

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, NOVEMBER 12, 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 - 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 (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 (ADOPT)

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
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

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
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
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

PRIOR BUSINESS

12. COMMITTEE REPORTS
13. ATTORNEY'S REPORT
14. CLERK'S REPORT
15. ADMINISTRATOR'S REPORT
16. CLOSED SESSION
17. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, OCTOBER 22, 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, Gayle Neal, and Paul Oggerino.

ABSENT: Trustee Michael Mistele

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 Police Sergeant David Gaddis to lead everyone in saying the Pledge of Allegiance.

4. MAYOR'S REPORT

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

Chief Schaller provided an update on new parking signs in the industrial park.

Trustee Neal provided an update on the Sterigenics Task Force.

5. VISITORS' BUSINESS

Several residents spoke about issues and concerns relating to Sterigenics. One resident spoke about the noise from the new ice rink.

Page 2
Village Board Minutes
October 22, 2018

6. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - October 8, 2018 (APPROVE)
- c. Warrants - \$399,518.66 (APPROVE)
- d. Motion - Board Authorization for Staff to Process Current Delinquent Water Bills in Accordance with Past Practices (PASS)
- e. Report - Annual Pension Board Pension Fund Report (RECEIVE)

Mayor Trilla asked the Board if there were any items to be removed from the Omnibus Vote Agenda. Trustee Davi requested that Item E be removed and voted on separately.

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

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

MOTION: Made by Trustee Kelly and seconded by Trustee Neal to approve the Item 6e of the Omnibus Vote Agenda as presented.

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

MOTIONS DECLARED CARRIED

NEW BUSINESS

7. RESOLUTION - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK ESTIMATING THE PROPERTY TAXES TO BE LEVIED FOR THE 2018 PROPERTY TAX LEVY

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 tax impact for a home owner with a home market value of \$300,000.00 would be approximately \$17.22; which is a 5.01% decrease from last year's tax levy.

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

MOTION: Made by Trustee Kelly and seconded by Trustee Berglund to adopt Resolution No. 18-R-69 as presented.

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

MOTION DECLARED CARRIED

8. RESOLUTION - A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CERTAIN INTERGOVERNMENTAL AGREEMENT WITH MAERCKER SCHOOL DISTRICT 60 FOR THE PURPOSE OF ASSIGNING THE MAINTENANCE RESPONSIBILITIES OF CERTAIN RIGHT-OF-WAY IMPROVEMENTS TO THE SCHOOL DISTRICT

Administrator Halik reminded the Board that at a previous Board meeting, an ordinance was approved for an amendment to the special use permit to allow the Maercker School District to construct a large addition onto Holmes Elementary School. The site development plan includes improvements to the existing school bus drop off and pick-up lane along 58th Place. The improvements will be installed on Village right-of-way. Since the improvements will only benefit the school, an intergovernmental agreement was drafted that provides that the school district will maintain the improvements.

The Maercker School District approved the agreement at their last school board meeting held on October 16, 2018.

MOTION: Made by Trustee Neal and seconded by Trustee Oggerino to adopt Resolution No. 18-R-70 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

9. COMMITTEE REPORTS

Trustee Neal thanked Mayor Trilla and Chief Schaller for taking care of the truck parking issues in the industrial park.

Trustee Kelly stated that his issues with the Village website have been addressed and thanked Assistant Administrator Monteleone for his efforts.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Oggerino had no report.

10. ATTORNEY'S REPORT

Attorney Bastian had no report.

11. CLERK'S REPORT

Clerk Hansen had no report.

12. ADMINISTRATOR'S REPORT

Administrator Halik related that there was an expenditure in excess of \$5,000 for bridge repair work on Lane Court.

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

13. CLOSED SESSION

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

14. ADJOURNMENT

MOTION: Made by Trustee Neal and seconded by Trustee Berglund, to adjourn the Regular Meeting at the hour of 7:21 p.m.

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

MOTION DECLARED CARRIED

Page 5
Village Board Minutes
October 22, 2018

PRESENTED, READ and APPROVED.

November 12, 2018.

Mayor

Minutes transcribed by Deputy Clerk Cindy Stuchl.

WARRANTS

November 12, 2018

GENERAL CORPORATE FUND	-----	\$191,698.40
WATER FUND	-----	20,784.95
POLICE PENSION FUND	-----	3,242.18
L.A.F.E.R FUND	-----	2,000.00
RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX	-----	2,118.40
 TOTAL WARRANTS	-----	\$219,843.93

Carrie Dittman, Director of Finance

CD

APPROVED:

Frank A. Trilla, Mayor

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
10/29/2018	APCH	93209	ILLINOIS STATE TREASURER	ESCHEATS/UNCLAIMED PROP PAYABLE	210-102	00	888.16
10/31/2018	APCH	93210	LINA EMBROIDERY	CADET PROGRAM	630-308	30	259.75
11/13/2018	APCH	104 (E)*#	WEX BANK	FUEL/MILEAGE/WASH	455-303	10	110.26
				FUEL/MILEAGE/WASH	630-303	30	4,535.00
				FUEL/MILEAGE/WASH	710-303	35	774.41
				FUEL/MILEAGE/WASH	810-303	40	53.95
				CHECK APCHK 104 (E) TOTAL FOR FUND 01:			5,473.62
11/13/2018	APCH	93211	AMERICAN FIRST AID SERVICE INC	MAINTENANCE - PW BUILDING	725-418	35	19.60
11/13/2018	APCH	93212	APPRIIZE PROMOTIONAL PRODUCTS	CHILDREN'S HOLIDAY PARTY	585-155	20	566.00
11/13/2018	APCH	93213	ARROWHEAD SCIENTIFIC INC	JAIL SUPPLIES	650-343	30	223.30
11/13/2018	APCH	93214	ARTISTIC ENGRAVING	OPERATING EQUIPMENT	630-401	30	88.66
11/13/2018	APCH	93218	B & E AUTO REPAIR & TOWING	MAINTENANCE - VEHICLES	630-409	30	93.75
				MAINTENANCE - VEHICLES	630-409	30	282.30
				MAINTENANCE - VEHICLES	630-409	30	57.03
				MAINTENANCE - VEHICLES	630-409	30	114.15
				MAINTENANCE - VEHICLES	630-409	30	57.03
				MAINTENANCE - VEHICLES	630-409	30	287.69
				MAINTENANCE - VEHICLES	630-409	30	233.01
				MAINTENANCE - VEHICLES	630-409	30	33.00
				MAINTENANCE - VEHICLES	630-409	30	141.30
				MAINTENANCE - VEHICLES	630-409	30	32.95
				MAINTENANCE - VEHICLES	630-409	30	32.95
				MAINTENANCE - VEHICLES	630-409	30	30.00
				CHECK APCHK 93218 TOTAL FOR FUND 01:			1,395.16
11/13/2018	APCH	93219	BKD, LLP	AUDIT SERVICES	620-251	25	6,065.00
11/13/2018	APCH	93220	BLACK GOLD SEPTIC	MAINTENANCE - GARAGE	725-413	35	350.00
11/13/2018	APCH	93221	BRYAN'S GARAGE DOOR SOLUTIONS	MAINTENANCE - BUILDING	466-228	10	300.00
11/13/2018	APCH	93222	BUILDING & FIRE CODE ACADEMY	SCHOOLS/CONFERENCES/TRAVEL	810-304	40	195.00
11/13/2018	APCH	93223	BUTTREY RENTAL SERVICE, INC.	EQUIPMENT RENTAL	750-290	35	198.00

Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND								
11/13/2018	APCH	93224		CALL THE UNDERGROUND OASIS IRRIG LANDSCAPE - VILLAGE HALL		466-293	10	150.00
11/13/2018	APCH	93225		CHOICE OFFICE EQUIP & SUPPLIES IN COPY SERVICE		455-315	10	328.94
11/13/2018	APCH	93226		CLARKE AQUATIC SERVICES INC	CONTRACTED MAINTENANCE	570-281	20	1,122.00
11/13/2018	APCH	93228#		COMCAST CABLE	INTERNET/WEBSITE HOSTING	460-225	10	223.69
					INTERNET/WEBSITE HOSTING	715-225	35	114.85
					CHECK APCHK 93228 TOTAL FOR FUND 01:			338.54
11/13/2018	APCH	93229*#		COMED	ENERGY " STREET LIGHTS	745-207	35	622.00
					ENERGY - STREET LIGHTS	745-207	35	156.18
					CHECK APCHK 93229 TOTAL FOR FUND 01:			778.18
11/13/2018	APCH	93230		COMM ON ACCREDITATION FOR	ACCREDITATION	630-202	30	4,645.00
11/13/2018	APCH	93231*#		DELTA DENTAL PLAN OF ILLINOIS	EMP DED PAY- INSURANCE	210-204	00	1,488.10
					HEALTH/DENTAL/LIFE INSURANCE	455-141	10	271.09
					HEALTH/DENTAL/LIFE INSURANCE	510-141	15	114.32
					HEALTH/DENTAL/LIFE INSURANCE	610-141	25	228.64
					HEALTH/DENTAL/LIFE INSURANCE	630-141	30	2,126.27
					HEALTH/DENTAL/LIFE INSURANCE	710-141	35	213.93
					HEALTH/DENTAL/LIFE INSURANCE	810-141	40	114.32
					CHECK APCHK 93231 TOTAL FOR FUND 01:			4,556.67
11/13/2018	APCH	93233		FEDERAL EXPRESS CORP.	POSTAGE & METER RENT	455-311	10	87.36
11/13/2018	APCH	93234		FENSKE JOHN	CHILDRENS SPECIAL EVENTS - OTHER	585-150	20	210.56
11/13/2018	APCH	93235		FIRESTONE TIRE & SERVICE	MAINTENANCE - VEHICLES	630-409	30	2,198.52
11/13/2018	APCH	93236#		H AND R CONSTRUCTION INC.	MAINTENANCE - BUILDING	466-228	10	1,800.00
					STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	1,800.00
					CHECK APCHK 93236 TOTAL FOR FUND 01:			3,600.00
11/13/2018	APCH	93239		HOMER INDUSTRIES	PARK LANDSCAPE SUPPLIES	565-341	20	1,440.00
11/13/2018	APCH	93240		ILL. NOTARY DISCOUNT BONDING	FEES/DUES/SUBSCRIPTIONS	630-307	30	53.95

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
11/13/2018	APCH	93241	INTN'L CODE COUNCIL INC	FEES/DUES/SUBSCRIPTIONS	810-307	40	92.00
				EDP EQUIPMENT/ SOFTWARE	815-212	40	30.95
				CHECK APCHK 93241 TOTAL FOR FUND 01:			122.95
11/13/2018	APCH	93242	JAMES MARTINO	FUEL/MILEAGE/WASH	630-303	30	20.01
				SCHOOLS/CONFERENCES/TRAVEL	630-304	30	325.00
				CHECK APCHK 93242 TOTAL FOR FUND 01:			345.01
11/13/2018	APCH	93243	JOSEPH LAVALLE	UNIFORMS	630-345	30	107.92
11/13/2018	APCH	93244	KLEIN, THORPE & JENKINS, LTD.	FEES - SPECIAL ATTORNEY	470-241	10	5,682.80
11/13/2018	APCH	93245	LA FASTENERS INC	BUILDING MAINTENANCE SUPPLIES	466-351	10	85.57
11/13/2018	APCH	93247	LAW ENFORCEMENT RECORDS MNGRS IL	FEES/DUES/SUBSCRIPTIONS	630-307	30	25.00
11/13/2018	APCH	93248*	LAW OFFICES STORINO RAMELLO&DURK	FEES - VILLAGE ATTORNEY	470-239	10	7,458.00
				CRISIS MANAGEMENT	475-367	10	12,367.00
				CHECK APCHK 93248 TOTAL FOR FUND 01:			19,845.00
11/13/2018	APCH	93249	Leslie & Patrick Schuetz	BROW18-003 - PB17-023	210-109	00	3,000.00
				BROW17-006 - PB17-023	210-109	00	1,000.00
				CHECK APCHK 93249 TOTAL FOR FUND 01:			4,000.00
11/13/2018	APCH	93250	LORI RINELLA	FUEL/MILEAGE/WASH	630-303	30	19.82
11/13/2018	APCH	93251	LUCY FRAISER TOXICOLOGY CONSULTI	CRISIS MANAGEMENT	475-367	10	5,625.00
11/13/2018	APCH	93253	NCPERS GROUP LIFE INSURANCE	EMP DED - SUPPLEMENTAL LIFE INSURANCE	210-213	00	112.00
11/13/2018	APCH	93254	NICHOLAS VOLEK	K-9 PROGRAM	650-340	30	86.59
11/13/2018	APCH	93255	NICHOLAS VOLEK	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	531.66
11/13/2018	APCH	93256#	NICOR GAS	NICOR GAS (835 MIDWAY)	466-236	10	79.63
				NICOR GAS (825 MIDWAY)	570-235	20	77.39
				NICOR GAS (7760 QUINCY)	630-235	30	263.07
				NICOR GAS	725-415	35	155.47
				CHECK APCHK 93256 TOTAL FOR FUND 01:			575.56

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
11/13/2018	APCH	93257#	NJ RYAN TREE & LANDSCAPE LLC	LANDSCAPE MAINTENANCE SERVICES	565-342	20	3,120.00
				LANDSCAPE MAINTENANCE SERVICES	565-342	20	7,800.00
				TREE MAINTENANCE	750-338	35	4,680.00
				REIMB EXP - BRUSH PICKUP	755-284	35	9,800.00
				CHECK APCHK 93257 TOTAL FOR FUND 01:			<u>25,400.00</u>
11/13/2018	APCH	93258	NORTH EAST MULTI REGIONAL TRNG.	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	255.00
11/13/2018	APCH	93259	NOVOTNY ENGINEERING	FEES - ENGINEERING	720-245	35	5,693.16
11/13/2018	APCH	93260	ON-TARGET SOLUTIONS GROUP INC	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	800.00
11/13/2018	APCH	93261	P FARBER & ASSOCIATES LLC	CRISIS MANAGEMENT	475-367	10	1,406.00
11/13/2018	APCH	93262	PARTNERS & PAWS VETERINARY SERV	K-9 PROGRAM	650-340	30	792.48
				K-9 PROGRAM	650-340	30	78.20
				K-9 PROGRAM	650-340	30	376.98
				K-9 PROGRAM	650-340	30	348.02
				K-9 PROGRAM	650-340	30	49.02
				CHECK APCHK 93262 TOTAL FOR FUND 01:			<u>1,644.70</u>
11/13/2018	APCH	93263	Pride Restaurants	Pd for vending/already paid by vendor	210-101	00	15.00
11/13/2018	APCH	93264	RAY O'HERRON CO., INC.	UNIFORMS	630-345	30	44.99
				UNIFORMS	630-345	30	248.99
				UNIFORMS	630-345	30	49.94
				OPERATING EQUIPMENT	630-401	30	709.82
				CHECK APCHK 93264 TOTAL FOR FUND 01:			<u>1,053.74</u>
11/13/2018	APCH	93265	RUTLEDGE PRINTING CO.	OFFICE SUPPLIES	630-301	30	384.34
11/13/2018	APCH	93266	RYDIN DECAL	PRINTING & PUBLISHING	455-302	10	558.01
11/13/2018	APCH	93267	SCHIFF HARDIN LLP	CRISIS MANAGEMENT	475-367	10	30,137.00
11/13/2018	APCH	93268	SHERIDAN PLUMBING & SEWER	JET CLEANING CULVERT	750-286	35	3,720.00
11/13/2018	APCH	93269	SPORTSFIELD, INC.	BALLFIELD MAINTENANCE/SUPPLIES	570-280	20	3,390.00
11/13/2018	APCH	93270#	STAPLES	OFFICE SUPPLIES	455-301	10	145.65
				COMMISSARY PROVISION	455-355	10	56.98

