. The proposed use will improve the underperforming property and aide in its value appreciation in the future. The operation of this restaurant/cafe will not be detrimental to or endanger the public health, safety, moral, comfort or general welfare.

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

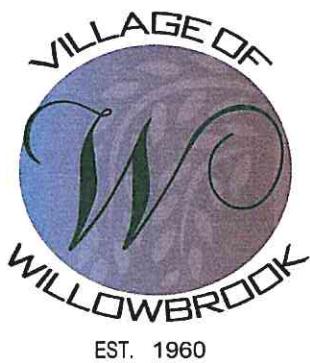
Finding: The use will fill a vacant space in the existing shopping center. The landlord is supportive of the use and believes it will enhance overall occupancy and sales at the shopping center. Increased occupancy and foot traffic will provide additional customers to both adjacent businesses and surrounding land owners. The operation of the restaurant/cafe will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values in the neighborhood.

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

Finding: The use will fill a vacant space in the shopping center. It will be consistent and supportive with the existing tenants/uses in the shopping center, and will not



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impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

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

Finding: The use will not require any new infrastructure. Adequate utilities, access road, drainage and/or other necessary facilities have already been provided.

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

Finding: No change is necessary to the existing ingress and egress to the shopping center. Adequate measures have already been taken to provide ingress and egress designed to minimize traffic congestion in the public streets.

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

Finding: Other than requiring a special use permit to allow the above-described restaurant concept, no other regulations of the Village need to be modified. The proposed use in all other respects conforms to the applicable regulations of the district in which it is located.

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

Finding: Not applicable; no prior application for this use at this site.

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

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Umberto Davi

Terrence Kelly

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Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

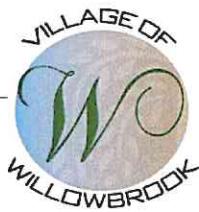
Robert Schaller

Director of Finance

Carrie Dittman



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Village of Willowbrook
Staff Report to the Village Board

Village Board (Receive):	December 17, 2018		
Village Board (Vote):	January 14, 2019		
Plan Commission Date:	December 5, 2018		
Prepared By:	Ann Choi, Planning Consultant		
Case Title:	Lucky Bernie's Restaurant SUP		
Petitioner:	Joseph M. Kirby with SS and JK Enterprises, 149 Los Lagos Drive, Bloomingdale, IL 60108		
Owner:	Willowbrook Plaza, LLC c/o Property Solutions Group, LLC 900 S. Frontage Road, Willowbrook, IL 60527		
Action Requested:	Consideration of a petition requesting approval of a Special Use Permit for a Restaurant with Alcohol Sales and Video Gaming at the property legally described in Attachment 1 in Willowbrook Plaza, Unit 800.		
Purpose:	To allow the petitioner, SS and JK Enterprises LLC d/b/a Lucky Bernie's to apply for a special use permit which would allow the tenant to operate a restaurant with alcohol sales and video gaming.		
Location:	800 75th Street, Willowbrook, Illinois.		
PINs:	09-26-202-014		
Existing Zoning:	B-2 Community Shopping		
Proposed Zoning:	B-2 Community Shopping (no change)		
Existing Land Use:	Vacant unit, previously AT&T		
Property Size:	3.59 Acres (property) / 3,716 SF (unit)		
Surrounding Land Use:	North South East West	Use Highway & Service Business Community Shopping Light Manufacturing Community Shopping	Zoning B-4 B-2 MI B-2

Necessary Action by Plan Commission: Receive Plan Commission Recommendation.



Documents Attached: Attachment 1: Legal Description
Attachment 2: ALTA Land Survey
Attachment 3: Proposed Floor Plan

Site Description

The subject property is located at the Willowbrook Plaza shopping center on the northeast corner of 75th and Route 83 on property containing about 3.6 acres. There is 49,842 square feet of gross leasable space within the shopping center building; the site contains approximately 197 regular parking spaces and 7 handicap accessible spaces for a total of 206 parking spaces.

Exhibit 1: Location Map (800 75th Street, Willowbrook, IL 60527)



Exhibit 2: Street View





Exhibit 3: Site Plan (Unit 800)

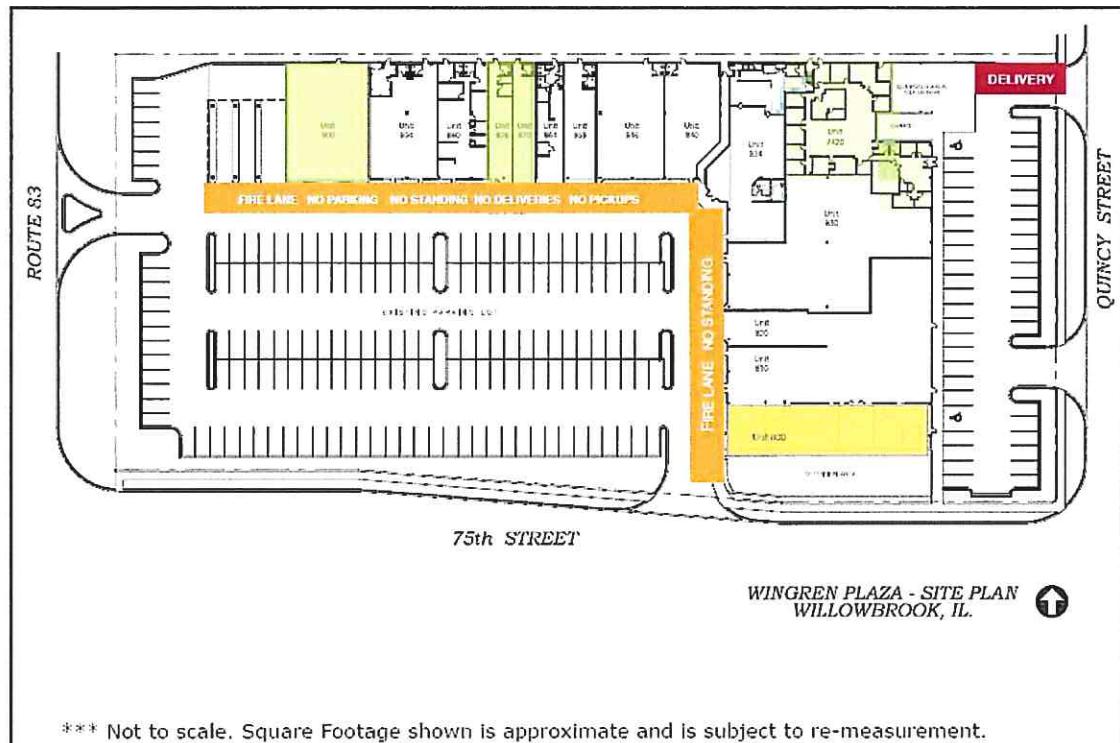
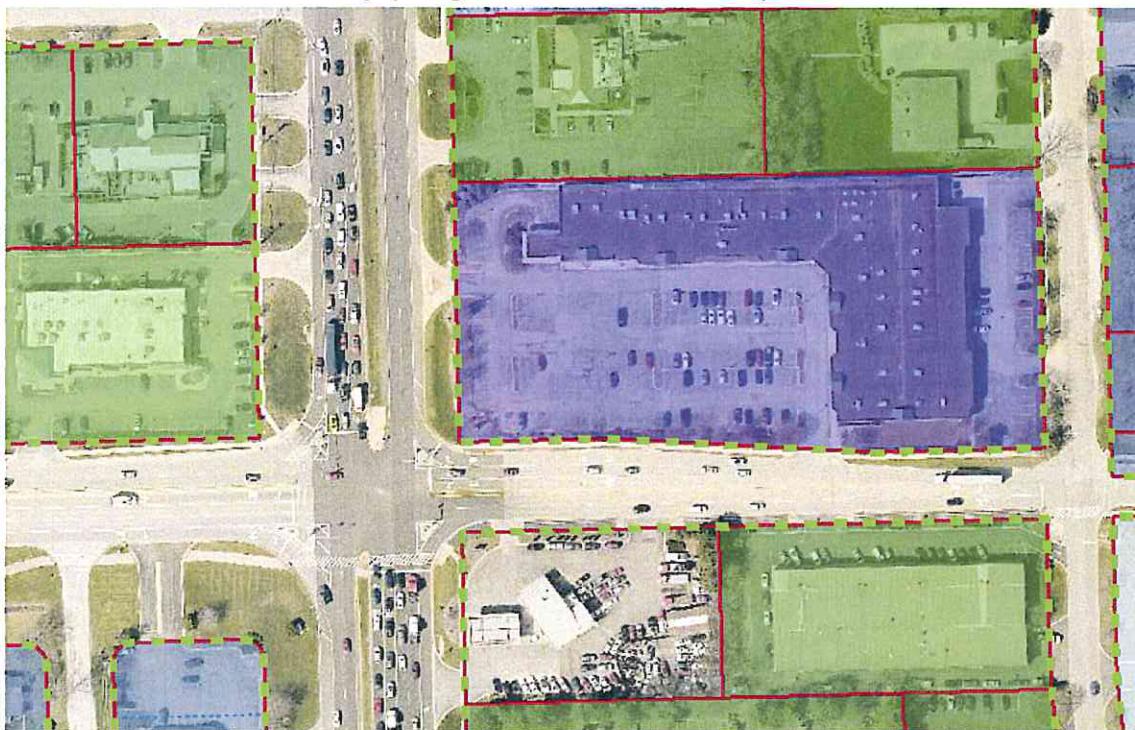