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
11/13/2018	APCH	93272	T.P.I.	OFFICE SUPPLIES	610-301	25	299.55
				CHECK APCHK 93270 TOTAL FOR FUND 01:			502.18
				CONSULTING SERVICES	815-306	40	1,592.50
				PLAN REVIEW - BUILDING CODE REIMB.	820-258	40	10,122.00
				PLAN REVIEW - BUILDING CODE REIMB	820-258	40	7,955.97
				PART TIME - INSPECTOR	830-109	40	5,019.00
				PLUMBING INSPECTION REIMB.	830-115	40	945.00
				CHECK APCHK 93272 TOTAL FOR FUND 01:			25,634.47
11/13/2018	APCH	93273*#	TAMELING INDUSTRIES	STREET & ROW MAINTENANCE	750-328	35	1,521.00
				STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	57.60
				CHECK APCHK 93273 TOTAL FOR FUND 01:			1,578.60
11/13/2018	APCH	93274	THOMPSON ELEV. INSPECT. SERVICE	ELEVATOR INSPECTION - REIMB.	830-117	40	100.00
11/13/2018	APCH	93276#	TOM & JERRY'S SHELL SERVICES	MAINTENANCE - VEHICLES	630-409	30	75.00
				MAINTENANCE - VEHICLES	735-409	35	217.77
				CHECK APCHK 93276 TOTAL FOR FUND 01:			292.77
11/13/2018	APCH	93277	TRAFFIC CONTROL & PROTECTIONS	ROAD SIGNS	755-333	35	2,501.00
11/13/2018	APCH	93278*#	UNDERGROUND PIPE & VALVE, CO.	STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	457.56
11/13/2018	APCH	93279	UNIFIRST	MAINTENANCE - PW BUILDING	725-418	35	104.32
				MAINTENANCE - PW BUILDING	725-418	35	104.32
				CHECK APCHK 93279 TOTAL FOR FUND 01:			208.64
11/13/2018	APCH	93281	WAREHOUSE DIRECT	OFFICE SUPPLIES	630-301	30	250.27
11/13/2018	APCH	93282	WBK ENGINEERING LLC	PLAN REVIEW - PLANNER	520-257	15	9,387.11
11/13/2018	APCH	93283	WILSON NURSERIES, INC	TREE MAINTENANCE	750-338	35	2,141.00
				REIMB EXP - OTHER	755-283	35	1,491.00
				CHECK APCHK 93283 TOTAL FOR FUND 01:			3,632.00
				Total for fund 01 GENERAL FUND			191,698.40

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND							
11/13/2018	APCH	104 (E) *#	WEX BANK	FUEL/MILEAGE/WASH	401-303	50	774.41
11/13/2018	APCH	93215	ASSOCIATED TECHNICAL SERV. LTD.	LEAK SURVEYS	430-276	50	635.00
11/13/2018	APCH	93216	AT & T MOBILITY	PHONE - TELEPHONES	401-201	50	63.24
11/13/2018	APCH	93227	CLOVERS GARDEN CENTER	WATER DEPOSIT REFUND	280-131	00	78.50
11/13/2018	APCH	93229*#	COMED	ENERGY - ELECTRIC PUMP	420-206	50	255.49
11/13/2018	APCH	93231*#	DELTA DENTAL PLAN OF ILLINOIS	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	213.93
11/13/2018	APCH	93232	EJ USA INC	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	4,425.00
11/13/2018	APCH	93237	H-B-K WATER METER SERVICE	METERS FLOW TESTING - REIMB.	435-278	50	45.49
11/13/2018	APCH	93238	HACH CHEMICAL COMPANY	CHEMICALS	420-361	50	247.27
11/13/2018	APCH	93246	LAKE HINSDALE VILLAGE	WATER DEPOSIT REFUND	280-131	00	84.80
11/13/2018	APCH	93271	SUNSET SEWER & WATER	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	3,440.80
11/13/2018	APCH	93273*#	TAMELING INDUSTRIES	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	108.90
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	54.00
				CHECK APCHK 93273 TOTAL FOR FUND 02:			162.90
11/13/2018	APCH	93278*#	UNDERGROUND PIPE & VALVE, CO.	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	2,400.00
				MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	2,400.00
				MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	1,500.00
				MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	2,400.00
				MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	69.00
				MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	164.00
				MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	1,350.00
				CHECK APCHK 93278 TOTAL FOR FUND 02:			10,283.00
11/13/2018	APCH	93280	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	75.12
				Total for fund 02 WATER FUND			20,784.95

11/06/2018 01:02 PM
User: JKufrin
DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 10/24/2018 - 11/13/2018

Page 7/9

Check	Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 07 POLICE PENSION FUND								
11/13/2018	APCH	93217	ATWELL & ATWELL		LEGAL FEES	401-242	62	1,100.00
11/13/2018	APCH	93275	TIMOTHY KOBLER		SCHOOLS CONFERENCE TRAVEL	401-304	62	1,469.46
					SCHOOLS CONFERENCE TRAVEL	401-304	62	672.72
					CHECK APCHK 93275 TOTAL FOR FUND 07:			2,142.18
					Total for fund 07 POLICE PENSION FUND			3,242.18

11/06/2018 01:02 PM
User: JKufrin
DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 10/24/2018 - 11/13/2018

Page 8/9

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 14 LAND ACQUISITION, 11/13/2018	APCH	93252	N. BATISTICH ARCHITECTS	FACILITIES	930-415	75	2,000.00
				Total for fund 14 LAND ACQUISITION, FACILITY, E			2,000.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 15 RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX							
111/13/2018	APCH	93248*	LAW OFFICES STORINO RAMELLO&DURK	LEGAL FEES	401-242	15	2,118.40
				Total for fund 15 RT 83/PLAINFIELD RD BUSINESS			2,118.40
				TOTAL - ALL FUNDS			219,843.93

* * ! -INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
* ! -INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

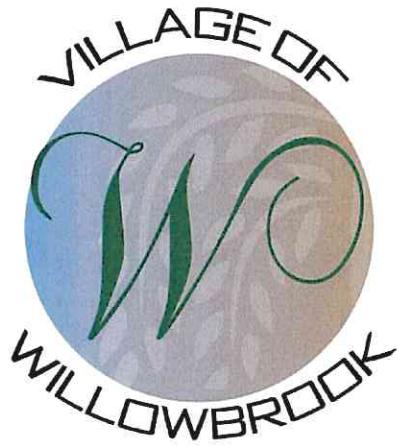
Payroll Liability Check Register
For Check Dates 10/01/2018 to 10/31/2018

Check Number	Vendor Name	Check Date	Check Amount
53291	AFLAC	10/26/2018	2,078.75
53281	COMMUNITY BANK OF WILLOWBROOK	10/12/2018	569.31
53292	COMMUNITY BANK OF WILLOWBROOK	10/26/2018	569.31
EFT188	EFTPS	10/12/2018	31,838.74
EFT190	EFTPS	10/26/2018	37,894.90
53282	I C M A RETIREMENT TRUST - 457	10/12/2018	1,036.67
53293	I C M A RETIREMENT TRUST - 457	10/26/2018	1,036.67
EFT191	I.M.R.F. PENSION FUND	10/26/2018	19,960.61
EFT189	ILLINOIS DEPT. OF REVENUE	10/12/2018	7,062.96
EFT192	ILLINOIS DEPT. OF REVENUE	10/26/2018	5,555.60
53295	ILLINOIS FRATERNAL	10/26/2018	903.00
53283	ILLINOIS STATE DISBURSEMENT UNIT	10/12/2018	1,954.15
53294	ILLINOIS STATE DISBURSEMENT UNIT	10/26/2018	1,954.15
53284	NATIONWIDE RETIREMENT SOLUTIONS	10/12/2018	5,344.92
53296	NATIONWIDE RETIREMENT SOLUTIONS	10/26/2018	5,349.78
53285	VILLAGE OF WILLOWBROOK	10/12/2018	41,477.50
53297	VILLAGE OF WILLOWBROOK	10/26/2018	41,477.50

Total Checks: 17

Total Paid:

\$206,064.52



MONTHLY FINANCIAL REPORT

OCTOBER 2018

RESPECTFULLY SUBMITTED BY:

Frank A. Trilla, Mayor

Carrie Dittman, Director of Finance *C.D.*

VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
MUNICIPAL SALES AND USE TAXES

MONTH	SALE	DIST	MADE	14-15	15-16	16-17	17-18	18-19			
MAY	FEB	\$	245,589	\$	253,282	\$	267,882	\$	264,472	\$	276,118
JUNE	MAR		293,285		301,469		312,681		304,436		334,282
JULY	APR		293,319		267,013		269,580		304,925		309,957
AUG	MAY		342,029		328,251		331,887		345,478		376,154
SEPT	JUNE		330,203		349,847		398,196		354,582		364,229
OCT	JULY		318,631		306,409		316,266		313,701		320,062
NOV	AUG		349,800		337,896		315,293		361,826		
DEC	SEPT		287,860		360,843		325,374		334,582		
JAN	OCT		303,324		318,340		289,208		312,400		
FEB	NOV		296,349		304,839		304,898		319,012		
MARCH	DEC		365,874		393,072		371,080		416,900		
APRIL	JAN		253,532		266,970		263,392		285,192		
TOTAL			\$ 3,679,794	\$ 3,788,231	\$ 3,765,737	\$ 3,917,506	\$ 1,980,802				
MTH AVG			\$ 306,650	\$ 315,686	\$ 313,811	\$ 326,459	\$ 330,134				
BUDGET			\$ 3,450,000	\$ 3,600,000	\$ 3,600,000	\$ 3,600,000	\$ 3,600,000				

YEAR TO DATE LAST YEAR : \$ 1,887,594

YEAR TO DATE THIS YEAR : \$ 1,980,802

DIFFERENCE : \$ 93,208

PERCENTAGE CHANGE :

4.94%

CURRENT FISCAL YEAR:

BUDGETED REVENUE: \$ 3,600,000

PERCENTAGE OF YEAR COMPLETED : 50.00%

PERCENTAGE OF REVENUE TO DATE : 55.02%

PROJECTION OF ANNUAL REVENUE : \$ 4,110,950

EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 510,950

EST. PERCENT DIFF ACTUAL TO BUDGET

14.2%

VILLAGE OF WILLOWBROOK
MONTHLY CASH AND INVESTMENT BALANCE BY FUND
FOR THE MONTH ENDED 10/31/2018

ACCOUNT	BALANCE
Fund 01 GENERAL FUND	
CHECKING - 0283	0.00
COMMUNITY BANK OF WB - 0275	904,269.22
IL FUNDS - 5435	3,208,175.42
COMMUNITY BANK OF WB MM - 1771	303,725.32
COMMUNITY BANK RD LGHT - 0243	23,090.02
COMMUNITY BANK OF WB FSA - 3804	10,141.14
U.S. BANK RED LIGHT - 4216	14,425.00
COMMUNITY BANK DRUG ACCT - 4171	94,368.58
PETTY CASH REVIVING	950.00
IMET - GENERAL	28.72
Total For Fund 01:	4,559,173.42
Fund 02 WATER FUND	
IL FUNDS WATER - 5914	825,047.50
COMMUNITY BANK OF WB WTR - 4163	607,878.62
COMMUNITY BANK OF WB - 0275	0.00
Total For Fund 02:	1,432,926.12
Fund 03 HOTEL/MOTEL TAX FUND	
IL FUNDS HOTEL/MOTEL - 5948	401,097.11
COMMUNITY BANK OF WB - 0275	61,444.15
Total For Fund 03:	462,541.26
Fund 04 MOTOR FUEL TAX FUND	
IL FUNDS MFT - 5443	250,820.62
Total For Fund 04:	250,820.62
Fund 06 SSA ONE BOND & INTEREST FUND	
IL FUNDS SSA BOND - 4621	254,011.90
COMMUNITY BANK OF WB - 0275	124.82
Total For Fund 06:	254,136.72
Fund 07 POLICE PENSION FUND	
COMMUNITY BANK OF WB PP - 4155	171,841.52
COMMUNITY BANK OF WB - 0275	0.00
SCHWAB - PP MONEY MARKET	(120,201.31)
US TREASURIES	518,886.61
US AGENCIES	5,273,528.98
MUNICIPAL BONDS	740,510.95
CORPORATE BONDS	2,186,682.07
MUTUAL FUNDS	12,895,770.59
MARKET VALUE CONTRA	675,060.68
Total For Fund 07:	22,342,080.09
Fund 09 WATER CAPITAL IMPROVEMENTS FUND	
IL FUNDS WTR CAP - 1206	439,084.36
Total For Fund 09:	439,084.36
Fund 10 CAPITAL PROJECT FUND	
IL FUNDS CAP PROJECTS - 3133	11,726.33
Total For Fund 10:	11,726.33
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
IL FUNDS - 5435	0.00
Total For Fund 14:	0.02
Fund 15 RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX	
IL FUNDS BUSINESS DISTRICT - 5435	639,068.89
Total For Fund 15:	639,068.89
TOTAL CASH & INVESTMENTS:	30,391,563.76

ACCOUNT BALANCE REPORT FOR WILLOWBROOK
 PERIOD ENDING 10/31/2018
 CASH & INVESTMENTS BY FUND AND ACCOUNT TYPE

Page: 1/2

GL NUMBER	DESCRIPTION	END BALANCE 10/31/2018
Fund 01 - GENERAL FUND		
MONEY MARKET		
01-00-110-322	IL FUNDS - 5435	3,208,175.42
01-00-110-323	COMMUNITY BANK OF WB MM - 1771	303,725.32
01-00-110-325	COMMUNITY BANK RD LGHT - 0243	23,090.02
01-00-110-380	COMMUNITY BANK DRUG ACCT - 4171	94,368.58
01-00-120-155	IMET - GENERAL	28.72
	Net MONEY MARKET	3,629,388.06
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	904,269.22
01-00-110-332	COMMUNITY BANK OF WB FSA - 3804	10,141.14
01-00-110-335	U.S. BANK RED LIGHT - 4216	14,425.00
	Net SAVINGS	928,835.36
Fund 02 - WATER FUND		
MONEY MARKET		
02-00-110-113	IL FUNDS WATER - 5914	825,047.50
02-00-110-209	COMMUNITY BANK OF WB WTR - 4163	607,878.62
	Net MONEY MARKET	1,432,926.12
Fund 03 - HOTEL/MOTEL TAX FUND		
MONEY MARKET		
03-00-110-114	IL FUNDS HOTEL/MOTEL - 5948	401,097.11
	Net MONEY MARKET	401,097.11
SAVINGS		
03-00-110-257	COMMUNITY BANK OF WB - 0275	61,444.15
	Net SAVINGS	61,444.15
Fund 04 - MOTOR FUEL TAX FUND		
MONEY MARKET		
04-00-110-116	IL FUNDS MFT - 5443	250,820.62
	Net MONEY MARKET	250,820.62
Fund 06 - SSA ONE BOND & INTEREST FUND		
MONEY MARKET		
06-00-110-117	IL FUNDS SSA BOND - 4621	254,011.90
	Net MONEY MARKET	254,011.90
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	171,841.52
07-00-110-336	SCHWAB - PP MONEY MARKET	(120,201.31)
	Net MONEY MARKET	51,640.21
AGENCY CERTIFICATES		
07-00-120-260	US AGENCIES	5,273,528.98
	Net AGENCY CERTIFICATES	5,273,528.98
CORPORATE BONDS		
07-00-120-288	CORPORATE BONDS	2,186,682.07
	Net CORPORATE BONDS	2,186,682.07
MUNICIPAL BONDS		
07-00-120-270	MUNICIPAL BONDS	740,510.95
	Net MUNICIPAL BONDS	740,510.95

ACCOUNT BALANCE REPORT FOR WILLOWBROOK
 PERIOD ENDING 10/31/2018
 CASH & INVESTMENTS BY FUND AND ACCOUNT TYPE

Page:

2/2

GL NUMBER	DESCRIPTION	END BALANCE 10/31/2018
Fund 07 - POLICE PENSION FUND		
MUTUAL FUNDS		
07-00-120-290	MUTUAL FUNDS	12,895,770.59
	Net MUTUAL FUNDS	12,895,770.59
MARKET VALUE		
07-00-120-900	MARKET VALUE CONTRA	675,060.68
	Net MARKET VALUE	675,060.68
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	439,084.36
	Net MONEY MARKET	439,084.36
Fund 10 - CAPITAL PROJECT FUND		
MONEY MARKET		
10-00-110-115	IL FUNDS CAP PROJECTS - 3133	11,726.33
	Net MONEY MARKET	11,726.33
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	639,068.89
	Net MONEY MARKET	639,068.89

ACCOUNT BALANCE REPORT FOR WILLOWBROOK
 PERIOD ENDING 10/31/2018
 CASH & INVESTMENTS BY INSTITUTION

Page:

1/1

GL NUMBER	DESCRIPTION	END BALANCE 10/31/2018
COMMUNITY BANK OF WB		
01-00-110-257	COMMUNITY BANK OF WB - 0275	904,269.22
01-00-110-323	COMMUNITY BANK OF WB MM - 1771	303,725.32
01-00-110-325	COMMUNITY BANK RD LGHT - 0243	23,090.02
01-00-110-332	COMMUNITY BANK OF WB FSA - 3804	10,141.14
01-00-110-380	COMMUNITY BANK DRUG ACCT - 4171	94,368.58
02-00-110-209	COMMUNITY BANK OF WB WTR - 4163	607,878.62
03-00-110-257	COMMUNITY BANK OF WB - 0275	61,444.15
06-00-110-257	COMMUNITY BANK OF WB - 0275	124.82
07-00-110-202	COMMUNITY BANK OF WB PP - 4155	171,841.52
	Net COMMUNITY BANK OF WB	2,176,883.39
ILLINOIS FUNDS		
01-00-110-322	IL FUNDS - 5435	3,208,175.42
02-00-110-113	IL FUNDS WATER - 5914	825,047.50
03-00-110-114	IL FUNDS HOTEL/MOTEL - 5948	401,097.11
04-00-110-116	IL FUNDS MFT - 5443	250,820.62
06-00-110-117	IL FUNDS SSA BOND - 4621	254,011.90
09-00-110-324	IL FUNDS WTR CAP - 1206	439,084.36
10-00-110-115	IL FUNDS CAP PROJECTS - 3133	11,726.33
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	639,068.89
	Net ILLINOIS FUNDS	6,029,038.08
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	14,425.00
	Net U.S. BANK	14,425.00
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	(120,201.31)
07-00-120-250	US TREASURIES	518,886.61
07-00-120-260	US AGENCIES	5,273,528.98
07-00-120-270	MUNICIPAL BONDS	740,510.95
07-00-120-288	CORPORATE BONDS	2,186,682.07
07-00-120-290	MUTUAL FUNDS	12,895,770.59
07-00-120-900	MARKET VALUE CONTRA	675,060.68
	Net CHARLES SCHWAB	22,170,238.57
Total - All Funds:		30,391,563.76

INTERFUND ACTIVITY REPORT FOR WILLOWBROOK
 Period Ending 10/31/2018
 Due To/From Other Funds

Page:

1/1

GL Number	Description	Balance
Fund 01: GENERAL FUND		
Due From Other Funds		
01-00-140-102	DUE TO/FROM WATER FUND	15,032.01
01-00-140-107	DUE TO/FROM POLICE PENSION FUND	109,591.14
	Total Due From Other Funds	124,623.15
Fund 02: WATER FUND		
Due From Other Funds		
02-00-140-101	DUE TO/FROM GENERAL FUND	(15,032.01)
	Total Due From Other Funds	(15,032.01)
Fund 07: POLICE PENSION FUND		
Due From Other Funds		
07-00-140-101	DUE TO/FROM GENERAL FUND	(109,591.14)
	Total Due From Other Funds	(109,591.14)

REVENUE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2018

Page: 1/6

GL NUMBER	DESCRIPTION	2018-19		% BDGT USED	AVAILABLE BALANCE
		ACTIVITY FOR MONTH 10/31/2018	YTD BALANCE 10/31/2018		
Fund 01 - GENERAL FUND					
PROPERTY TAX		2,015.10	77,796.71	78,341.00	99.31
01-00-310-101	PROPERTY TAX LEVY - SRA	2,835.85	105,698.04	108,803.00	97.15
01-00-310-102	PROPERTY TAX LEVY - ROAD & BRIDGE		183,494.75	187,144.00	98.05
Net PROPERTY TAX		4,850.95			
OTHER TAXES					
01-00-310-201	MUNICIPAL SALES TAX	1,980,801.32	3,600,000.00	55.02	1,619,198.68
01-00-310-202	ILLINOIS INCOME TAX	431,970.11	736,319.00	58.67	304,348.89
01-00-310-203	AMUSEMENT TAX	28,751.82	57,504.00	50.00	28,752.18
01-00-310-204	REPLACEMENT TAX	4,791.97			
01-00-310-205	UTILITY TAX	201.27	1,250.00	58.53	518.43
01-00-310-208	PLACES OF EATING TAX	77,551.43	950,000.00	46.00	513,034.93
01-00-310-209	WATER TAX	44,738.12	485,000.00	54.71	219,673.88
01-00-310-210	WATER TAX - CLARENDO WATER CO	12,036.37	86,131.11	177,000.00	48.66
Net OTHER TAXES		30.44	60.64	1,000.00	6.06
		540,870.37	3,230,737.76	6,008,073.00	53.77
LICENSES					
01-00-310-302	LIQUOR LICENSES	57,750.00	62,750.00	57,750.00	108.66
01-00-310-303	BUSINESS LICENSES	76,576.00	79,784.75	72,000.00	110.81
01-00-310-305	VENDING MACHINE	2,535.00	2,690.00	2,595.00	103.66
01-00-310-306	SCAVENGER LICENSES	7,000.00	7,000.00	8,000.00	87.50
Net LICENSES		143,861.00	152,224.75	140,345.00	108.46
PERMITS					
01-00-310-401	BUILDING PERMITS	24,736.75	301,482.67	250,000.00	120.59
01-00-310-402	SIGN PERMITS	1,284.75	5,016.03	5,000.00	100.32
01-00-310-403	OTHER PERMITS	268.00	980.00	500.00	196.00
01-00-310-404	COUNTY BMP FEE	0.00	0.00	2,000.00	0.00
Net PERMITS		26,289.50	307,478.70	257,500.00	119.41
FINES					
01-00-310-501	CIRCUIT COURT FINES	10,197.38	58,417.78	100,000.00	58.42
01-00-310-502	TRAFFIC FINES	3,475.00	9,600.00	30,000.00	32.00
01-00-310-503	RED LIGHT FINES	95,425.00	501,781.00	560,000.00	89.60
Net FINES		109,097.38	569,798.78	690,000.00	82.58
OVERHEAD REIMBURSEMENT					
01-00-310-601	ADMINISTRATIVE SUPPORT REIMB - WATE	41,567.08	249,402.48	498,805.00	50.00
Net OVERHEAD REIMBURSEMENT		41,567.08	249,402.48	498,805.00	50.00
CHARGES & FEES					
01-00-310-700	PLANNING APPLICATION FEES	0.00	4,615.00	10,000.00	46.15
01-00-310-701	PUBLIC HEARING FEES	0.00	10,895.00	2,550.00	427.25
01-00-310-702	PLANNING REVIEW FEES	0.00	0.00	6,000.00	0.00
01-00-310-704	ACCIDENT REPORT COPIES	215.00	1,265.00	2,000.00	63.25
01-00-310-705	VIDEO GAMING FEES	3,726.24	24,085.45	36,000.00	66.90
01-00-310-706	COPIES-ORDINANCES & MAPS	0.00	20.00	50.00	40.00

REVENUE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2018

Page: 2/6

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/2018	YTD BALANCE 10/31/2018	2018-19			AVAILABLE BALANCE
				ORIGINAL BUDGET	% BDGT USED	57.00	
Fund 01 - GENERAL FUND				5,000.00		57.00	2,150.00
01-00-310-723	ELEVATOR INSPECTION FEES	0.00	2,850.00	10,000.00		6.60	9,340.00
01-00-310-724	BURGLAR ALARM FEES	0.00	660.00				
Net CHARGES & FEES		3,941.24	44,390.45			62.00	27,209.55
PARK & RECREATION CHARGES							
01-00-310-813	PARK & REC CONTRIBUTION	0.00	2,600.00			2,500.00	104.00
01-00-310-814	PARK PERMIT FEES	(100.00)	1,985.00			3,000.00	66.17
01-00-310-815	SUMMER RECREATION FEES	0.00	805.00			2,000.00	40.25
01-00-310-817	SPECIAL EVENTS	0.00	2,512.44			3,200.00	78.51
01-00-310-818	FALL RECREATION FEES	0.00	0.00			200.00	0.00
01-00-310-819	BURR RIDGE/WILLOWBROOK BASEBALL R	0.00	0.00			6,500.00	0.00
01-00-310-820	HOLIDAY CONTRIBUTION	2,000.00	2,000.00			4,000.00	50.00
01-00-310-823	SPRING RECREATION FEES	0.00	0.00			550.00	0.00
Net PARK & RECREATION CHARGES			1,900.00			9,902.44	
OTHER REVENUE						21,950.00	45.11
01-00-310-901	REIMBURSEMENTS - IRMA	8,240.28	35,707.88			0.00	100.00
01-00-310-902	WASTE STICKERS PROCEEDS	0.00	30.00			0.00	100.00
01-00-310-909	SALE - FIXED ASSETS	0.00	0.00			7,500.00	0.00
01-00-310-910	REIMBURSEMENTS - TREE PLANTING	225.00	750.00			500.00	7,500.00
01-00-310-911	ATS RED LIGHT ENERGY REIMBURSEMENT	136.85	819.80			1,320.00	(25.00)
01-00-310-912	REIMBURSEMENTS-BRUSH PICK-UP	0.00	5,529.60			11,600.00	500.20
01-00-310-913	OTHER RECEIPTS	23,957.18	26,612.35			20,000.00	62.11
01-00-310-915	REIMBURSEMENTS - POLICE SPECIAL DET	0.00	0.00			4,000.00	47.67
01-00-310-916	DONATIONS	200.00	200.00			0.00	133.06
01-00-310-922	FEDERAL/STATE GRANTS	0.00	1,100.00			100.00	4,000.00
01-00-310-925	NICOR GAS ANNUAL PAYMENT	0.00	57,289.00			0.00	(6,612.35)
01-00-310-926	CABLE FRANCHISE FEES	15,620.22	104,804.94			216,000.00	4,000.00
01-00-310-928	DRUG FORFEITURES - STATE	0.00	0.00			33,293.00	56,189.00
Net OTHER REVENUE		48,379.53	175,554.57			368,502.00	192,947.43
NON-OPERATING						47.64	
01-00-320-108	INTEREST INCOME	7,256.07	38,294.20			12,000.00	319.12
Net NON-OPERATING		7,256.07	38,294.20			12,000.00	319.12
Fund 01 - GENERAL FUND:							
TOTAL REVENUES		928,013.12	4,961,278.88			8,255,919.00	60.09
Fund 02 - WATER FUND							
CHARGES & FEES		240,679.73	1,721,807.50			3,545,000.00	48.57
02-00-310-712	WATER SALES	1,127.77	6,526.57			5,000.00	130.53
02-00-310-713	WATER PENALTIES	690.00	4,260.00			2,500.00	170.40
02-00-310-718	SHUTOFF/NSF FEE					3,552,500.00	48.77
Net CHARGES & FEES		242,497.50	1,732,594.07				1,819,905.93

REVENUE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2018

Page: 3/6

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/2018	YTD BALANCE 10/31/2018	2018-19		AVAILABLE BALANCE
				ORIGINAL BUDGET	% BDGT USED	
Fund 02 - WATER FUND						
OTHER REVENUE	WATER METER SALES	0.00	5,837.64	3,000.00	194.59	(2,837.64)
02-00-310-714	WATER METER READ SALES	745.50	3,504.00	5,000.00	70.08	1,496.00
02-00-310-716		0.00	750.00	1,000.00	75.00	250.00
02-00-310-717	OTHER REVENUE	745.50	10,091.64	9,000.00	112.13	(1,091.64)
Net OTHER REVENUE						
NON-OPERATING	INTEREST INCOME	1,651.66	8,964.90	4,800.00	186.77	(4,164.90)
02-00-320-108		0.00	3,000.00	3,000.00	100.00	0.00
02-00-320-713	WATER CONNECTION FEES	1,651.66	11,964.90	7,800.00	153.40	(4,164.90)
Net NON-OPERATING						
Fund 02 - WATER FUND:						
TOTAL REVENUES						
Fund 03 - HOTEL/MOTEL TAX FUND						
OTHER TAXES	HOTEL/MOTEL TAX	23,943.05	147,369.38	246,000.00	59.91	98,630.62
03-00-310-205		23,943.05	147,369.38	246,000.00	59.91	98,630.62
Net OTHER TAXES						
NON-OPERATING	INTEREST INCOME	736.82	3,568.19	1,000.00	356.82	(2,568.19)
03-00-320-108		736.82	3,568.19	1,000.00	356.82	(2,568.19)
Net NON-OPERATING						
Fund 03 - HOTEL/MOTEL TAX FUND:						
TOTAL REVENUES						
Fund 04 - MOTOR FUEL TAX FUND						
OTHER TAXES	MFT RECEIPTS	15,594.33	107,665.58	219,905.00	48.96	112,239.42
04-00-310-216		15,594.33	107,665.58	219,905.00	48.96	112,239.42
Net OTHER TAXES						
NON-OPERATING	INTEREST INCOME	543.36	3,143.88	1,500.00	209.59	(1,643.88)
04-00-320-108		543.36	3,143.88	1,500.00	209.59	(1,643.88)
Net NON-OPERATING						