Exhibit 4: Zoning Map (B-2 Community Shopping)



Exhibit 5: Subdivision Map (Wingrens Plaza Subdivision)



Development Proposal

Request

The applicant, with the property owner's permission, is requesting approval of a special use to allow a 3,716 square foot restaurant with alcohol sales and video gaming to operate in tenant space 800 in the Willowbrook Plaza Shopping Center. This unit is one of the vacant spaces on the south east side of the shopping center, formerly AT&T. **See Exhibit 3: Site Plan.**

Business Overview

Lucky Bernie's is a multi-faceted business with wine tastings, painting parties, live acoustic music on the weekends, and video gaming slots.

Their menu will include:

- Boars Head exclusive hot/cold deli
- Deli meat/cheese sold by the pound
- Meat and cheese samplers
- Build your own salad menu
- Gluten free and healthy options
- Signature small vineyard wines
- Local craft beers

The hours of operation will be:

- Mon - Thurs & Sun: 8am - 1am
- Friday & Saturday: 8am - 2am



Staff Analysis

Appropriateness of Use

The shopping center is zoned B-2 Community Shopping District. This zoning district is intended primarily to provide retail shopping opportunities for the community, however with the exception of Papa John's, Black Tie Formal Wear, and Club Champion, this center has become a service oriented commercial center. While these uses do not help support the local sales tax which Willowbrook relies on, this restaurant will at least generate a places of eating tax revenue for Willowbrook. Section 11-8-2 of the Willowbrook Village Code provides that the Village will generate 1% of a restaurant's gross receipts.

Proposed Floor Plans

The petitioner has submitted an ALTA Land Survey dated April 28, 1995 and revised on 12/19/1996 and a Proposed Floor Plan for Willowbrook Plaza. **See Attachments 2 and 3.**

Due to the depth of the space (approximately 124 feet), the video gaming area is narrow and long and occupies an area of approximately 650 square feet towards the rear of the space. Per Illinois Gaming Board requirements, the entrance must be visible to staff. Additionally, the gaming room is required to be placed to ensure that no one under 21 years of age enters the gaming room, but also so those same patrons still easily access the bathrooms. The applicant proposed to place five (5) Virtual Gaming Tables, one (1) Redemption Terminal, and one (1) Player Rewards Kiosk. Given the narrow design of the gaming room, a couch will be placed in the area as well.

The restaurant is designed to accommodate over ninety (90) patrons within nine (9) round tables that accommodate four seats per table, six (6) rectangular tables that accommodate six seats per table, and a traditional bar top that accommodates up to sixteen seats.

Signage

Exhibit 6 illustrates the proposed signage that would be installed on the building's front façade for the applicant tenant space. The proposed sign is 147 inches long and 18 inches and 11 inches tall, respectively.

Exhibit 6: Proposed Sign



Utilities

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

Wetland/Stormwater Management

The proposed use will not alter the approved storm water management plan.



Landscaping & Lighting

The proposed use will not alter the approved landscape or photometric plans. However, it is noted that the center is not currently in compliance with its previously approved landscape and photometric plans. Planning staff conducted a site visit on November 7, 2018 and noted missing trees required in the parking islands, and dead or missing groundcover in certain areas. The Applicant is requesting a waiver from the requirement to provide a landscape and a photometric plan. The landscaping will be considered in conjunction with the leasing of the former bank space, Unit 900. The applicant has indicated that tenant prospects have expressed they would like to have the drive-through canopy removed. If removed, the area beneath and abutting the canopy will need to be changed, and the drive-through, parking area and associated landscaping will need to be redesigned to meet the needs of the proposed tenants and the Village.

On December 28, 2004 an illumination analysis was performed and highlighted that most of the areas within the parking lot failed to provide the 2.0 foot-candles of illumination and furthermore, many areas of the parking lot were below the 1.0 foot-candle minimum illumination level. The applicant indicated that the parking lot lights were upgraded to LED by Amled Technologies and through the ComEd program. Below is a summary of the program and detail for the parking lot lights and soffit lights at the shopping center. Specifically, the property owner attests that the following work has been completed:

- Eighteen (18) R2T125 W Canopy lights
- Eighteen (18) Outdoor LED fixture Installations
- Ten (10) Wall Pack white LEDs
- Ten (10) Outdoor LED fixture installation
- Eighteen (18) 2x2 blank plate covers

Staff will work with the management company to correct the landscaping and require a photometric plan as the center continues to be leased out.

Dumpsters

The site is served by one (1) existing unenclosed dumpster area along the northeast corner of the site, adjacent to Unit 7420 (currently vacant), as shown in the pictures below. As it is likely that a dumpster in this location will become the main area for the restaurant to handle its garbage, staff is recommending a condition that the dumpsters be enclosed.



Traffic Flow, Access, Circulation

The Shopping Center is served by four curb cuts; two from Quincy Street that provide access to the east side of the center; a full-access from 75th street, and a right-in/right-out from IL Route 83/Kingery Hwy. Service access for deliveries and garbage handling is provided via a driveway on the northeastern portion of the property, in the east parking lot. Primary access to the proposed restaurant will likely come from Route 83 and 75th Street, which will accommodate an easy right-in maneuver when traveling north-bound on Route 83, and when coming from either direction on 75th Street. Secondary access to the proposed restaurant will likely come from Quincy Street. Motorists have the option of parking within two separate parking lots, discussed in more detail below.

Parking & Access

The shopping center is flanked by two separate parking lots- the west parking lot of the shopping center along 75th street and Kingery Highway provides a total of 165 total parking spaces, and the east parking lot along Quincy Street and 75th Street provides a total of 41 parking spaces, for a grand total of 206 parking spaces. Currently, the occupied tenant spaces utilize a sizeable portion of the parking lot for their customers/clients, and the east parking lot is routinely filled to capacity on weekdays. The following pictures have been included to illustrate the parking capacity during a typical weekday during lunchtime.



West parking lot. This picture was taken at 12:40pm on 11/01/18.



East parking lot. This picture was taken at 12:30pm on 11/01/18.

The Village of Willowbrook's off-street parking requirements calculate the minimum available parking for a restaurant use as such: one (1) available parking space per every one hundred (100) square feet of restaurant floor space. Therefore, the proposed 3,716-square-foot business will require 37 parking spaces. Adding to the current requirement of parking spaces for all of Willowbrook Plaza's currently occupied units, the proposed business will raise the current required number of spaces to 183.