REVENUE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2018

Page: 4/6

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/2018	YTD BALANCE 10/31/2018	2018-19		AVAILABLE BALANCE
				ORIGINAL BUDGET	% BDGT USED	
Fund 04 - MOTOR FUEL TAX FUND						
TOTAL REVENUES		16,137.69	110,809.46	221,405.00	50.05	110,595.54
Fund 06 - SSA ONE BOND & INTEREST FUND						
PROPERTY TAX		124.82	325,575.09	322,225.00	101.04	(3,350.09)
06-00-310-101 Net PROPERTY TAX		124.82	325,575.09	322,225.00	101.04	(3,350.09)
NON-OPERATING		466.60	987.75	50.00	1,975.50	(937.75)
06-00-320-108 Net NON-OPERATING		466.60	987.75	50.00	1,975.50	(937.75)
Fund 06 - SSA ONE BOND & INTEREST FUND:						
TOTAL REVENUES		591.42	326,562.84	322,275.00	101.33	(4,287.84)
Fund 07 - POLICE PENSION FUND						
OTHER REVENUE		67,006.46	435,541.99	871,084.00	50.00	435,542.01
07-00-310-607 Net OTHER REVENUE		15,948.54	102,186.18	198,690.00	51.43	96,503.82
POLICE CONTRIBUTIONS		82,955.00	537,728.17	1,069,774.00	50.27	532,045.83
NON-OPERATING		49,433.79	183,180.36	500,000.00	36.64	316,819.64
07-00-320-108 Net NON-OPERATING		(192,655.36)	809,573.15	0.00	100.00	(809,573.15)
INTEREST INCOME		6,193.94	15,255.06	0.00	100.00	(15,255.06)
UNREALIZED GAIN (LOSS) ON INVESTMENT		(137,027.63)	1,008,008.57	500,000.00	201.60	(508,008.57)
Fund 07 - POLICE PENSION FUND:						
TOTAL REVENUES		(54,072.63)	1,545,736.74	1,569,774.00	98.47	24,037.26
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND						
NON-OPERATING		806.59	2,874.63	1,000.00	287.46	(1,874.63)
09-00-320-110 Net NON-OPERATING		806.59	2,874.63	1,000.00	287.46	(1,874.63)
TRANSFERS IN		0.00	400,000.00	400,000.00	100.00	0.00
09-00-330-102 Net TRANSFERS IN		0.00	400,000.00	400,000.00	100.00	0.00

GL NUMBER	DESCRIPTION	MONTH 10/31/2018	FUD BALANCE 10/31/2018	ORIGINAL BUDGET	% BUDGET USED	AVAILABLE BALANCE
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND						
	TOTAL REVENUES					
	Fund 10 - CAPITAL PROJECT FUND					
NON-OPERATING	INTEREST INCOME					
10-00-320-108		21.56	114.50	0.00	100.00	(114.50)
	Net NON-OPERATING	21.56	114.50	0.00	100.00	(114.50)

FFund 09 - WATER CAPITAL IMPROVEMENTS FUND:

TOTAL REVENUES

Fund 10 - CAPITAL PROJECT FUND	
NON-OPERATING	INTEREST INCOME
10-00-320-108	
Net NON-OPERATING	

Fund 10 - CAPITAL PROJECT FUND:

TOTAL REVENUES

Fund 11 - DEBT SERVICE FUND	
TRANSFERS IN	
11-00-330-101	TRANSFER FROM GENERAL FUND
11-00-330-102	TRANSFER FROM WATER
Net TRANSFERS IN	

Fund 11 - DEBT SERVICE FUND:

TOTAL REVENUES

Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION & TRANSFERS IN 14-00-330-101	TRANSFER FROM GENERAL FUND
Net TRANSFERS IN	

4. LAND ACQUISITION, FACILITY, EXPANSION &:

TOTAL REVENUES

Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX
 OTHER TAXES
 15-00-310-201 BUSINESS DISTRICT SALES TAX TOWN CE
 Net OTHER TAXES

REVENUE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2018

Page: 6/6

GL NUMBER	DESCRIPTION	2018-19			% BDGT USED	AVAILABLE BALANCE
		ORIGINAL BUDGET	YTD BALANCE 10/31/2018	% BDGT USED		
<hr/>						
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX						
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX:						
TOTAL REVENUES		38,252.53	227,180.06	450,000.00	50.48	222,819.94
TOTAL REVENUES - ALL FUNDS		1,200,752.02	9,539,736.50	15,745,201.00	60.59	6,205,464.50

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 10/31/2018

Page: 1/22

ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	2018-19 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
-----------------------------------	---------------------------	-------------------------------	----------------	----------------------	-------------------

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	2018-19 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
Fund 01 - GENERAL FUND							
Dept 05 - VILLAGE BOARD & CLERK							
GENERAL MANAGEMENT							
01-05-400-147 MEDICARE	67.61	407.12	805.00	50.57	397.88	1,610.00	1,202.88
01-05-400-161 SOCIAL SECURITY	289.10	1,740.74	3,441.00	50.59	1,700.26	6,882.00	5,141.26
01-05-410-101 SALARIES - MAYOR & VILLAGE	3,800.00	22,900.00	48,300.00	47.41	25,400.00	96,600.00	73,700.00
01-05-410-125 SALARY - VILLAGE CLERK	600.00	3,600.00	7,200.00	50.00	3,600.00	14,400.00	10,800.00
01-05-410-141 LIFE INSURANCE - ELECTED OF	0.00	362.64	924.00	39.25	561.36	1,848.00	1,485.36
01-05-410-201 PHONE - TELEPHONES	56.04	279.34	696.00	40.14	416.66	1,392.00	1,112.66
01-05-410-301 OFFICE SUPPLIES	0.00	47.15	500.00	9.43	452.85	1,000.00	952.85
01-05-410-303 FUEL/MILEAGE/WASH	24.42	24.42	100.00	24.42	75.58	200.00	175.58
01-05-410-304 SCHOOLS/CONFERENCES/TRA	0.00	2,630.27	5,310.00	49.53	2,679.73	10,620.00	7,988.73
01-05-410-307 FEES/DUES/SUBSCRIPTIONS	0.00	679.30	2,411.00	28.18	1,731.70	4,822.00	4,142.70
GENERAL MANAGEMENT	4,837.17	32,670.98	69,687.00	46.88	37,016.02	139,374.00	106,703.02
COMMUNITY RELATIONS							
01-05-420-365 PUBLIC RELATIONS	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
COMMUNITY RELATIONS	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
Total Dept 05 - VILLAGE BOARD & CLERK	4,837.17	32,670.98	70,187.00	46.55	37,516.02	140,374.00	107,703.02
Dept 07 - BOARD OF POLICE COMMISSIONERS							
ADMINISTRATION							
01-07-400-147 MEDICARE	0.00	0.00	15.00	0.00	15.00	30.00	30.00
01-07-400-161 SOCIAL SECURITY	0.00	0.00	50.00	0.00	50.00	100.00	100.00
01-07-435-148 LIFE INSURANCE - COMMISSION	0.00	82.40	240.00	34.33	157.60	480.00	397.60
01-07-435-239 FEES - BOPC ATTORNEY	0.00	0.00	6,000.00	0.00	6,000.00	12,000.00	12,000.00
01-07-435-301 OFFICE SUPPLIES	0.00	0.00	100.00	0.00	100.00	200.00	200.00
01-07-435-302 PRINTING & PUBLISHING	0.00	590.00	2,000.00	29.50	1,410.00	4,000.00	3,410.00
01-07-435-304 SCHOOLS/CONFERENCES/TRA	525.00	525.00	1,000.00	52.50	475.00	2,000.00	1,475.00
01-07-435-307 FEES/DUES/SUBSCRIPTIONS	0.00	3.98	500.00	0.80	496.02	1,000.00	996.02
01-07-435-311 POSTAGE & METER RENT	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
ADMINISTRATION	525.00	1,201.38	10,405.00	11.55	9,203.62	20,810.00	19,608.62
OTHER							
01-07-440-542 EXAMS - WRITTEN	1,125.00	1,125.00	10,000.00	11.25	8,875.00	20,000.00	18,875.00
01-07-440-543 EXAMS - PHYSICAL	0.00	351.00	2,000.00	17.55	1,649.00	4,000.00	3,649.00
01-07-440-544 EXAMS - PSYCHOLOGICAL	0.00	500.00	2,000.00	25.00	1,500.00	4,000.00	3,500.00
01-07-440-545 EXAMS - POLYGRAPH	0.00	160.00	1,000.00	16.00	840.00	2,000.00	1,840.00
OTHER	1,125.00	2,136.00	15,000.00	14.24	12,864.00	30,000.00	27,864.00
Total Dept 07 - BOARD OF POLICE COMMISSIONERS	1,650.00	3,337.38	25,405.00	13.14	22,067.62	50,810.00	47,472.62
Dept 10 - ADMINISTRATION							
GENERAL MANAGEMENT							
01-10-400-147 MEDICARE	304.37	2,087.12	3,612.00	57.78	1,524.88	7,224.00	5,136.88

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 10/31/2018

Page: 2/22

ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	2018-19 ORIGINAL BUDGET	% BUDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
GL NUMBER DESCRIPTION					
Fund 01 - GENERAL FUND					
01-10-400-151 SOCIAL SECURITY	3,121.96	21,299.08	35,064.00	60.74	13,764.92
01-10-400-161 SUI - UNEMPLOYMENT	834.98	7,592.74	12,522.00	60.64	4,929.26
01-10-400-171 SALARIES - MANAGEMENT STA	0.00	68.13	204.00	33.40	135.87
01-10-455-101 OVERTIME	6,751.69	47,165.27	87,772.00	53.74	40,606.73
01-10-455-102 ASSISTANT VILLAGE ADMINIST	836.44	3,900.05	5,000.00	78.00	1,099.95
01-10-455-105 ASSIST TO VILLAGE ADMINISTRA	6,926.08	27,704.32	0.00	100.00	(27,704.32)
01-10-455-106 ADMINISTRATIVE INTERN	0.00	23,837.23	68,752.00	34.67	44,914.77
01-10-455-107 SALARIES - CLERICAL	0.00	0.00	11,232.00	0.00	11,232.00
01-10-455-126 PERSONNEL RECRUITMENT	5,873.76	38,136.48	76,358.00	49.94	38,221.52
01-10-455-131 HEALTH/DENTAL/LIFE INSURAN	965.00	1,635.00	550.00	297.27	(1,085.00)
01-10-455-141 PHONE - TELEPHONES	689.57	28,237.26	18,132.00	155.73	(10,105.26)
01-10-455-201 CODIFY ORDINANCES	984.29	4,996.31	22,751.00	21.96	17,754.69
01-10-455-266 OFFICE SUPPLIES	0.00	2,585.00	2,500.00	103.40	(85.00)
01-10-455-301 PRINTING & PUBLISHING	1,509.76	3,761.77	10,000.00	37.62	6,238.23
01-10-455-302 FUEL/MILEAGE/WASH	70.08	1,522.63	3,000.00	50.75	1,477.37
01-10-455-303 SCHOOLS/CONFERENCE/TRA	96.12	506.70	2,000.00	25.34	1,493.30
01-10-455-304 STRATEGIC PLANNING	15.37	1,211.51	4,500.00	26.92	3,288.49
01-10-455-305 FEES/DUES/SUBSCRIPTIONS	0.00	0.00	2,000.00	0.00	2,000.00
01-10-455-307 POSTAGE & METER RENT	413.40	11,670.33	12,728.00	91.69	1,057.67
01-10-455-309 COPY SERVICE	223.38	1,574.70	5,000.00	31.49	3,425.30
01-10-455-315 COMMISSIONARY PROVISION	1,052.41	3,968.72	7,440.00	53.34	3,471.28
01-10-455-355 MAINTENANCE - VEHICLES	178.17	583.27	1,000.00	58.33	416.73
01-10-455-409 MAINTENANCE - EQUIPMENT	0.00	0.95	2,500.00	0.04	2,499.05
01-10-455-411 CASH - OVER OR SHORT	0.00	0.00	500.00	0.00	500.00
01-10-455-505 GENERAL MANAGEMENT	0.00	(0.54)	0.00	100.00	0.54
	30,846.83	234,044.03	395,117.00	59.23	161,072.97
					790,234.00
					556,189.97
COMMUNITY RELATIONS					
01-10-475-365 PUBLIC RELATIONS	1,139.27	2,317.19	10,000.00	23.17	7,682.81
01-10-475-366 NEWSLETTER	0.00	0.00	500.00	0.00	500.00
01-10-475-367 CRISIS MANAGEMENT	24,402.78	45,552.78	0.00	100.00	(45,552.78)
01-10-475-370 MEALS-ON-WHEELS	0.00	0.00	2,000.00	0.00	2,000.00
01-10-475-372 SENIOR CITIZEN TAXI PROGRA	0.00	625.00	1,500.00	41.67	875.00
	25,542.05	48,494.97	14,000.00	346.39	(34,494.97)
					28,000.00
					(20,494.97)
CAPITAL IMPROVEMENTS					
01-10-475-365 BUILDING IMPROVEMENTS	0.00	2,031.50	7,800.00	26.04	5,768.50
01-10-475-366 FURNITURE & OFFICE EQUIPME	0.00	0.00	2,500.00	0.00	2,500.00
01-10-475-370 PEG CHANNEL EQUIPMENT	0.00	10,143.00	0.00	100.00	(10,143.00)
01-10-475-372 COMMUNITY RELATIONS	0.00	12,174.50	10,300.00	118.20	(1,874.50)
					20,600.00
					0.00
					28,000.00
					(20,494.97)
					8,425.50
DATA PROCESSING					
01-10-460-225 INTERNET/WEBSITE HOSTING	223.69	1,586.45	8,523.00	18.61	6,936.55
01-10-460-263 EDP LICENSES	0.00	71.91	0.00	100.00	(71.91)
01-10-460-267 DOCUMENT STORAGE/SCANNI	0.00	10,364.63	2,740.00	378.27	(7,624.63)
01-10-460-305 EDP PERSONNEL TRAINING	0.00	0.00	250.00	0.00	250.00
01-10-460-331 OPERATING SUPPLIES	0.00	50.44	500.00	10.09	449.56
DATA PROCESSING	223.69	12,073.43	12,013.00	100.50	(60.43)
					24,026.00
					11,952.57

**EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2018**

Page: 3/22

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	2018-19		% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
				ORIGINAL BUDGET	% BDGT USED				
Fund 01 - GENERAL FUND									
BUILDINGS	MAINTENANCE - BUILDING	6,534.42	32,067.70	62,387.00	51.40	30,319.30	124,774.00	92,706.30	
01-10-466-228	NICOR GAS (835 MIDWAY)	29.91	165.03	2,000.00	8.25	1,834.97	4,000.00	3,834.97	
01-10-466-236	ENERGY/COMED (835 MIDWAY)	457.51	738.04	0.00	100.00	(738.04)	0.00	(738.04)	
01-10-466-240	SANITARY (835 MIDWAY)	141.80	283.56	450.00	63.01	166.44	900.00	616.44	
01-10-466-251	LANDSCAPE - VILLAGE HALL	16.45	955.17	2,500.00	38.21	1,544.83	5,000.00	4,044.83	
01-10-466-293	BUILDING MAINTENANCE SUPP	287.95	1,450.04	6,500.00	22.31	5,049.96	13,000.00	11,549.96	
01-10-466-351	BUILDINGS	7,468.04	35,659.54	73,837.00	48.29	38,177.46	147,674.00	112,014.46	
LEGAL	FEES - VILLAGE ATTORNEY	9,451.60	32,997.65	60,000.00	55.00	27,002.35	120,000.00	87,002.35	
01-10-470-239	FEES - SPECIAL ATTORNEY	1,667.10	2,794.40	3,500.00	79.84	705.60	7,000.00	4,205.60	
01-10-470-240	FEES - LABOR COUNSEL	0.00	0.00	3,500.00	0.00	3,500.00	7,000.00	7,000.00	
01-10-470-242	LEGAL	11,118.70	35,792.05	67,000.00	53.42	31,207.95	134,000.00	98,207.95	
RISK MANAGEMENT	INSURANCE - IRMA	(23,267.00)	(23,267.00)	237,714.00	(9.79)	260,981.00	475,428.00	498,695.00	
01-10-480-272	SELF INSURANCE - DEDUCTBL	0.00	6,084.50	10,000.00	60.85	3,915.50	20,000.00	13,915.50	
01-10-480-273	WELLNESS	0.00	791.00	1,400.00	56.50	609.00	2,800.00	2,009.00	
01-10-480-276	RISK MANAGEMENT	(23,267.00)	(16,391.50)	249,114.00	(6.58)	265,505.50	498,228.00	514,619.50	
TRANSFERS TO OTHER FUNDS									
01-10-900-112	TRANSFER TO DEBT SERVICE -	0.00	53,113.50	278,927.00	19.04	225,813.50	557,854.00	504,740.50	
01-10-900-114	TRANSFER TO LAFER	1,427.21	1,427.21	383,000.00	0.37	381,572.79	766,000.00	764,572.79	
01-10-900-114	TRANSFERS TO OTHER FUNDS	1,427.21	54,540.71	661,927.00	8.24	607,386.29	1,323,554.00	1,269,313.29	
53,359.52	Total Dept 10 - ADMINISTRATION	416,387.73	1,483,308.00	28.07	1,066,920.27	2,966,616.00	2,550,228.27		
Dept 15 - PLANNING & ECONOMIC DEVELOPMENT									
GENERAL MANAGEMENT	MEDICARE	23.21	133.72	323.00	41.40	189.28	646.00	512.28	
01-15-400-147	IMRF	247.04	1,445.71	3,285.00	43.10	1,869.29	6,570.00	5,154.29	
01-15-400-151	SOCIAL SECURITY	99.26	571.79	1,382.00	41.37	810.21	2,764.00	2,192.21	
01-15-400-161	SUI - UNEMPLOYMENT	0.00	20.70	34.00	60.88	13.30	68.00	47.30	
01-15-400-171	OVERTIME	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00	
01-15-510-102	SALARIES - CLERICAL	1,675.96	9,720.55	21,788.00	44.61	12,067.45	43,576.00	33,855.45	
01-15-510-126	HEALTH/DENTAL/LIFE INSURAN	114.32	3,537.50	9,969.00	35.49	6,431.50	19,938.00	16,400.50	
01-15-510-141	CONSULTANTS - DESIGN & OTH	0.00	0.00	45,000.00	0.00	45,000.00	90,000.00	90,000.00	
01-15-510-232	OFFICE SUPPLIES	13.91	118.26	500.00	23.65	381.74	1,000.00	881.74	
01-15-510-301	PRINTING & PUBLISHING	368.00	1,943.17	2,000.00	97.16	56.83	4,000.00	2,056.83	
01-15-510-302	SCHOOL/CONFERENCE/TRAV	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00	
01-15-510-304	FEES/DUES/SUBSCRIPTIONS	0.00	474.15	1,500.00	31.61	1,025.85	3,000.00	2,525.85	
01-15-510-307	POSTAGE & METER RENT	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00	
01-15-510-311	LIFE INSURANCE - PLAN COMM	0.00	334.00	840.00	39.76	506.00	1,680.00	1,346.00	
01-15-510-340	OPERATING EQUIPMENT	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00	
01-15-510-401	GENERAL MANAGEMENT	2,541.70	18,269.55	89,621.00	20.39	71,351.45	179,242.00	160,972.45	

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2018

Page: 4/22

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	2018-19		AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
				ORIGINAL BUDGET	% BDGT USED			
Fund 01 - GENERAL FUND				1,600.00	0.00	1,600.00	3,200.00	3,200.00
DATA PROCESSING	EDP PERSONNEL TRAINING	0.00	0.00	1,600.00	0.00	1,600.00	3,200.00	3,200.00
01-15-515-305		0.00	0.00	250.00	0.00	250.00	500.00	500.00
DATA PROCESSING		0.00	0.00	3,000.00	25.67	2,230.00	6,000.00	5,230.00
01-15-520-229	RENT - MEETING ROOM	0.00	0.00	2,500.00	23.47	1,913.20	5,000.00	4,413.20
01-15-520-245	FEES - ENGINEERING	770.00	770.00	10,000.00	11.00	8,900.00	20,000.00	18,900.00
01-15-520-246	FEES - COURT REPORTER	586.80	586.80	40,304.47	100.00	59,695.53	200,000.00	159,695.53
01-15-520-254	PLAN REVIEW - ENGINEER	1,000.00	1,000.00	10,000.00	40.30	3,082.00	8,000.00	7,082.00
01-15-520-257	PLAN REVIEW - PLANNER	40,304.47	40,304.47	4,000.00	22.95	76,070.73	239,500.00	195,820.73
01-15-520-258	PLAN REVIEW - TRAFFIC CONS	9,064.17	9,064.17	4,000.00	36.48			
ENGINEERING		0.00	0.00	43,679.27	119,750.00			
		9,559.17	9,559.17					
Total Dept 15 - PLANNING & ECONOMIC DEVELOPMEN		12,100.87	61,948.82	210,971.00	29.36	149,022.18	421,942.00	359,993.18
 Dept 20 - PARKS & RECREATION								
CAPITAL IMPROVEMENTS				386.89	1,500.00	25.79	1,113.11	3,000.00
01-20-595-693	COURT IMPROVEMENTS	0.00	0.00	0.00	100.00	(3,288.07)	0.00	2,613.11
01-20-595-695	PARK IMPROVEMENTS - NEIGH	0.00	0.00	1,500.00	245.00	(2,174.96)	3,000.00	(3,288.07)
CAPITAL IMPROVEMENTS		0.00	0.00					(674.96)
ADMINISTRATION								
01-20-400-147	MEDICARE	42.19	406.69	502.00	81.01	95.31	1,004.00	597.31
01-20-400-151	IMRF	432.27	3,666.50	4,572.00	80.19	905.50	9,144.00	5,477.50
01-20-400-161	SOCIAL SECURITY	180.41	1,738.97	2,145.00	81.07	406.03	4,290.00	2,551.03
01-20-400-171	SUI - UNEMPLOYMENT	0.00	37.35	87.00	42.93	49.65	174.00	136.65
01-20-550-101	SALARIES - PERMANENT EMPL	2,196.83	18,001.31	34,597.00	52.03	16,595.69	69,194.00	51,192.69
01-20-550-102	OVERTIME	0.00	155.07	0.00	100.00	(155.07)	0.00	(155.07)
01-20-550-103	PART TIME - PROGRAM SUPER	0.00	1,554.12	0.00	100.00	(1,554.12)	0.00	(1,554.12)
01-20-550-148	LIFE INSURANCE - COMMISSION	0.00	399.60	1,056.00	37.84	656.40	2,112.00	1,712.40
01-20-550-201	EMERGENCY TELEPHONE LINE	0.00	0.00	100.00	0.00	100.00	200.00	200.00
01-20-550-302	PRINTING & PUBLISHING	0.00	4,428.50	12,425.00	35.64	7,996.50	24,850.00	20,421.50
01-20-550-303	FUEL/MILEAGE/WASH	0.00	0.00	250.00	0.00	325.00	500.00	500.00
01-20-550-304	SCHOOL/CONFERENCE/TRA	0.00	0.00	325.00	0.00	325.00	650.00	650.00
01-20-550-307	FEES/DUES/SUBSCRIPTIONS	0.00	0.00	275.00	0.00	275.00	550.00	550.00
01-20-550-311	POSTAGE & METER RENT	0.00	1,663.75	2,500.00	66.55	836.25	5,000.00	3,336.25
ADMINISTRATION		2,851.70	32,051.86	58,834.00	54.48	26,782.14	117,668.00	85,616.14
DATA PROCESSING		0.00	0.00	15,000.00	0.00	15,000.00	30,000.00	30,000.00
01-20-555-306	CONSULTING SERVICES	0.00	0.00	15,000.00	0.00	15,000.00	30,000.00	30,000.00
DATA PROCESSING		0.00	0.00					
LANDSCAPING								
01-20-565-341	PARK LANDSCAPE SUPPLIES	997.40	8,775.60	9,000.00	97.51	224.40	18,000.00	9,224.40
01-20-565-342	LANDSCAPE MAINTENANCE SE	2,408.41	27,378.18	54,400.00	50.33	27,021.82	108,800.00	81,421.82
LANDSCAPING		3,405.81	36,153.78	63,400.00	57.02	27,246.22	126,800.00	90,646.22

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 10/31/2018

Page: 5/22

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	2018-19 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND									
MAINTENANCE	OVERTIME	735.80	8,186.51	7,000.00	116.95	(1,186.51)	14,000.00	5,813.49	
	PART TIME - LABOR	0.00	373.73	1,500.00	24.92	1,126.27	3,000.00	2,626.27	
	MAINTENANCE - PARK BUILDIN	0.00	970.62	2,386.00	40.68	1,415.38	4,772.00	3,801.38	
	RENT - EQUIPMENT	0.00	153.00	250.00	61.20	97.00	500.00	347.00	
	NICOR GAS (825 MIDWAY)	29.77	421.08	1,200.00	35.09	778.92	2,400.00	1,978.92	
	SANITARY (825 MIDWAY)	4.26	8.52	100.00	8.52	91.48	200.00	191.48	
	BALLFIELD MAINTENANCE/SUP	0.00	731.50	6,500.00	11.25	5,768.50	13,000.00	12,268.50	
	CONTRACTED MAINTENANCE	5,744.91	38,980.46	42,000.00	92.81	3,019.54	84,000.00	45,019.54	
	MAINTENANCE SUPPLIES	0.00	1,351.83	9,500.00	14.23	8,148.17	19,000.00	17,648.17	
	MAINTENANCE - EQUIPMENT	98.43	43,423.17	41,137.00	105.56	(2,286.17)	82,274.00	38,850.83	
	MAINTENANCE	6,613.17	94,600.42	111,573.00	84.79	16,972.58	223,146.00	128,545.58	
SUMMER PROGRAM	SUMMER PROGRAM MATERIAL	0.00	3,861.87	8,820.00	43.79	4,958.13	17,640.00	13,778.13	
	SENIORS PROGRAM	0.00	0.00	5,000.00	0.00	5,000.00	10,000.00	10,000.00	
	SUMMER PROGRAM	0.00	3,861.87	13,820.00	27.94	9,958.13	27,640.00	23,778.13	
FALL PROGRAM	FALL PROGRAM MATERIAL & S	0.00	0.00	550.00	0.00	550.00	1,100.00	1,100.00	
	SENIORS PROGRAM	0.00	0.00	6,000.00	0.00	6,000.00	12,000.00	12,000.00	
	FALL PROGRAM	0.00	0.00	6,550.00	0.00	6,550.00	13,100.00	13,100.00	
WINTER/SPECIAL PROGRAMS	RECREATION INSTRUCTORS	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00	
	WINTER PROGRAM MATERIALS	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00	
	CHILDRENS SPECIAL EVENTS -	1,777.32	1,777.32	1,800.00	98.74	22.68	3,600.00	1,822.68	
	CHILDREN'S SPECIAL EVENT - MOVI	0.00	1,658.00	1,630.00	101.72	(28.00)	3,260.00	1,602.00	
	FAMILY SPECIAL EVENT - TREE	0.00	0.00	1,400.00	0.00	1,400.00	2,800.00	2,800.00	
	FAMILY SPECIAL EVENT - BACK	0.00	200.00	1,500.00	13.33	1,300.00	3,000.00	2,800.00	
	FAMILY SPECIAL EVENT - RACE	3,608.25	9,136.90	9,525.00	95.93	388.10	19,050.00	9,913.10	
	CHILDRENS HOLIDAY PARTY	0.00	0.00	4,500.00	0.00	4,500.00	9,000.00	9,000.00	
	SPECIAL EVENT - PARK OPENIN	0.00	5,715.04	10,000.00	57.15	4,284.96	20,000.00	14,284.96	
	SENIORS PROGRAM	0.00	0.00	5,000.00	0.00	5,000.00	10,000.00	10,000.00	
	WINTER/SPECIAL PROGRAMS	5,385.57	18,487.26	37,855.00	48.84	19,367.74	75,710.00	57,227.74	
SPRING PROGRAM	RECREATION INSTRUCTORS - S	0.00	0.00	200.00	0.00	200.00	400.00	400.00	
	SPRING PROGRAM MATERIALS	0.00	73.23	200.00	36.62	126.77	400.00	400.00	
	SPRING PROGRAM	0.00	73.23	400.00	18.31	326.77	800.00	800.00	726.77
SPECIAL RECREATION	SPECIAL RECREATION ASSOC	0.00	19,176.03	38,541.00	49.75	19,364.97	77,082.00	57,905.97	
	ADA PARK MAINTENANCE	0.00	83.00	4,750.00	1.75	4,667.00	9,500.00	9,417.00	
	ADA RECREATION ACCMOD	0.00	371.45	7,700.00	4.82	7,328.55	15,400.00	15,028.55	
	ADA PARK IMPROVEMENTS	0.00	0.00	21,950.00	0.00	21,950.00	43,900.00	43,900.00	
	SPECIAL RECREATION	0.00	19,630.48	72,941.00	26.91	53,310.52	145,882.00	126,251.52	