Per Section 9-10-5(K)(4) of the Municipal Code, a minimum number of accessory off-street parking spaces must be met. Given that Willowbrook/Wingren Plaza provides a total of 49,842 square feet, it falls under the category of "Shopping center" under the range of total floor area of up to 400,000 square feet, and requires a minimum of 4 parking spaces for each 1,000 square



feet of floor area (or 1 space per 250 square feet of floor area). Restaurant uses require a parking ratio of 1 space per every 100 square feet of floor area. To further concerns, if Unit 900 (former site of the bank) were to become a restaurant as past interests have incurred, that establishment alone would require 39 parking spaces instead of its current 13 spaces as a bank.

Wingren Plaza was previously granted a ten percent (10%) reduction in the total number of required spaces through Ordinance No. 89-O-52. Applying this 10% reduction would bring the minimum off-street parking requirement from 234 parking spaces to 211 parking spaces. Depending on if the Plaza reaches full occupancy in the coming future, required parking will exceed the plaza's capacity of 206 parking spaces by five (5) parking spaces (211 required spaces – 206 provided spaces = 5 less parking spaces).

At this time, Village staff would not be in a position to recommend a further reduction in the minimum parking requirements than what has already been granted by the Village. Nevertheless, these parking requirements are merely hypothetical at this stage. As Willowbrook/Wingren Plaza stands today, it does not have full occupancy and the bank does not have current plans to be converted into a restaurant. Furthermore, the shopping center will be composed of a mixture of users that will not only benefit the community, but will have different peak parking demands, both long-term versus short-term, as well as predominantly day versus night hours, such that adequate and convenient parking will be provided for the customers of the shopping center. Therefore, the proposed restaurant use for Unit 800 is not expected to be detrimental to the overall parking situation as it stands today.



Table 1: Parking Requirements

Parking Table					
Unit #	Tenant Name	Use Type	Village Standard	Area (Sq.Ft.)	Required Parking
900	(Vacant)	Bank	1/300 sq.ft.	3,943	13
894	Orange Theory	Shopping Center	1/250 sq.ft.	3,063	12
880	Chiropractic	Shopping Center	1/250 sq.ft.	2,274	9
876	Elite Tutoring Place	Shopping Center	1/250 sq.ft.	1,110	4
870	(Vacant)	Shopping Center	1/250 sq.ft.	1,125	5
864	Papa John's	Restaurant	1/100 sq.ft.	1,300	13
858	Kabob-Q	Restaurant	1/100 sq.ft.	1,504	15
846	Sky Salon Suites	Shopping Center	1/250 sq.ft.	3,101	12
840	Pilates Studio	Shopping Center	1/250 sq.ft.	2,235	9
834	Revitalized Nails & Spa	Shopping Center	1/250 sq.ft.	4,600	18
830	Fedex	Shopping Center	1/250 sq.ft.	7,260	29
820	Black Tie Formal Wear	Shopping Center	1/250 sq.ft.	1,260	5
810	Club Champion	Shopping Center	1/250 sq.ft.	5,061	20
800	Lucky Bernie's	Restaurant	1/100 sq.ft.	3,716	37
7420	(Vacant)	Shopping Center	1/250 sq.ft.	8,290	33
Total Required Spaces		234			
Total Required Minus 10%		211			
Total Existing Spaces		206			
Existing Regular Spaces: <i>West Lot: 158 & East lot: 39</i>		197			
Existing Handicap spaces: <i>Code Requirement: 201-300 Reg. = 7 Handicap</i>		9			
Total Required exclud. Vacancies		183			
Total Required Minus 10%		165			



Standards & Findings for a Special Use

The Willowbrook Zoning Ordinance establishes seven (7) standards for a Special Use Permit that must be evaluated by the Plan Commission and Village Board. Recommendations may include conditions of approval if appropriate to mitigate any negative impacts created by the Special Use Permit. Pursuant to Section 9-14-5 of the Zoning Regulations of the Village of Willowbrook, The Standards for Special Use Permits are as follows:

9-14-5(B): Standards:

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

Finding: The special use will allow a restaurant/cafe with licensed liquor sales and licensed video gaming, in an established shopping center with a mix of retail tenants. The tenant/operator has positive experience with this concept in other locations in DuPage County and neighboring counties. The proposed use will improve the underperforming property and aide in its value appreciation in the future. The operation of this restaurant/cafe will not be detrimental to or endanger the public health, safety, moral, comfort or general welfare.

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

Finding: The use will fill a vacant space in the existing shopping center. The landlord is supportive of the use and believes it will enhance overall occupancy and sales at the shopping center. Increased occupancy and foot traffic will provide additional customers to both adjacent businesses and surrounding land owners. The operation of the restaurant/cafe will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values in the neighborhood.

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

Finding: The use will fill a vacant space in the shopping center. It will be consistent and supportive with the existing tenants/uses in the shopping center, and will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

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

Finding: The use will not require any new infrastructure. Adequate utilities, access road, drainage and/or other necessary facilities have already been provided.

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



Finding: No change is necessary to the existing ingress and egress to the shopping center. Adequate measures have already been taken to provide ingress and egress designed to minimize traffic congestion in the public streets.

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

Finding: Other than requiring a special use permit to allow the above-described restaurant concept, no other regulations of the Village need to be modified. The proposed use in all other respects conforms to the applicable regulations of the district in which it is located.

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

Finding: Not applicable; no prior application for this use at this site.

Staff Recommendation

The proposed restaurant use in this location will help fill a vacancy and bring additional life to the shopping center. Additionally, it will not generate any negative impacts on the center due to its irregularity with other services within immediate vicinity. Staff is supportive of the proposed petition and recommends approval of the Special Use Permit for a Restaurant with Alcohol Sales and Video Gaming and recommends the Plan Commission approve the following motion:

Case 18-07 Sample Motion

Based on the submitted petition and testimony provided, I move that the Plan Commission approve and adopt the Standards for Special Use outlined in the Staff Report prepared for PC 18-07 for the December 5, 2018 Plan Commission meeting; and that the Plan Commission recommend to the Village Board approval of a Special Use for a Restaurant with Alcohol Sales and Video Gaming subject to the following "Conditions of Approval" listed in the Staff Report prepared for PC 18-07 for the December 5, 2018 Plan Commission meeting.

Motion

The following motion was made by Remkus and seconded by Ruffalo and approved unanimously 7-0 roll call vote of the members present.

Based on the submitted petition and testimony provided, I move that the Plan Commission approve and adopt the Standards for Special Use outlined in the Staff Report prepared for PC 18-07 for the December 5, 2018 Plan Commission meeting; and that the Plan Commission recommend to the Village Board approval of a Special Use for a Restaurant with Alcohol Sales and Video Gaming subject to the following "Conditions of Approval" listed in the Staff Report prepared for PC 18-07 for the December 5, 2018 Plan Commission meeting:

1. The Special Use Permit for the proposed development shall be null and void if construction for the proposed use is not commenced within eighteen (18) months of the date of any approval of the Special Use by the Village Board.
2. The Special Use granted herein only applies to the 3,716 square foot space in Unit 800.
3. The Special Use be approved only if the applicant agrees to submit Plans for Occupancy to the Willowbrook Building Department.
4. A separate sign permit shall be obtained for any future proposed building and ground signage, pursuant to the Village Code.
5. All dumpsters shall be enclosed pursuant to Section 9-12-11 of the Municipal Code.
6. The proposed development shall provide the required number of standard and handicap accessible parking spaces.
7. Accessible (handicap) parking spaces shall comply with current applicable codes.
8. A "Do Not Block Driveway" signage shall be provided on westbound 75th Street at the site access.



Attachment 1
Legal Description

PIN# 09-26-202-014

LOT 1 IN WINGREN PLAZA SUBDIVISION, BEING A RESUBDIVISION OF LOT 11 AND PART OF LOT 12 IN E.J. CHLUMSKY'S SUBDIVISION OF PART OF THE WEST HALF OF THE NORTHEAST QUARTER OF SECTION 26, TOWNSHIP 38 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT OF WINGREN PLAZA SUBDIVISION RECORDED DECEMBER 5, 1989 AS DOCUMENT R89-152944, IN DUPAGE COUNTY, ILLINOIS.



Attachment 2
ALTA Land Survey

UNITED SURVEY SERVICE CO.

Construction and Land Surveyors

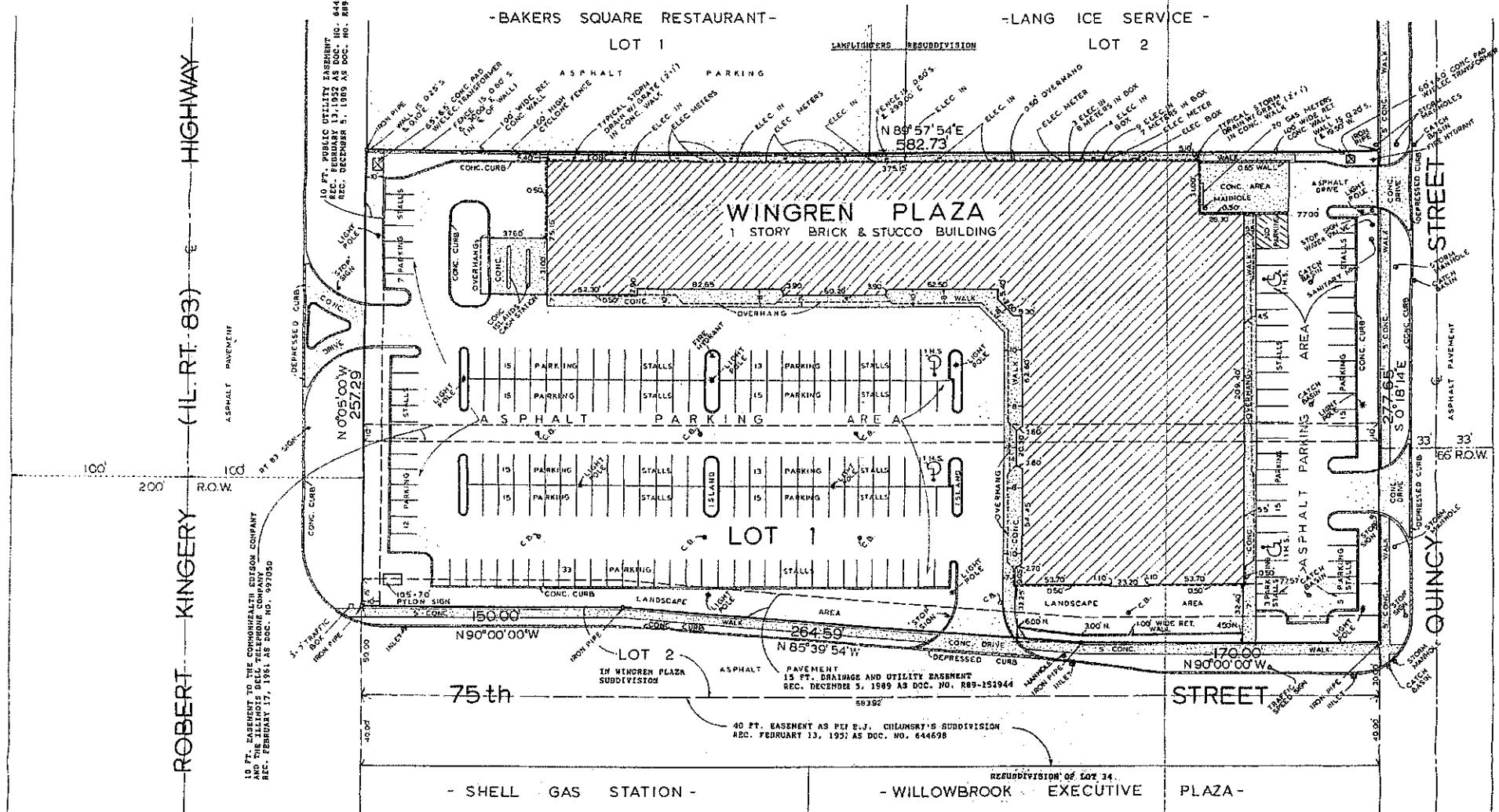
6033 CHURCHILL, NILES, IL 60714

TEL. (708) 581-0040 FAX (708) 581-0041

ALTA/ACSM LAND TITLE SURVEY

LOT 1 IN WINGREN PLAZA SUBDIVISION, BEING A SUBDIVISION OF LOT 11 AND PART OF LOT 12 IN E.J. CHIUMSKY'S SUBDIVISION OF PART OF THE WEST 1/2 OF THE NORTHEAST 1/4 OF SECTION 26, TOWNSHIP 38 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLANS OF WINGREN PLAZA SUBDIVISION, RECORDED DECEMBER 5, 1989 AS DOCUMENT R89-152944, IN DUPAGE COUNTY, ILLINOIS.

KNOWN AS: WINGREN PLAZA
ROUTE 83 AND 75TH STREET, WILLOWBROOK, ILLINOIS.



THE SUBJECT PROPERTY IS IN A FLOOD HAZARD AREA, AS ESTABLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, AS SHOWN ON FLOOD INSURANCE MAP.

FLOOD ZONE "C" - AREA OF MINIMAL FLOODING

COMMUNITY PANEL NO: 17022 0001 B

EFFECTIVE DATE: JANUARY 16, 1980

NOTE: THE LAND IS CLASSIFIED ZONE D-4 (HIGHWAY AND SERVICE BUSINESS DISTRICT).

-205 REGULAR PARKING STALLS
4 HANDICAPPED PARKING STALLS

LOT 1: 156,199.6 SQUARE FEET

3.5958 ACRES

SURVEYOR'S CERTIFICATE:

THE UNDERSIGNED CERTIFIES TO:

- WINGREN PLAZA LIMITED PARTNERSHIP

+ CHICAGO TITLE INSURANCE COMPANY

- FIRST MIDWEST BANK, ILLINOIS, N.A.

- COLE TAYLOR NATIONAL BANK, TRUST NUMBER 865506

- CIGNA LIFE INSURANCE COMPANY

THAT THIS MAP IS PLAT AND THE SURVEY WHICH IT IS BASED UPON IS IN ACCORDANCE WITH "STANDARDIZED DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS" JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND ACM IN 1992, AND INCLUDES ITEMS 1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12 OF TABLE A RECORDED IN THE SURVEYORS' STANDARD FORMS AS ADOPTED BY ALTA AND ACM AND IS IN EFFECT ON THE DATE OF THIS CERTIFICATION (OR A(N) SURVEY).

MILES, ILLINOIS APRIL 28, 1995.