EXPENDITURE REPORT FOR WILLOWBROOK

Page: 7/22

PERIOD ENDING 10/31/2018

ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	2018-19 ORIGINAL BUDGET	% BUDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
-----------------------------------	---------------------------	-------------------------------	-----------------	----------------------	-------------------

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	2018-19 ORIGINAL BUDGET	% BUDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.
Fund 01 - GENERAL FUND							
01-30-400-147	MEDICARE	2,848.75	18,242.37	38,934.00	46.85	20,691.63	59,625.63
01-30-400-151	IMRF	1,966.23	15,443.01	27,180.00	56.82	11,736.99	38,916.99
01-30-400-161	SOCIAL SECURITY	850.99	6,660.49	13,169.00	50.58	6,508.51	19,677.51
01-30-400-171	SUI - UNEMPLOYMENT	31.11	158.82	1,914.00	8.30	1,755.18	3,669.18
01-30-630-101	SALARIES - PERMANENT EMPLOYEE	162,077.04	1,041,547.44	2,210,724.00	47.11	1,169,176.56	3,379,900.56
01-30-630-102	OVERTIME - SPECIAL DETAIL &	31,720.28	177,123.89	250,000.00	70.85	72,876.11	322,876.11
01-30-630-103	PART TIME - CLERICAL	0.00	0.00	12,000.00	0.00	12,000.00	24,000.00
01-30-630-104	ACCREDITATION MANAGER	0.00	2,669.57	20,000.00	13.35	17,330.43	37,330.43
01-30-630-106	SALARIES - CLERICAL	210.13	1,024.37	8,000.00	12.80	6,975.63	14,975.63
01-30-630-126	OVERTIME - CLERICAL	12,059.84	101,014.13	175,396.00	57.59	74,381.87	350,792.00
01-30-630-127	PERSONNEL RECRUITMENT	978.10	1,963.85	9,000.00	21.82	7,036.15	18,000.00
01-30-630-131	HEALTH/DENTAL/LIFE INSURANCE	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00
01-30-630-141	POLICE PENSION	3,633.67	150,205.64	385,450.00	38.97	235,244.36	620,694.36
01-30-630-155	PHONE - TELEPHONES	67,006.46	435,541.99	871,084.00	50.00	435,542.01	1,306,626.01
01-30-630-201	PHONE - TELEPHONES	1,737.00	8,548.44	27,000.00	31.66	18,451.56	45,451.56
01-30-630-202	ACCREDITATION	0.00	675.00	6,000.00	11.25	5,325.00	11,325.00
01-30-630-228	MAINTENANCE - BUILDINGS - H	0.00	970.63	2,386.00	40.68	1,415.37	3,801.37
01-30-630-235	NICOR GAS (7760 QUINCY)	117.27	557.19	2,500.00	22.29	1,942.81	4,442.81
01-30-630-238	FIAT	0.00	3,500.00	3,500.00	100.00	0.00	3,500.00
01-30-630-241	FEES - FIELD COURT ATTORNEY	(2,482.50)	(2,482.50)	12,000.00	(20.69)	14,482.50	24,000.00
01-30-630-242	DUPAGE CHILDREN'S CENTER	0.00	3,000.00	3,000.00	100.00	0.00	3,000.00
01-30-630-245	FIRING RANGE	0.00	149.25	2,500.00	5.97	2,350.75	4,850.75
01-30-630-246	RED LIGHT - ADJUDICATOR	1,342.00	1,672.00	6,000.00	27.87	4,328.00	10,328.00
01-30-630-247	RED LIGHT - CAMERA FEES	44,950.00	112,375.00	275,000.00	40.86	162,625.00	550,000.00
01-30-630-248	RED LIGHT - COM ED	136.85	819.80	2,000.00	40.99	1,180.20	4,000.00
01-30-630-249	RED LIGHT - MISC FEE	5,278.50	10,918.50	22,000.00	49.63	11,081.50	44,000.00
01-30-630-250	SANITARY (7760 QUINCY)	0.00	0.00	350.00	0.00	350.00	700.00
01-30-630-301	OFFICE SUPPLIES	52.36	1,759.83	7,000.00	25.14	5,240.17	14,000.00
01-30-630-302	PRINTING & PUBLISHING	0.00	362.92	6,000.00	6.05	5,637.08	12,000.00
01-30-630-303	FUEL/MILEAGE/WASH	4,490.02	24,631.40	65,000.00	37.89	40,368.60	130,000.00
01-30-630-304	SCHOOLS/CONFERENCES/TRA	2,680.25	12,348.39	30,207.00	40.88	17,858.61	60,414.00
01-30-630-305	TUITION REIMBURSEMENT	0.00	2,250.00	3,000.00	75.00	750.00	6,000.00
01-30-630-307	FEES/DUES/SUBSCRIPTIONS	1,841.61	6,659.63	15,000.00	44.40	8,340.37	30,000.00
01-30-630-308	CADET PROGRAM	391.67	660.58	4,000.00	16.51	3,339.42	8,000.00
01-30-630-311	POSTAGE & METER RENT	0.00	1,715.98	4,000.00	42.90	2,284.02	8,000.00
01-30-630-315	COPY SERVICE	236.52	1,624.97	4,000.00	40.62	2,375.03	8,000.00
01-30-630-331	OPERATING SUPPLIES	0.00	1,445.83	3,500.00	41.31	2,054.17	7,000.00
01-30-630-345	UNIFORMS	79.00	6,338.25	31,100.00	20.38	24,761.75	62,200.00
01-30-630-346	AMMUNITION	678.21	4,722.80	18,000.00	26.24	13,277.20	36,000.00
01-30-630-401	OPERATING EQUIPMENT	1,374.61	17,461.21	24,000.00	72.76	6,538.79	30,538.79
01-30-630-402	BODY CAMERAS	0.00	0.00	33,846.00	0.00	67,692.00	67,692.00
01-30-630-405	FURNITURE & OFFICE EQUIPMENT	0.00	3,623.00	6,000.00	60.38	2,377.00	12,000.00
01-30-630-409	MAINTENANCE - VEHICLES	5,437.52	18,815.92	70,000.00	26.88	51,184.08	140,000.00
01-30-630-421	MAINTENANCE - RADIO EQUIPM	0.00	7,234.20	15,250.00	47.44	8,015.80	30,500.00
	ADMINISTRATION	351,723.49	2,203,953.79	4,728,490.00	46.61	2,524,536.21	9,456,980.00
							7,253,026.21
DATA PROCESSING	EDP EQUIPMENT/SOFTWARE	0.00	3,102.90	7,750.00	40.04	4,647.10	12,397.10
01-30-640-212	INTERNET/WEBSITE HOSTING	0.00	468.00	1,968.00	23.78	1,500.00	3,468.00

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 10/31/2018

Page: 8/22

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND		500.00	10,836.60	28,405.00	38.15	17,568.40	56,810.00	45,973.40
01-30-640-263	EDP LICENSES	0.00	0.00	19,000.00	0.00	19,000.00	38,000.00	38,000.00
01-30-640-267	DOCUMENT STORAGE/SCANNI	500.00	14,407.50	57,123.00	25.22	42,715.50	114,246.00	99,838.50
RISK MANAGEMENT		0.00	1,964.87	20,000.00	9.82	18,035.13	40,000.00	38,035.13
01-30-645-273	RISK MANAGEMENT	0.00	1,964.87	20,000.00	9.82	18,035.13	40,000.00	38,035.13
CONSTRUCTION		0.00	16,393.32	6,460.00	253.77	(9,933.32)	12,920.00	(3,473.32)
01-30-635-288	CONSTRUCTION	0.00	16,393.32	6,460.00	253.77	(9,933.32)	12,920.00	(3,473.32)
PATROL								
01-30-650-268	ANIMAL CONTROL	125.00	125.00	800.00	15.63	675.00	1,600.00	1,475.00
01-30-650-340	K-9 PROGRAM	244.20	1,240.45	4,200.00	29.53	2,959.55	8,400.00	7,159.55
01-30-650-343	JAIL SUPPLIES	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
01-30-650-345	UNIFORMS	0.00	707.94	0.00	100.00	(707.94)	0.00	(707.94)
01-30-650-348	DRUG FORFEITURE EXP - STAT	0.00	317.00	33,293.00	0.95	32,976.00	66,586.00	66,269.00
PATROL		369.20	2,390.39	39,793.00	6.01	37,402.61	79,586.00	77,195.61
INVESTIGATIVE								
01-30-655-339	CONFIDENTIAL FUNDS	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
INVESTIGATIVE		0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
TRAFFIC SAFETY								
01-30-660-105	PART TIME - CROSSING GUARD	534.13	2,013.49	5,300.00	37.99	3,286.51	10,600.00	8,586.51
TRAFFIC SAFETY		534.13	2,013.49	5,300.00	37.99	3,286.51	10,600.00	8,586.51
ESDA COORDINATOR								
01-30-665-263	SIREN MAINTENANCE	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
ESDA COORDINATOR		0.00	0.00	500.00	0.00	500.00	1,000.00	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	2,000.00
01-30-670-331	COMMODITIES	722.80	4,080.05	5,000.00	81.60	919.95	10,000.00	5,919.95
CRIME PREVENTION		722.80	4,080.05	6,000.00	68.00	1,919.95	12,000.00	7,919.95
TELECOMMUNICATIONS								
01-30-675-235	RADIO DISPATCHING	67,087.45	201,262.35	289,421.00	69.54	88,158.65	578,842.00	377,579.65
TELECOMMUNICATIONS		67,087.45	201,262.35	289,421.00	69.54	88,158.65	578,842.00	377,579.65
Total Dept 30 - POLICE DEPARTMENT		420,937.07	2,446,465.76	5,233,254.00	46.75	2,786,788.24	10,466,508.00	8,020,042.24

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 10/31/2018

Page: 9/22

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	2018-19 BUDGET		% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
				ORIGINAL BUDGET	% BDGT USED				
Fund 01 - GENERAL FUND				0.00	0.00	30,000.00	0.00	30,000.00	60,000.00
CAPITAL IMPROVEMENTS	STREET IMPROVEMENTS			0.00	0.00	30,000.00	0.00	30,000.00	60,000.00
CAPITAL IMPROVEMENTS				0.00	0.00	30,000.00	0.00	30,000.00	60,000.00
ADMINISTRATION									
01-35-400-147	MEDICARE	246.87	1,644.98	3,720.00	44.22	2,075.02	7,440.00	5,795.02	
01-35-400-151	MRFC	2,377.37	15,836.76	33,394.00	47.42	17,557.24	66,788.00	50,951.24	
01-35-400-161	SOCIAL SECURITY	728.86	6,110.69	14,486.00	42.18	8,375.31	28,972.00	22,861.31	
01-35-400-171	SUI - UNEMPLOYMENT	5.18	40.14	170.00	23.61	129.86	340.00	29.86	
01-35-710-101	SALARIES - PERMANENT EMPLOYEE	13,923.77	91,098.63	179,096.00	50.87	87,997.37	358,192.00	267,397.37	
01-35-710-102	OVERTIME	285.28	3,878.07	22,500.00	17.24	18,621.93	45,000.00	41,121.93	
01-35-710-103	PART TIME - LABOR	987.00	7,642.90	30,000.00	25.48	22,357.10	60,000.00	52,357.10	
01-35-710-126	SALARIES - CLERICAL	1,919.83	12,464.91	24,957.00	49.95	12,492.09	49,914.00	37,449.09	
01-35-710-141	HEALTH/DENTAL/LIFE INSURAN	213.93	16,544.40	37,071.00	44.63	20,526.60	74,142.00	57,597.60	
01-35-710-201	TELEPHONES	119.83	836.29	2,500.00	33.45	1,663.71	5,000.00	4,163.71	
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	431.00	431.00	500.00	86.20	69.00	1,000.00	569.00	
01-35-710-303	FUEL/MILEAGE/WASH	509.85	3,735.73	7,500.00	49.81	3,764.27	15,000.00	11,264.27	
01-35-710-304	SCHOOLS/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/PERSONNEL SUBSCRIPTIONS	0.00	0.00	300.00	0.00	300.00	600.00	600.00	
01-35-710-311	POSTAGE & METER RENT	376.24	842.36	1,500.00	56.16	657.64	3,000.00	2,157.64	
01-35-710-345	UNIFORMS	261.54	2,084.57	5,000.00	41.69	2,915.43	10,000.00	7,915.43	
01-35-710-401	OPERATING SUPPLIES & EQUIP	59.80	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		22,446.35	163,283.56	369,494.00	44.19	206,210.44	738,988.00	575,704.44	
DATA PROCESSING	INTERNET/WEBSITE HOSTING								
01-35-715-225	DATA PROCESSING	104.85	534.25	1,373.00	38.91	838.75	2,746.00	2,211.75	
DATA PROCESSING		104.85	534.25	1,373.00	38.91	838.75	2,746.00	2,211.75	
ENGINEERING	FEES - ENGINEERING	184.00	20,272.69	65,000.00	31.19	44,727.31	130,000.00	109,727.31	
01-35-720-245	PLAN REVIEW - ENGINEER	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00	
01-35-720-254		184.00	20,272.69	66,500.00	30.49	46,227.31	133,000.00	112,727.31	
BUILDINGS	Maintenance - Garage	118.56	2,416.18	6,000.00	40.27	3,583.82	12,000.00	9,583.82	
01-35-725-413	Maintenance - Salt Bins	540.00	540.00	2,500.00	21.60	1,960.00	5,000.00	4,460.00	
01-35-725-414	NICOR GAS	33.62	306.80	2,000.00	15.34	1,693.20	4,000.00	3,693.20	
01-35-725-415	SANITARY USER CHARGE	51.54	72.99	100.00	72.99	27.01	200.00	127.01	
01-35-725-417	Maintenance - PW Building	454.32	9,810.30	10,886.00	90.12	1,075.70	21,722.00	11,961.70	
01-35-725-418	BUILDINGS	1,198.04	13,146.27	21,486.00	61.19	8,339.73	42,972.00	29,825.73	
EQUIPMENT REPAIR	Maintenance - Vehicles	700.58	6,072.58	20,000.00	30.36	13,927.42	40,000.00	33,927.42	
01-35-735-409	EQUIPMENT REPAIR	700.58	6,072.58	20,000.00	30.36	13,927.42	40,000.00	33,927.42	

EXPENDITURE REPORT FOR WILLOWBROOK

Page: 10/22

PERIOD ENDING 10/31/2018

ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	2018-19 ORIGINAL BUDGET	% BUDGT USED	AVAILABLE BALANCE	APPROV. AVAIL.
-----------------------------------	---------------------------	-------------------------------	-----------------	----------------------	-------------------