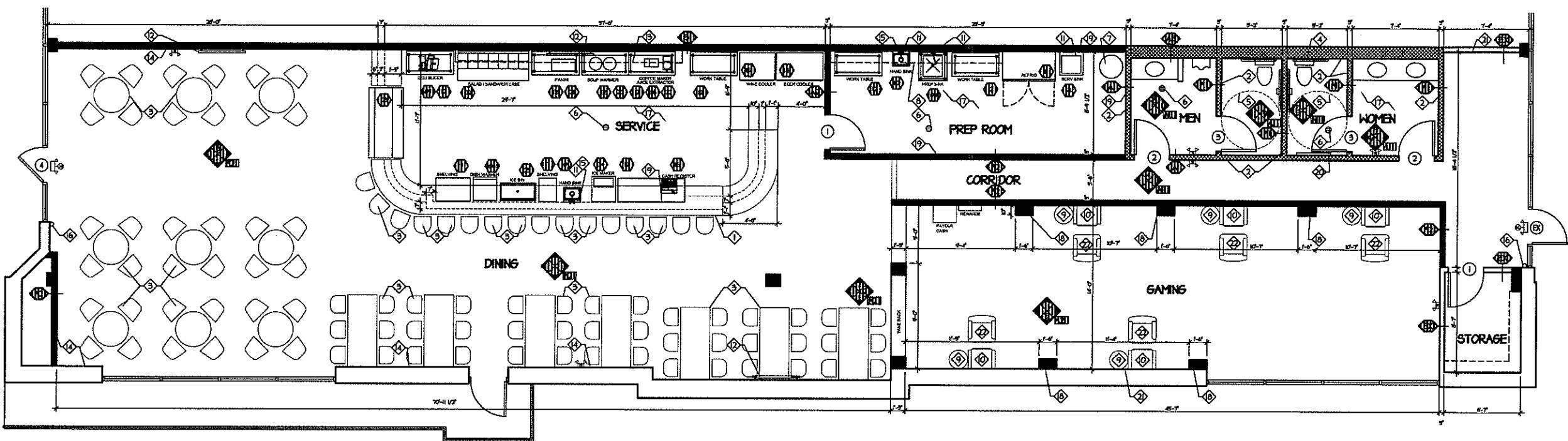
BY: *John McQuade*

JOHN MCQUADE, REG. ILLINOIS LAND SURVEYOR NO. 2462

ORDERED BY: WINGREN PLAZA LIMITED PARTNERSHIP	
SCALE: 1" = 30'	
DATE: APRIL 28, 1995	
FILE NO: 95-2299	
12/18/95	CERTIFICATE
5-1995	CERTIFICATE
DATE	REVISION



Attachment 3
Proposed Floor Plan



N
FLOOR PLAN
 SCALE 3/16" = 1'-0"

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT A PROPOSAL TO REDESIGN THE VILLAGE'S WEBSITE – CIVICPLUS, AND RATIFYING AND CONFIRMING THE VILLAGE ADMINISTRATOR'S PRIOR ACCEPTANCE OF SAID PROPOSAL	AGENDA NO. 7 AGENDA DATE: <u>12/17/2018</u>
STAFF REVIEW: Carrie Dittman, Director of Finance	SIGNATURE: <u>C. Dittman</u>
LEGAL REVIEW: Thomas Bastian, Village Attorney	SIGNATURE: <u>THOMAS BASTIAN TH.</u>
RECOMMENDED BY: Timothy Halik, Village Administrator	SIGNATURE: <u>T. Halik</u>
REVIEWED & APPROVED BY COMMITTEE: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	
ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY) At the November 12, 2018 Finance & Administration Committee Meeting, staff discussed communication received from CivicPlus, the Village's current website provider, that stated the current platform of the website would no longer be supported effective December 2018 and that it would be phased out entirely by December 2019. CivicPlus provided a proposal for \$8,125 to redesign the website, which would automatically update the content of the mobile app. However, a separate redesign of the mobile app would need to occur down the road for an additional fee. The website redesign process will take 6-8 months and in the meantime any "bugs" that develop in the website will not be able to be fixed.	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.) CivicPlus has hosted the Village's website since 2009 and staff and committee members have had the opportunity to review some of CivicPlus' customers operating under the new format. Due to recent staff turnover that was spearheading this project and the relatively short turnaround time the Village has to make a change before the website is completely unusable, staff and committee members agreed that it would be in the Village's best interest to forego seeking additional proposals and accept the proposal from CivicPlus to get a jump start on this project. The funding will come from the Finance Department's EDP Equipment/Software line item, 01-25-615-212, which included a \$10,000 placeholder for a timeclock system that will be deferred.	
ACTION PROPOSED: ADOPT THE RESOLUTION Based on prior committee approval, staff has accepted the proposal and an initial meeting will be scheduled in the near future.	

RESOLUTION NO. 18-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO
ACCEPT A PROPOSAL TO REDESIGN THE VILLAGE'S WEBSITE –
CIVICPLUS, AND RATIFYING AND CONFIRMING THE VILLAGE
ADMINISTRATOR'S PRIOR ACCEPTANCE OF SAID PROPOSAL

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor and Village Clerk be and the same are hereby authorized and directed to accept the proposal from CivicPlus to redesign the Village's website in the not to exceed amount of \$8,125.00 as set forth in the proposal attached hereto as Exhibit "A" which is, by this reference, expressly incorporated herein. In addition, it is hereby authorized that the Village Administrator's prior acceptance of said proposal be and the same is hereby ratified and confirmed.

ADOPTED and APPROVED this 17th day of December, 2018

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____



CivicPlus Redesign Sales Form

Organization	Village of Willowbrook , IL			URL	http://willowbrookil.org/
Street Address	835 Midway Drive				
Address 2	xx				
City	Willowbrook	State	IL	Postal Code	60527
CivicPlus provides telephone support for all trained clients from 7am -7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.					
Emergency Contact & Mobile Phone	Carrie Dittman			630-272-1711	
Emergency Contact & Mobile Phone	Lauren Kaspar			630-601-8901	
Emergency Contact & Mobile Phone	xx				
Billing Contact	Tim Halik			E-Mail	thalik@willowbrook.il.us
Phone	630-920-2261	Ext.	xx	Fax	630-323-0787
Billing Address	835 Midway Drive				
Address 2	xx				
City	Willowbrook	ST	IL	Postal Code	60527
Tax ID #	36-6097046			Sales Tax Exempt #	E-9997-4304-02
Billing Terms	Net 30			Account Rep	Jenna Wolf
Info Required on Invoice (PO or Job #) xx					
Billing Contact	Janet Kufrin			Email	jkufrin@willowbrook.il.us
Phone	630-920-2236	Ext.	xx	Fax	630-323-0787
Project Contact	Carrie Dittman			Email	cdittman@willowbrook.il.us
Phone	630-920-2235	Ext.	xx	Fax	630-323-0787

--Remainder of this page left intentionally blank--

CivicPlus Redesign Project Deliverables

 CivicPlus Project Development Services & Scope of Services for
 Website Redesign

All Quotes are in US Dollars and Valid until 12/31/2018

Design & Project Overview	Annual Fee	One Time Fee
<ul style="list-style-type: none"> • Design <ul style="list-style-type: none"> ○ New design for website layout and theme. ○ Content styling is updated to match theme. ○ Redesign of graphic button icons. • Project Management • Content <ul style="list-style-type: none"> ○ Migration of 250 pages of existing content ○ Spelling and broken links will be checked and updated by content team where possible. Additional report will be provided to client. ○ Content will not be rewritten, reformatted or broken up. ○ New pages will not be created. • Training <ul style="list-style-type: none"> ○ Two (2) four (4) hour blocks virtual training for 2 people with a preset agenda that will be scheduled during the project. • CivicPlus Recurring Redesign <ul style="list-style-type: none"> ○ With our recurring redesign option, you are eligible to receive a basic website redesign with no further out-of-pocket expense at the end of every fourth year of continuous service. 	\$0	\$8,125
Redesign Add On		
Content Optimization	<i>Included</i>	
Annual Increase (subject to 5% annual increase starting with next bill)	\$00	
Total One-Time Fee		\$8,125
Total Due upon signing (depends on payment terms)		\$8,125

Controlling Documents

1. Performance under this Redesign Sales Form is subject to the terms and conditions of the Master Services Agreement ("MSA") and the original website development statement of work ("SOW") between CivicPlus and Willowbrook, IL.
 - a. In the event a conflict of terms exists between any of the foregoing documents, the MSA's terms shall control, followed by the terms in the original development SOW.

Billing and Payments

2. The Total Fees for Year 1 will be invoiced upon agreement signing, subject to proration for the Annual Fee which will be prorated from the date of signing to the date the original website SOW is currently invoiced.
3. Invoicing for Year 2 Annual Services begins on the date of the original website SOW was invoiced and is subject to 5% annual increase.
4. After initiation of this CP Website Redesign Package contract, Client will begin building eligibility for a CP Website Redesign. After 48 months under the terms of this contract and associated pricing, Client will be fully eligible for a CP Website Redesign.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

Client

TJ Halik TIMOTHY J. HALIK

Date

11.27.18

CivicPlus

Date

Sign and E-mail the entire contract with exhibits to:

Contracts@CivicPlus.com

We will e-mail a counter-signed copy of the contract back to you so we can begin your project.