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	2018-19 ORIGINAL BUDGET	% BUDGT USED	AVAILABLE BALANCE	APPROV.	APPROV. AVAIL.
Fund 01 - GENERAL FUND								
SNOW REMOVAL	SNOW REMOVAL CONTRACT	0.00	0.00	60,000.00	0.00	60,000.00	120,000.00	120,000.00
01-35-740-287	REIMB PERSONAL EXPENSES	0.00	0.00	200.00	0.00	200.00	400.00	400.00
01-35-740-306	MAINTENANCE - EQUIPMENT	0.00	0.00	6,000.00	0.00	6,000.00	12,000.00	12,000.00
01-35-740-411		0.00	0.00	66,200.00	0.00	66,200.00	132,400.00	132,400.00
SNOW REMOVAL								
STREET LIGHTING	ENERGY - STREET LIGHTS	1,869.88	10,244.20	19,140.00	53.52	8,895.80	38,280.00	28,035.80
01-35-745-207	MAINTENANCE - STREET LIGHT	0.00	9,304.02	15,000.00	62.03	5,695.98	30,000.00	20,695.98
01-35-745-223	MAINTENANCE - TRAFFIC SIGN	0.00	0.00	7,200.00	0.00	7,200.00	14,400.00	14,400.00
01-35-745-224		1,869.88	19,548.22	41,340.00	47.29	21,791.78	82,680.00	63,131.78
STREET LIGHTING								
STORM WATER IMPROVEMENTS	JET CLEANING CULVERT	0.00	3,560.00	15,000.00	23.73	11,440.00	30,000.00	26,440.00
01-35-750-286	SITE IMPROVEMENTS	0.00	0.00	20,000.00	0.00	20,000.00	40,000.00	40,000.00
01-35-750-289	STREET & ROW MAINTENANCE	85.17	495.68	3,500.00	14.16	3,004.32	7,000.00	6,504.32
01-35-750-328	MAINTENANCE - SAW MILL CRE	26,883.39	135,455.89	140,000.00	96.75	4,544.11	280,000.00	144,544.11
01-35-750-329	TREE MAINTENANCE	0.00	0.00	3,500.00	0.00	3,500.00	7,000.00	7,000.00
01-35-750-338	STORM WATER IMPROVEMENT	26,409.88	29,986.88	55,000.00	54.54	25,003.12	110,000.00	80,003.12
01-35-750-381	STORM WATER IMPROVEMENTS	2,500.00	36,530.31	40,000.00	91.33	3,469.69	80,000.00	43,469.69
STORM WATER IMPROVEMENTS		55,878.44	206,038.76	277,000.00	74.38	70,961.24	554,000.00	347,961.24
STREET MAINTENANCE	TRASH REMOVAL	0.00	720.00	1,250.00	57.60	530.00	2,500.00	1,780.00
01-35-755-279	ROUTE 83 BEAUTIFICATION	5,706.28	29,848.50	52,500.00	56.85	22,651.50	105,000.00	75,151.50
01-35-755-281	REIMB EXP - CONSTRUCTION	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-35-755-282	REIMB EXP - OTHER	720.00	5,583.50	2,500.00	223.34	(3,083.50)	5,000.00	(58,350)
01-35-755-283	REIMB EXP - BRUSH PICKUP	0.00	9,800.00	20,000.00	49.00	10,200.00	40,000.00	30,200.00
01-35-755-284	EQUIPMENT RENTAL	0.00	0.00	750.00	0.00	750.00	1,500.00	1,500.00
01-35-755-290	STREET & ROW MAINTENANCE	0.00	0.00	25,000.00	0.00	25,000.00	50,000.00	50,000.00
01-35-755-328	OPERATING SUPPLIES	0.00	8,635.34	55,000.00	15.70	46,364.66	110,000.00	101,364.66
01-35-755-331	J.U.I.E.	0.00	1,191.01	2,400.00	49.63	1,208.99	4,800.00	3,608.99
01-35-755-332	ROAD SIGNS	22,796.80	26,860.90	10,000.00	268.61	(16,860.90)	20,000.00	(6,860.90)
01-35-755-333	OPERATING EQUIPMENT	0.00	220.68	1,500.00	14.71	1,279.32	3,000.00	2,779.32
01-35-755-401	STREET MAINTENANCE	29,223.08	82,859.93	171,400.00	48.34	88,540.07	342,800.00	259,940.07
NUISANCE CONTROL	PEST CONTROL	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
01-35-760-258	MOSQUITO ABATEMENT	6,520.00	33,480.00	33,100.00	101.15	(380.00)	66,200.00	32,720.00
01-35-760-259		6,520.00	33,480.00	34,100.00	98.18	620.00	68,200.00	34,720.00
Total Dept 35 - PUBLIC WORKS DEPARTMENT		118,125.22	545,236.26	1,098,893.00	49.62	553,656.74	2,197,786.00	1,652,549.74
Dept 40 - BUILDING & ZONING DEPARTMENT								
GENERAL MANAGEMENT		122.30	797.09	1,660.00	48.02	862.91	3,320.00	2,522.91
01-40-400-147	MEDICARE							

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 10/31/2018

Page: 11/22

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	2018-19			APPROP. AVAIL.
			YTD BALANCE 10/31/2018	ORIGINAL BUDGET	% BUDGT USED	
Fund 01 - GENERAL FUND						
01-40-400-151	IMRF	1,278.09	8,247.29	16,870.00	48.89	8,622.71
01-40-400-161	SOCIAL SECURITY	522.91	3,408.20	7,096.00	48.03	3,687.80
01-40-400-171	SUI - UNEMPLOYMENT	0.00	23.56	102.00	23.10	78.44
01-40-810-101	SALARIES - PERMANENT EMPL	5,974.24	38,779.30	77,665.00	49.93	38,885.70
01-40-810-102	OVERTIME	1,020.70	15,000.00	50.45	7,432.35	155,330.00
01-40-810-126	SALARIES - CLERICAL	1,676.04	9,721.06	21,788.00	44.62	12,066.94
01-40-810-141	HEALTH/DENTAL/LIFE INSURAN	114.32	10,394.74	29,983.00	34.67	19,588.26
01-40-810-201	TELEPHONES	93.12	236.50	1,000.00	23.65	763.50
01-40-810-301	OFFICE SUPPLIES	13.91	1,468.06	1,000.00	146.81	(468.06)
01-40-810-302	PRINTING & PUBLISHING	0.00	368.10	750.00	49.08	381.90
01-40-810-303	FUEL/MILEAGE/WASH	107.75	362.63	1,000.00	36.26	637.37
01-40-810-304	SCHOOLS/CONFERENCES/TRA	0.00	0.00	1,000.00	0.00	1,000.00
01-40-810-307	FEES/DUES/SUBSCRIPTIONS	0.00	0.00	500.00	0.00	500.00
01-40-810-311	POSTAGE & METER RENT	0.00	69.42	400.00	17.36	330.58
01-40-810-345	UNIFORMS	0.00	0.00	400.00	0.00	400.00
01-40-810-401	OPERATING EQUIPMENT	0.00	0.00	500.00	0.00	500.00
01-40-810-409	MAINTENANCE - VEHICLES	263.61	2,500.00	2,500.00	10.54	2,236.39
GENERAL MANAGEMENT		11,186.99	81,707.21	179,214.00	45.59	97,506.79
DATA PROCESSING	DOCUMENT STORAGE/SCANNI	0.00	0.00	9,100.00	0.00	9,100.00
01-40-815-267	EDP PERSONNEL TRAINING	0.00	1,450.00	2,600.00	55.77	1,150.00
01-40-815-305	CONSULTING SERVICES	3,656.25	21,693.75	20,000.00	108.47	(1,693.75)
01-40-815-306		3,656.25	23,143.75	31,700.00	73.01	8,556.25
DATA PROCESSING						63,400.00
ENGINEERING	FEES - ENGINEERING	1,045.00	3,105.89	3,500.00	88.74	394.11
01-40-820-245	FEES - DRAINAGE ENGINEER	710.00	8,659.78	10,000.00	86.60	1,340.22
01-40-820-246	REIMB EXP - ENGINEERING	0.00	0.00	500.00	0.00	500.00
01-40-820-247	PLAN REVIEW - ENGINEER	440.00	440.00	5,000.00	8.80	4,560.00
01-40-820-254	PLAN REVIEW - STRUCTURAL	0.00	3,880.50	5,000.00	77.61	1,119.50
01-40-820-255	PLAN REVIEW - BUILDING CODE	19,136.63	72,978.87	75,000.00	97.31	2,021.13
01-40-820-258	PLAN REVIEW - DRAINAGE ENGI	660.00	10,627.50	15,000.00	70.85	4,372.50
01-40-820-259	ENGINEERING	21,991.63	99,692.54	114,000.00	87.45	14,307.46
INSPECTION	PART TIME - INSPECTOR	3,066.00	22,587.91	40,000.00	56.47	17,412.09
01-40-830-109	PLUMBING INSPECTION	720.00	4,805.00	7,500.00	64.07	2,695.00
01-40-830-115	ELEVATOR INSPECTION	229.00	2,980.00	8,000.00	37.25	5,020.00
01-40-830-117	CODE ENFORCEMENT INSPECT	0.00	0.00	4,000.00	0.00	4,000.00
01-40-830-119	INSPECTION	4,015.00	30,372.91	59,500.00	51.05	29,127.09
Total Dept 40 - BUILDING & ZONING DEPARTMENT		40,849.87	234,916.41	384,414.00	61.11	149,497.59
						768,828.00
						228,000.00
						128,307.46
						533,911.59

**EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2018**

PERIOD ENDING 10/31/2018

APPROP.
AVAIL.

GL NUMBER	DESCRIPTION	10/31/18	10/31/2018	BUDGET	USED	BALANCE
Fund 01 - GENERAL FUND						
TOTAL EXPENDITURES		698,579.13	4,158,201.83	9,332,731.00	44,56	5,174,529.17

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 10/31/2018

Page: 13/22

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	2018-19 BUDGET		% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
				ORIGINAL BUDGET	% BDGT USED				
Fund 02 - WATER FUND									
Dept 50 - WATER DEPARTMENT			0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
CAPITAL IMPROVEMENTS	DISTRIBUTION SYSTEM REPLA		0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
02-50-440-694	CAPITAL IMPROVEMENTS		0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
ADMINISTRATION									
02-50-400-147	MEDICARE	319.49	1,699.98	3,352.00	50.72	1,652.02	6,704.00	5,004.02	
02-50-400-151	IMRF	3,324.69	17,496.32	32,597.00	53.67	15,100.68	65,194.00	47,697.68	
02-50-400-161	SOCIAL SECURITY	1,157.63	6,642.83	14,331.00	46.35	7,688.17	28,622.00	22,019.17	
02-50-400-171	SUI - UNEMPLOYMENT	0.00	6.14	170.00	3.61	163.86	340.00	333.86	
02-50-401-101	SALARIES - PERMANENT EMPL	12,014.40	79,642.07	156,189.00	50.99	76,546.93	312,378.00	232,735.93	
02-50-401-102	OVERTIME	8,621.32	26,593.20	40,000.00	66.48	13,406.80	80,000.00	53,406.80	
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	12,463.88	24,957.00	49.94	12,493.12	49,914.00	37,450.12	
02-50-401-141	HEALTH/DENTAL/LIFE INSURAN	213.93	16,756.23	37,813.00	44.31	21,056.77	75,626.00	58,869.77	
02-50-401-201	PHONE - TELEPHONES	550.95	2,724.37	7,500.00	36.32	4,775.63	15,000.00	12,275.63	
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	20.21	750.00	2,69	729.79	1,500.00	1,479.79		
02-50-401-302	PRINTING & PUBLISHING	1,889.22	5,030.08	4,000.00	125.75	(1,030.08)	8,000.00	2,969.92	
02-50-401-303	FUEL/MILEAGE/WASH	509.84	3,735.44	6,500.00	57.47	2,764.56	13,000.00	9,264.56	
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	353.40	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		30,894.77	176,950.75	347,809.00	50.88	170,858.25	695,618.00	518,667.25	
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 LO	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	1,640.00	7,641.00	21.46	6,001.00	15,282.00	13,642.00	
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	1,640.00	11,741.00	13.97	10,101.00	23,482.00	21,842.00	
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	20,000.00	0.00	20,000.00	5,000.00	5,000.00	

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 10/31/2018

Page: 14/22

GL NUMBER	DESCRIPTION	2018-19			% BUDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
		ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	ORIGINAL BUDGET				
Fund 02 - WATER FUND								
TRANSFERS TO OTHER FUNDS								
02-50-410-501	REIMBURSE OVERHEAD GENER	41,567.08	249,402.48	498,805.00	50.00	249,402.52	997,610.00	748,207.52
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	654,452.98	945,406.00	69.22	290,953.02	1,890,812.00	1,236,359.02
WATER PRODUCTION								
02-50-420-206	ENERGY - ELECTRIC PUMP	398.57	3,331.86	12,000.00	27.77	8,668.14	24,000.00	20,668.14
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	0.00	247.27	1,500.00	16.48	1,252.73	3,000.00	2,752.73
02-50-420-362	SAMPLING ANALYSIS	90.00	4,560.00	2,500.00	182.40	(2,060.00)	5,000.00	440.00
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	146,164.72	828,971.52	1,729,000.00	47.95	900,028.48	3,458,000.00	2,629,028.48
WATER PRODUCTION		146,653.29	837,110.65	1,747,500.00	47.90	910,389.35	3,495,000.00	2,657,889.35
WATER STORAGE								
02-50-425-473	WELLHOUSE REPAIRS & MAINT	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
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	0.00	1,556.10	5,000.00	31.12	3,443.90	10,000.00	8,443.90
WATER STORAGE		0.00	1,556.10	9,000.00	17.29	7,443.90	18,000.00	16,443.90
TRANSPORTATION/DISTRIBUTION								
02-50-430-276	LEAK SURVEYS	859.50	5,137.75	9,000.00	57.09	3,862.25	18,000.00	12,862.25
02-50-430-277	WATER DISTRIBUTION REPAIRS	6,020.72	118,734.01	125,000.00	94.99	6,265.99	250,000.00	131,265.99
02-50-430-299	LANDSCAPING - OTHER	184.08	552.24	2,500.00	22.09	1,947.76	5,000.00	4,447.76
02-50-430-401	OPERATING EQUIPMENT	0.00	0.00	750.00	0.00	750.00	1,500.00	1,500.00
02-50-430-422	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	1,623.37	27,305.97	25,000.00	109.22	(2,305.97)	50,000.00	22,694.03
TRANSPORTATION/DISTRIBUTION		8,687.67	151,729.97	162,750.00	93.23	11,020.03	325,500.00	173,770.03
METERS & BILLING								
02-50-435-278	METERS FLOW TESTING	0.00	220.00	2,500.00	8.80	2,280.00	5,000.00	4,780.00
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		0.00	220.00	21,500.00	1.02	21,280.00	43,000.00	42,780.00
Total Dept 50 - WATER DEPARTMENT		227,940.81	1,855,695.55	3,343,076.00	55.51	1,487,380.45	6,686,152.00	4,830,456.45
TOTAL EXPENDITURES		227,940.81	1,855,695.55	3,343,076.00	55.51	1,487,380.45	6,686,152.00	4,830,456.45