CivicPlus does not require a physical copy of the contract, however, if you would like a physical copy of the contract, mail one (1) copy of the contract with original signature to:

CivicPlus Contract Manager
302 S. 4th Street, Suite 500
Manhattan, KS 66502

Upon receipt of signed original, we will counter-sign and return the copy for your files.

Addendum to the Redesign Sales Form - Annual Support, Maintenance and Hosting Services

Annual Support, Maintenance & Hosting Service Include the Following:		
Support	Maintenance of CivicPlus Application & Modules	Hosting
7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays) 24/7 Emergency Support Dedicated Support Personnel 4-hour Response During Normal Hours Usability Improvements Integration of System Enhancements Proactive Support for Updates & Fixes Online Training Manuals Monthly Newsletters Routine Follow-up Check-ins CivicPlus Connection	Install Service Patches for OS System Enhancements Fixes Improvements Integration Testing Development Usage License	Shared Web/SQL Server DNS Consulting & Maintenance Monitor Bandwidth-Router Traffic Redundant ISP Redundant Cooling Diesel Powered Generator Daily Tape Backup Intrusion Detection & Prevention Antivirus Protection Upgrade Hardware

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT
A PROPOSAL FOR PROFESSIONAL SERVICES FOR THE RECRUITMENT AND
SELECTION OF A CANDIDATE TO SERVE AS VILLAGE ADMINISTRATOR IN AN
AMOUNT NOT TO EXCEED \$19,000 – GOVHR USA, LLC

8**AGENDA NO.****AGENDA DATE:** 12/17/18**STAFF REVIEW:** Tim Halik, Village Administrator**SIGNATURE:***THB***LEGAL REVIEW:** Thomas Bastian, Village Attorney**SIGNATURE:***THOMAS BASTIAN TH.***RECOMMENDED BY:** Paul Oggerino, Village Trustee**SIGNATURE:***Paul Oggerino/P.O.***REVIEWED & APPROVED BY FINANCE & ADMINISTRATION COMMITTEE:** YES NO N/A **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)**

On July 24, 2018, Village Administrator/Director of Municipal Services Tim Halik submitted his Notice of Retirement effective May 3, 2019. As part of the succession planning for the current position of Village Administrator/Director of Municipal Services, it is recommended that the duties of Director of Municipal Services, namely: Building & Zoning, Planning & Development, Public Works, and Parks & Recreation be separated at this time to enable the new Village Administrator to focus solely on administrative functions, management of the various Village departments, and special projects of the Mayor and Village Board. This will be accomplished primarily through the hiring of a new Superintendent of Public Works, which has already been accomplished, and a full-time planner, which will be discussed under Item No. 9 on tonight's Board agenda.

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

Given the importance of the position of Administrator, the Village Board has expressed a desire to engage with a management consulting firm to conduct a recruitment and selection process. Trustee Oggerino and Administrator Halik met with Ms. Heidi Voorhees, president of GovHR USA, on Wednesday, December 5, 2018 to discuss an appropriate selection process and obtain a professional services proposal. GovHR will perform the tasks required to recruit qualified candidates and will also assist in the interview process, if desired. It is anticipated that the final group of candidates will then be brought before the Village Board to make a final selection. The successful candidate will then negotiate an Employment Agreement (i.e., contract) with the Mayor and Village Board which must be approved by the Board by a vote. The interview and selection process ultimately used is open to input from the Board, but the scope of services includes:

- Phase I – Position Assessment, Announcement, and Brochure Development
- Phase II – Advertising, Candidate Recruitment and Outreach
- Phase III – Candidate Evaluation and Screening
- Phase IV – Presentation of Recommended Candidates
- Phase V – Interview Process
- Phase VI – Appointment of Candidate

The total cost of this engagement is \$19,000 not including travel and accommodations for candidates interviewed, or printing fees for paper brochures, if desired. With regard to the proposed recruitment schedule (see last page of proposal), if this proposal is accepted and work begins later this month or early January, the Village Board should be in a position to appoint a new Village Administrator in late April 2019.

ACTION PROPOSED: Adopt Resolution.

RESOLUTION NO. 18-R-_____

A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO ACCEPT
A PROPOSAL FOR PROFESSIONAL SERVICES FOR THE RECRUITMENT AND
SELECTION OF A CANDIDATE TO SERVE AS VILLAGE ADMINISTRATOR IN AN
AMOUNT NOT TO EXCEED \$19,000 – GOVHR USA, LLC

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook,
DuPage County, Illinois, that the Mayor and Village Clerk be and the same are hereby authorized
and directed to accept the proposal from GovHR USA, LLC for professional services to conduct a
recruitment and selection process for a candidate to serve as Village Administrator in the not to
exceed amount of \$19,000.00 as set forth in the proposal attached hereto as Exhibit "A" which is,
by this reference, expressly incorporated herein.

ADOPTED and APPROVED this 17th day of December, 2018

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

Exhibit "A"



RECEIVED
DEC - 5 2018
VILLAGE OF
WILLOWBROOK

December 3, 2018

Mayor Frank Trilla
Village of Willowbrook
835 Midway Drive
Willowbrook, IL 60527

Dear Mayor Trilla:

Thank you for the opportunity to provide you with a proposal for the Village Administrator recruitment and selection process for the Village of Willowbrook. GovHR USA ("GovHR") prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

Qualifications and Experience

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. Our headquarters offices are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public sector. We have 11 full time and 8 part time employees and 23 project consultants. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities. Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted hundreds of recruitments in 29 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as *Outstanding* and indicate that they plan to use our services or highly recommend us in the future.
- Our state of the art processes, including extensive use of social media for candidate outreach and skype interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.
- We provide a two-year guarantee for our recruitments. Less than 1% of our clients have had to invoke the guarantee.
- The firm has a total of twenty-three consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Florida, Illinois, Indiana, Michigan, and Wisconsin, as well as five reference specialists and eight support staff.

Our consultants are experienced executive recruiters who have conducted over 600 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public-sector leaders.

630 Dundee Road, Suite 130, Northbrook, Illinois 60062
Local: 847.380.3240 Fax: 866.401.3100 GovHRUSA.com

GovHR is led by Heidi Voorhees, President, and Joellen Earl, Chief Executive Officer. Ms. Voorhees previously spent 8 years with the nationally recognized public-sector consulting firm, The PAR Group, and was President of The PAR Group from 2006 – 2009. Ms. Voorhees has conducted more than 250 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 12 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, with ten years as the Village Manager for the Village of Wilmette, IL. Ms. Earl is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Earl has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

Consultant Assigned

GovHR President Heidi Voorhees will be responsible for your recruitment and selection process. His biography is attached to this Proposal and his contact information is:

Heidi Voorhees
President
GovHR USA LLC
Telephone: 847-380-3243
HVoorhees@GovHRusa.com

A complete list of GovHR's clients is available on our website at www.govhrusa.com

References

The following references can speak to the quality of service provided by GovHR:

Lake Forest, IL (City Manager, 2018) – Heidi Voorhees

Robert T. E. Lansing, Mayor
City of Lake forest
390 E. Wisconsin Ave.
Lake Forest, IL 60045
847-226-0511
lansingr@cityoflakeforest.com

Woodridge, IL (Village Administrator, 2017) - Heidi Voorhees

Gina Cunningham-Picek
Mayor
5 Plaza Drive
Woodridge, IL 60517
630-719-4706
gunningham@vil.woodridge.il.us

Normal, IL (City Manager, 2017) - Heidi Voorhees

Mayor Chris Coos
Town of Normal
11 Uptown Circle

Normal, IL 61761
309-454-9503
mayor@normal.org

Scope of Work

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your Village Administrator search. GovHR clients are informed of the progress of a recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

GovHR suggests the following approach to your recruitment, subject to your requests for modification:

Phase I – Position Assessment, Position Announcement and Brochure Development

Phase I will include the following steps:

- One-on-one or group interviews will be conducted with elected officials, appointed officials, staff, business community representatives and any other stakeholders identified by the client to develop our Recruitment Brochure. The Proposal assumes up to two full days and one night depending upon the client's needs. We can also utilize dedicated email and surveys to obtain feedback from stakeholder groups. Previous clients have invited community leaders to meetings with our consultants; other clients have developed surveys for the community or organization; and some clients request we use a combination of these methods to fully understand community and organizational needs and expectations for the next Village Administrator. We will work closely with you on the format that best meets your needs.
- Development of a **Position Announcement**.
- Development of a detailed **Recruitment Brochure** for your review and approval.
- Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes 90 days from the time you sign the contract until you are ready to appoint the finalist candidate.

Phase II – Advertising, Candidate Recruitment and Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 5,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following steps:

- Placement of the Position Announcement in appropriate professional online publications. In addition to public sector publications and websites, outreach will include LinkedIn and other private sector resources. We can provide the Village with a list of where we intend to place the position announcement, if requested.
- The development of a database of potential candidates from across the country unique to the position and to the Village of Willowbrook, focusing on the leadership and management skills

identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I. This database can range from several hundred to thousands of names depending on the parameters established for the outreach. Outreach will be done in person, and through e-mail and telephone contacts. GovHR consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

Phase III – Candidate Evaluation and Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.

Candidates will be interviewed by skype or facetime to fully grasp their qualifications, experience and interpersonal skills. The interviews include asking specific questions about their experiences and skill sets as well as asking questions specific to the Village Administrator. We will ask follow up questions and probe specific areas. By utilizing skype or facetime we will have an assessment of their verbal skills and their level of energy for and interest in the position.

- Formal and informal references and an internet/social media search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by GovHR, ensuring that the Village of Willowbrook's process is professional and well regarded by all who participate.

Phase IV – Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. GovHR will provide you with a log of all candidates who applied. You may also review all the résumés, if requested.
- GovHR will meet with you on-site to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours discussing the candidates by reviewing their skype interviews and providing excerpts from the references we will have conducted on the individuals.

Phase V –Interviewing Process

Phase V will include the following steps:

- After the Recruitment Report is presented, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample or oral presentation.

- GovHR will develop the first and second round interview questions for your review and comment. GovHR will provide you with interview books that include the credentials each candidate submits, a set of questions with room for interviewers to make notes, and evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.
- GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. In addition to a structured interview with the Village, the schedule will incorporate a tour of Village of Willowbrook's facilities and interviews with senior staff, if the Village so desires.
- Once candidates for interview are selected, additional references will be contacted, along with verification of educational credentials, criminal court, credit, and motor vehicle and records checks.
- GovHR recommends a two-step interviewing process with (typically) five or six candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and an evaluation sheet.
- GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

Phase VI – Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Citizen Involvement in the Recruitment Process

GovHR has entered into an exclusive strategic partnership with Polco. Polco provides the tools for municipalities to collect citizens' views. Community responses are validated using the local voter database to verify the responses. Civic engagement is enhanced by using websites, widgets, and apps to meet the citizens where they are. Citizens become more active and informed participants in the process by voicing their views to municipal leaders and other citizens. Polco makes voicing opinions accessible, easy and convenient. It is an excellent tool that can be used to solicit input during the recruitment process and can be used in the future for a wide variety of purposes related to civic engagement. This is an optional service. Pricing available upon request.

Leadership/Personality Assessments

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Typically these tools cost \$300 per candidate to administer. This fee is not included in our proposal.

Optional 360° Evaluation

As a service to the Village of Willowbrook, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed Village Administrator at about six months into his or her employment. This evaluation will include seeking feedback from both Elected Officials and Department Directors, along with any other constituent the Village feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR USA will prepare a proposal for this service.

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

- Weeks 1 - 2 On-site interviews of Village officials and staff, development and approval of recruitment brochure
Deliverable: recruitment brochure
- Weeks 3 - 8 Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant
- Week 9 Consultant recommendation to the Village of qualified candidates
Deliverable: recruitment report
- Week 10 Selection of candidate finalists by the Village; additional background and reference checks, report preparation and presentation
Deliverable: interview reports including suggested questions and evaluation sheets
- Weeks 11-12 Interviews of selected finalist candidates; recommendation of final candidate; negotiation, offer, acceptance and appointment

Summary of Costs	Price
Recruitment Fee:	\$14,000
Recruitment Expenses: (not to exceed)	2,500
➤ Expenses include consultant travel, postage/shipping, telephone, support services, candidate due diligence efforts, copying etc.	
Advertising:	2,500*
*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.	
Total:	\$19,000*

**This fee does not include travel and accommodations for candidates interviewed. Recruitment brochures are produced as electronic files. Printed brochures can be provided, if requested, for an additional cost of \$900.

The above cost proposal is predicated on four consultant visits to the Village; the first for the recruitment brochure interview process (up to two full days and one night, depending upon the client's needs; if additional days are needed they will be billed at \$500 per half day and \$950 for a full day, plus additional hotel charges, if required); the second to present recommended candidates; and the third and fourth for the candidate interview process (second round interviews are often scheduled a week or so following the first round interviews). Any additional consultant visits requested by the Village will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows:

1st Payment: 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

2nd Payment: 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

Final Payment: 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Recruitment expenses and the costs for printing the Recruitment Brochure will be itemized in detail. Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

Philosophy

Executive search is an important decision-making process for an organization and our primary goal is to provide our client with the information to make the best hiring decision. Our firm's executive recruitment

philosophy embraces a professional process of integrity, trust, and respect toward all parties involved, and complete commitment toward meeting the expressed needs and desires of our client. All of our services are handled by principals of the firm who have established and well-regarded reputations in the search field, as well as actual operating experience in the public management fields in which they now consult. Each has impeccable professional credentials and unblemished personal reputations. Keeping both our client and prospective candidates informed on the status of the recruitment on a regular basis is also an important part of our recruitment process. Our work is carried out in an open manner with particular attention given toward seeking out critical factors of a client's organization and governance, and utilizing such information respectfully and discreetly in seeking out candidates who truly have the ability to meet the expectations and needs of the client—working strenuously in developing a fully qualified, "best match" candidate pool for client consideration. Our process includes assistance in the critical final interview and selection phases of the recruitment, and availability to both client and candidate for months following the appointment. Our process was developed and refined over the years to meet the special, and often unique, needs and circumstances facing our local government, public management, and related not-for-profit clients.

GovHR Guarantee

It is the policy of GovHR to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the Village not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration. Additional reimbursable expenses may be incurred should the situation require consultant travel to Village of Willowbrook beyond the planned four visits.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Village or the employee's own determination, leave the employ of the Village within the first 24 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only, if requested to do so within six months of the employee's departure.

In addition, in accordance with the policy of our firm as well as established ethics in the executive search industry, we will not actively recruit the placed employees for a period of five years.

Why Choose GovHR?

We ask you to consider the following as you deliberate:

- We are a leader in the field of local government recruitment and selection with experience in more than 29 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of Women Leading Government, the International Hispanic Network, the California Network of Asian Public Administrators, and the National Forum for Black Public Administrators.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via Skype, conducted reference calls, and media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.

- We are your partners in this important process. You are welcome to review all the resumes we receive, and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Sincerely,



Heidi J. Voorhees
President
GovHR USA

Attachment: Consultant Biography

ACCEPTED BY THE VILLAGE OF WILLOWBROOK, ILLINOIS

BY: _____

TITLE: _____

DATE: _____

CONSULTANT BIOGRAPHY

HEIDI VOORHEES President

Heidi Voorhees is the president and co-owner of GovHR USA, and possesses more than 30 years of collective experience working in local government. She has served as both a municipal leader and partner with local governments and nonprofits, handling executive search and management consulting. Heidi's exceptional communication style and lasting relationships have positioned her as a widely-respected leader in her field across the U.S. She is deeply focused on understanding the culture of each organization that GovHR USA serves.

Executive searches conducted by Heidi for GovHR USA are uniquely tailored around clients, and achieved through consensus-building and decision making with a wide range of community leaders. This in-depth and thorough consulting method sets Heidi apart from others in her industry; she leads executive talent searches that expertly identify imperative skill-sets, and provide a robust match for core values and professional environment.

The crucial ability to understand the needs, challenges and perspectives within clients' organizations are ingrained in Heidi's fundamental strengths; she works in a highly-effective manner with elected and appointed officials to assist them in making critical personnel decisions. Through this exemplary approach, she understands the intricacies that exist within organizations and communities. Realizing the importance of her clients' human resource and executive management needs, Heidi works tirelessly to advise and consult, so that she can strategically connect the best talent available with her clients.

Heidi is extremely passionate about her commitment to advancing women and minorities in local government, which is also a strong emphasis of GovHR USA. She believes in conducting extensive outreach in the search for talented individuals which results in highly qualified candidates from all backgrounds.

Professional Education, Training and Instruction

- Bachelor of Science degree in Political Science, Illinois State University, IL
- Master's degree in Public Affairs from the School of Public and Environmental Affairs, Indiana University, IN
 - Fellow at Eli Lilly State and Local Government Fellowship Program
 - Distinguished Alumnus

Professional Development and Speaking Engagements

- Trainer/Speaker on Recruitment Selection: Legacy Project Annual Conference, International City and County Management Association annual conference, Illinois City and County Management Association (ILCMA) conference, Wisconsin City and County Management Association conference, Michigan Municipal Executives, Ohio City and County Management Association, American Public Works Association-Chicago Metro Chapter, Illinois Association of Municipal Management Assistants, Northern Illinois University Civic Leadership Program, and Great Lakes Leadership Academy
- Former Adjunct Instructor: Center for Public Safety, Northwestern University Campus
- Former Instructor: Master's Degree Program in Public Policy and Administration, Northwestern University
- Former Trainer: Executive Management Program on Management, Community Relations, and Organizational Culture for Law Enforcement

Memberships and Affiliations

- Co-founder of The Legacy Project, an organization dedicated to advancing women in Illinois local government
- Chicago Metropolitan Managers' Association, Past Board Member
- Illinois City and County Management Association (ILCMA), Past Board Member
- International City and County Management Association (ICMA), Member
- Leadership Greater Chicago Program, Past Participant
- Active Rotarian for 26 years, Charter Member for Wilmette Harbor Rotary

Local Government Professional Background:**19 Years of Local Government Leadership and Management**

• Village Manager, Village of Wilmette, IL	1990-2001
• Assistant Village Manager, Village of Wilmette, IL	1986-1990
• Assistant to the Village Manager, Village of Schaumburg, IL	1984-1986
• Budget Analyst, City of Kansas City, MO	1983-1984
• Cunningham-Noll Fellow, City of Kansas City, MO	1982-1983



GovHR USA

Voorhees Associates GovTempsUSA

Willowbrook, Illinois Village Administrator
Proposed Recruitment Schedule

Late December/Early Jan.	Consultant is on site to meet with Mayor and Village Board, staff members and other stakeholders designated by the Village.
Early January	Position Announcement and Recruitment Brochure are developed and sent to Willowbrook for review and approval.
January 10 or earlier	Position Announcement is placed on appropriate websites and social media venues by GovHRUSA .
January 10 or earlier	Recruitment brochure is finalized and sent to potential candidates.
February 6-8	Position is marketed at Illinois City and County Managers Association Winter Conference
February 15	Deadline for resumes.
Mid to Late February	Consultant reviews resumes, interviews candidates, conducts background reviews, due diligence, etc. Consultant narrows field to 8-10 candidates for further consideration.
Early March	Consultant submits Recruitment Report to Willowbrook. A log of all resumes will be shared with Willowbrook and the Village is welcome to review all resumes received.
Early March	Consultant meets with Willowbrook to review candidates and Willowbrook selects candidates for the interview process.
Late March	Willowbrook conducts interviews.
Late April:	Village Board appoints Village Administrator

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: DISCUSSION – SUCCESSION PLANNING FOR THE POSITION OF VILLAGE ADMINISTRATOR/DIRECTOR OF MUNICIPAL SERVICES: POSITION OF PLANNER	AGENDA NO.	9	
		AGENDA DATE: <u>12/17/18</u>	
STAFF REVIEW: Tim Halik, Village Administrator	SIGNATURE: <u>T. Halik</u>		
LEGAL REVIEW: Thomas Bastian, Village Attorney	SIGNATURE: <u>THOMAS BASTIAN TH.</u>		
RECOMMENDED BY: Paul Oggerino, Village Trustee	SIGNATURE: <u>Paul Oggerino/ea</u>		
REVIEWED & APPROVED BY MUNI. SERV. COMMITTEE:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

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

Aside from Village administrative duties, and direct involvement in completing other department tasks, the current duties of the position of Village Administrator/Director of Municipal Services include planning & development. These tasks can be separated into economic development type duties and community development type duties. The economic development type functions (e.g., business attraction, business retention type efforts) are completed with involvement by Mayor Trilla. Whereas, the community development type functions (e.g., applying the Village's Comprehensive Land Use Plan, Zoning Ordinance and Subdivision Ordinance enforcement, development technical review, and acting as the Village's designated Zoning Administrator) are completed with a consultant planner working three (3) days a week. One of the benefits of this separated approach is to avoid the inherent conflicts between the two types of functions.

In March of 2010, the Village position of full-time planner was eliminated and the Village accepted a proposal from the planning firm WBK Associates to provide planning services on an as-needed basis. Our current planner, Ms. Ann Choi, works three (3) days a week at Willowbrook at an hourly billing rate of \$98/hour. Although monthly costs vary depending on the level of development activity, annualized costs for this part-time service is approximately \$93,300 (see attached spreadsheet).

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

Presuming the new Village Administrator will not have a technical planning background and would likely not have adequate time to engage in planning duties to the extent required, it would be difficult to continue to fulfil these duties through the use of a part-time outsourced consultant planner working only 3 days a week. Therefore, the recommendation is to hire a full-time senior planner in place of the currently outsourced position. Based on an expected starting salary of an experienced AICP Certified planner of \$83,000/year, the total annual cost, with benefits, of this new position would range from \$109,600 to \$123,800 (\$52.70/hr. to \$59.52/hr.) depending on health insurance costs (i.e., single coverage vs. family coverage, or in between coverage plans). This would mean an increase in costs to the Village of \$16,300 to \$30,500 per year, in the first year. However, if we were to continue to use the outsourced planner but expand work hours to 5 days a week, that cost would be approximately \$155,500/year.

This position would serve as the Village's designated Zoning Administrator, would be responsible for development review and analysis, would draft staff reports and present projects to the Village Plan Commission and Village Board, and other special projects. The position would also serve as an information resource and assist the Mayor as needed in the completion of economic development type duties.

ACTION PROPOSED: Obtain the consensus of the Board to add a full-time planner position in place of the current part-time outsourced consultant planner.

ANNUAL SALARY 5/1/2018	2018 RATE 14.74% IMRF	\$128,400 FICA	MEDICARE	UNEMPLOY	FAMILY* MEDICAL	FAMILY DENTAL	LIFE INS	TOTAL	TRUE HOURLY RATE
\$ 83,000 \$ 39,904	\$ 12,234	\$ 5,146	\$ 1,204	\$ 68	\$ 20,608	\$ 1,372	\$ 186	\$ 123,818	\$ 59.528

\$ 83,000	\$ 12,234	\$ 5,146	\$ 1,200
\$ 39,904			
8,201.47			
7,764.13			
11,954.92			
7,561.26			
16,815.86			
23,353.84			
(26,291.57)	less Rt. 83 corr/comp plan, SS area		
7,152.38			
7,340.09			
18,223.23			
8,180.88			
8,564.15			
7,655.88			
7,970.88			
7,049.39			
9,064.17			
9,387.11			
139,948.07	18 months		
7,774.89	average month		

\$ 93,298.71 annualized

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DEC - 3 2018
VILLAGE OF
WILLOWBROOK