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 10/31/2018

Page: 15/22

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	ORIGINAL BUDGET	% BUDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 03 - HOTEL/MOTEL TAX FUND								
Dept 53 - HOTEL/MOTEL								
03-53-435-303	COMMUNITY RELATIONS	0.00	0.00	1,185.00	0.00	1,185.00	2,370.00	2,370.00
03-53-435-308	WILLOWBROOK MOBILE PHONE	0.00	0.00	5,000.00	0.00	5,000.00	10,000.00	10,000.00
03-53-435-316	GRANT PILOT PROGRAM	1,800.00	1,800.00	9,260.00	19.44	7,460.00	18,520.00	16,720.00
03-53-435-317	LANDSCAPE BEAUTIFICATION	(8,995.00)	0.00	75,000.00	0.00	75,000.00	150,000.00	150,000.00
03-53-435-318	ADVERTISING - DCVB	0.00	0.00	1.00	0.00	1.00	2.00	2.00
03-53-435-319	ADVERTISING - VILLAGE CHAMBER DIRECTORY	3,000.00	3,000.00	100.00	0.00	0.00	6,000.00	3,000.00
	COMMUNITY RELATIONS	(4,195.00)	4,800.00	93,446.00	5.14	88,646.00	186,892.00	182,092.00
ADMINISTRATION								
03-53-401-307	FEES DUES SUBSCRIPTIONS	300.00	4,300.00	12,000.00	35.83	7,700.00	24,000.00	19,700.00
03-53-401-311	POSTAGE & METER RENT	0.00	0.00	250.00	0.00	250.00	500.00	500.00
ADMINISTRATION		300.00	4,300.00	12,250.00	35.10	7,950.00	24,500.00	20,200.00
SPECIAL EVENTS								
03-53-436-378	WINE & DINE INTELLIGENTLY	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
03-53-436-379	SPECIAL PROMOTIONAL EVENT	0.00	2,500.00	2,500.00	100.00	0.00	5,000.00	2,500.00
SPECIAL EVENTS		0.00	2,500.00	4,500.00	55.56	2,000.00	9,000.00	6,500.00
Total Dept 53 - HOTEL/MOTEL		(3,895.00)	11,600.00	110,196.00	10.53	98,596.00	220,392.00	208,792.00
TOTAL EXPENDITURES								
		(3,895.00)	11,600.00	110,196.00	10.53	98,596.00	220,392.00	208,792.00

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2018

Page: 16/22

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	2018-19 YTD BALANCE 10/31/2018	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		131,926.19	131,926.19	267,382.00	49.34	135,455.81	534,764.00	402,837.81
CAPITAL IMPROVEMENTS		131,926.19	131,926.19	267,382.00	49.34	135,455.81	534,764.00	402,837.81
Total Dept 56 - MOTOR FUEL TAX		131,926.19	131,926.19	267,382.00	49.34	135,455.81	534,764.00	402,837.81
TOTAL EXPENDITURES		131,926.19	131,926.19	267,382.00	49.34	135,455.81	534,764.00	402,837.81

EXPENDITURE REPORT FOR WILLOWBROOK

Page: 17/22

PERIOD ENDING 10/31/2018

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	2018-19 YTD BALANCE 10/31/2018	ORIGINAL BUDGET	% BUDGET USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 06 - SSA ONE BOND & INTEREST FUND								
Dept 60 - SSA BOND								
OTHER	BOND PRINCIPAL EXPENSE	0.00	0.00	160,000.00	0.00	160,000.00	320,000.00	320,000.00
06-60-550-401	BOND INTEREST EXPENSE	0.00	81,112.50	162,225.00	50.00	81,112.50	324,450.00	243,337.50
06-60-550-402		0.00	81,112.50	322,225.00	25.17	241,112.50	644,450.00	563,337.50
OTHER		0.00	81,112.50	322,225.00	25.17	241,112.50	644,450.00	563,337.50
Total Dept 60 - SSA BOND								
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 10/31/2018

Page: 18/22

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 07 - POLICE PENSION FUND								
Dept 62								
ADMINISTRATION								
07-62-401-242	LEGAL FEES	0.00	5,084.77	6,500.00	78.23	1,415.23	13,000.00	7,915.23
07-62-401-243	COURT STENOGRAPHER	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
07-62-401-251	AUDIT FEES	3,282.00	3,282.00	3,282.00	100.00	0.00	6,564.00	3,282.00
07-62-401-252	ACTUARY SERVICES	0.00	4,400.00	4,400.00	100.00	0.00	8,800.00	4,400.00
07-62-401-253	FINANCIAL ADVISORY FEES	0.00	6,862.00	27,883.00	24.61	21,021.00	55,766.00	48,904.00
07-62-401-254	FIDUCIARY INSURANCE	0.00	0.00	3,175.00	0.00	3,175.00	6,350.00	6,350.00
07-62-401-304	SCHOOLS CONFERENCE TRAV	140.00	2,575.72	3,510.00	73.38	934.28	7,020.00	4,444.28
07-62-401-307	FEES DUES SUBSCRIPTIONS	0.00	795.00	819.00	97.07	24.00	1,638.00	843.00
07-62-401-531	DEPT OF INSURANCE FILING FE	0.00	4,096.96	4,461.00	91.84	364.04	8,922.00	4,825.04
07-62-401-543	EXAMS - PHYSICAL	7,996.80	7,996.80	7,500.00	106.62	(496.80)	15,000.00	7,003.20
ADMINISTRATION		11,418.80	35,093.25	62,030.00	56.57	26,936.75	124,060.00	88,966.75
PENSION BENEFITS								
07-62-401-581	PENSION BENEFITS	103,789.07	622,213.74	1,255,661.00	49.55	633,447.26	2,511,322.00	1,889,108.26
07-62-401-582	WIDOW'S PENSION	0.00	3,209.37	38,512.00	8.33	35,302.63	77,024.00	73,814.63
07-62-401-583	DISABILITY BENEFITS	5,802.07	34,812.42	70,007.00	49.73	35,194.58	140,014.00	105,201.58
07-62-401-586	SEPARATION REFUNDS	0.00	4,243.02	0.00	100.00	(4,243.02)	0.00	(4,243.02)
PENSION BENEFITS		109,591.14	664,478.55	1,364,180.00	48.71	699,701.45	2,728,360.00	2,063,881.45
Total Dept 62		121,009.94	699,571.80	1,426,210.00	49.05	726,638.20	2,852,420.00	2,152,848.20
TOTAL EXPENDITURES								
		121,009.94	699,571.80	1,426,210.00	49.05	726,638.20	2,852,420.00	2,152,848.20

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2018

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	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	(46,620.00)	0.00	0.00	0.00	0.00	0.00	0.00
09-65-440-604	WATER TANK REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09-65-440-606	DCU UPGRADE	0.00	8,400.00	8,400.00	100.00	0.00	16,800.00	8,400.00
CAPITAL IMPROVEMENTS		(46,620.00)	8,431.19	16,215.00	52.00	7,783.81	32,430.00	23,998.81
Total Dept 65 - WATER CAPITAL IMPROVEMENTS		(46,620.00)	8,431.19	16,215.00	52.00	7,783.81	32,430.00	23,998.81
TOTAL EXPENDITURES								
		(46,620.00)	8,431.19	16,215.00	52.00	7,783.81	32,430.00	23,998.81

EXPENDITURE REPORT FOR WILLOWBROOK

Page: 20/22

PERIOD ENDING 10/31/2018

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	ORIGINAL BUDGET	% BUDGET 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								
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 10/31/2018

Page: 21/22

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	2018-19 ORIGINAL BUDGET	% BUDGET 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	9,000.00	12,000.00	383,000.00	3.13	371,000.00	766,000.00	754,000.00
CAPITAL IMPROVEMENTS								
Total Dept 75 - LAND ACQUISITION/EXPANSION/RENOV		9,000.00	12,868.50	383,000.00	3.36	370,131.50	766,000.00	753,131.50
TOTAL EXPENDITURES								
		9,000.00	12,868.50	383,000.00	3.36	370,131.50	766,000.00	753,131.50

EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 10/31/2018

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/18	YTD BALANCE 10/31/2018	ORIGINAL BUDGET	% BUDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX								
Dept 15 - PLANNING & ECONOMIC DEVELOPMENT								
CONTINGENCIES								
15-15-401-242	LEGAL FEES	983.80	14,015.79	7,500.00	186.88	(6,515.79)	15,000.00	984.21
15-15-510-232	CONSULTANTS-DESIGN & OTHE	0.00	360.00	7,500.00	4.80	7,140.00	15,000.00	14,640.00
CONTINGENCIES								15,624.21
ADMINISTRATION								
15-15-455-513	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
ADMINISTRATION								1,800,000.00
STREET MAINTENANCE								
15-15-745-224	MAINT TRAFFIC SIGNALS	0.00	0.00	4,000.00	0.00	4,000.00	8,000.00	8,000.00
STREET MAINTENANCE								8,000.00
Total Dept 15 - PLANNING & ECONOMIC DEVELOPMEN		983.80	14,375.79	919,000.00	1.56	904,624.21	1,838,000.00	1,823,624.21
TOTAL EXPENDITURES		983.80	14,375.79	919,000.00	1.56	904,624.21	1,838,000.00	1,823,624.21
TOTAL EXPENDITURES - ALL FUNDS		1,138,924.87	7,031,947.35	16,445,563.00	42.76	9,413,615.65	32,891,126.00	25,859,178.65

VILLAGE OF WILLOWSBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: AN ORDINANCE AMENDING THE VILLAGE OF WILLOWSBROOK EMPLOYEE PERSONNEL MANUAL BY AMENDING ITS PROCEDURES FOR FILING A COMPLAINT OF HARASSMENT/DISCRIMINATION OR SEXUAL HARASSMENT	AGENDA NO. 6e AGENDA DATE: <u>11/12/2018</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 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)	
On January 8, 2018, the Village Board adopted a revision to the personnel manual in accordance with Public Act 100-0554 which mandated that all governmental units adopt an ordinance or resolution establishing a policy prohibiting sexual harassment. On February 12, 2018, the Village board adopted a subsequent revision to establish procedures for handling an anonymous complaint.	
On August 24, 2018, the Governor signed into law Public Act 100-1066, which modified provisions to the Illinois Human Rights Act. One provision changed the timeframe an employee would have to file a complaint with the Illinois Department of Human Rights from 180 days to 300 days . This change has been incorporated into the Village's personnel manual and must now be formally adopted.	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.)	
N/A	
ACTION PROPOSED: PASS THE 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**

WHEREAS, on August 24, 2018, the Governor signed into law Public Act 100-1066, amending the Illinois Human Rights Act (775 ILCS 5/7A-102), to require changes to the sexual harassment policy of local governmental entities; and

WHEREAS, pursuant to the Act, employees have 300 calendar days from the date of an alleged violation to file a complaint with the Illinois Department of Human Rights; and

WHEREAS, the Village of Willowbrook Employee Personnel Manual includes a policy prohibiting sexual harassment and procedures for filing a complaint; and

WHEREAS, the corporate authorities of the Village have determined that it is in the best interest of the Village to revise the Employee Personnel Manual with respect to its policy against sexual harassment, and adopt such revised policy by ordinance in compliance with the requirements of Public Act 100-1066, and other applicable laws.

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

Section 1. Recitals. The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this ordinance.

Section 2. The Village of Willowbrook Personnel Policy Manual, is hereby amended by approving and amending thereto the Procedures For Filing A Complaint Of Harassment/Discrimination Or Sexual Harassment, a copy of said policies are attached hereto as Exhibit "A" and made a part hereof.

Section 3. The Procedures For Filing A Complaint Of Harassment/Discrimination Or Sexual Harassment of the Village supersedes any prior policy or past practice of the Village with respect to sexual harassment.

Section 4. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

Section 5. All ordinances or parts of ordinances in conflict with this ordinance are repealed, insofar as a conflict may exist.

PASSED and APPROVED this 12th day of November, 2018, by a roll call vote as follows:

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Mayor

ATTEST:

Village Clerk

EXHIBIT "A"

THE VILLAGE OF WILLOWBROOK
EMPLOYEE PERSONNEL MANUAL

Section 2.9, entitled Procedures For Filing A Complaint Of
Harassment/Discrimination Or Sexual Harassment

2.9 PROCEDURES FOR FILING A COMPLAINT OF HARASSMENT/DISCRIMINATION OR SEXUAL HARASSMENT:

1. Internal

An employee who either observes or believes herself/himself to be the object of harassment/discrimination or sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the supervisor/manager, the Village Administrator or the Village Ethics Officer, and to the offending person. It is not necessary for the harassment/discrimination or sexual harassment to be directed at the person making the complaint.

Each incident of harassment/discrimination or sexual harassment should be documented or recorded. A note should be made of the date, time, place, what was said or done, and by whom. The documentation may be augmented by written records such as letters, notes, names, and telephone numbers.

No one making a complaint of harassment/discrimination or sexual harassment will be retaliated against even if a complaint made in good faith is not substantiated. Any witness to an incident of harassment/discrimination or sexual harassment is also protected from retaliation.

The process for making a complaint about harassment/discrimination or sexual harassment falls into several stages:

- a. **DIRECT COMMUNICATION:** If there is harassment/discrimination or sexually harassing behavior in the work place, the discriminated or harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- b. **CONTACT SUPERVISORY PERSONNEL:** All employees are required to promptly report any suspected discrimination or harassment to his or her immediate supervisor and the Village Administrator or to the Village Ethics Officer. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision and the Village Administrator. If the harasser is the Village Administrator, the problem shall be reported to the Mayor.
- c. **FORMAL WRITTEN COMPLAINT:** If an employee is uncomfortable reporting an incident to any supervisor, an employee may also report incidents of harassment/discrimination or sexual harassment directly

to the Village Administrator or the Village Ethics Officer. The Village Administrator or the Village Ethics Officer will counsel the reporting employee and be available to assist with the filing of a formal complaint. The Village will process all complaints, including anonymous complaints; however, an anonymous complaint may not provide sufficient information to enable the Village to perform a thorough investigation. The Village Administrator or the Village Ethics Officer will fully investigate the complaint, and will advise the complainant, if practicable, and the alleged harasser of the results of the investigation. Any employee's behavior that fits the definition of harassment/discrimination or sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal.

2. External

The Village hopes that any incident of harassment/discrimination or sexual harassment can be resolved through the internal process outlined above. All employees, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR must be filed within three ~~one~~ ~~hundred-eighty~~ ~~(300)180~~ days of the incident of harassment/discrimination or sexual harassment. A charge with EEOC must also be filed within three hundred (300) days of the incident. Charges are investigated in accordance with the rules of the IDHR and/or the EEOC. In addition, an appeal process is available through the Human Rights Commission (IHRC), after the IDHR has completed its investigation of the complaint.

The Illinois Department of Human Rights (IDHR) may be contacted as follows:

Chicago:	312-814-6200
Chicago TTY:	866-740-3953

The Illinois Human Rights Commission (IHRC) may be contacted as follows:

Chicago:	312-814-6269
Chicago TTY:	312-814-4760

The United States Equal Employment Opportunity Commission (EEOC) may be contacted as follows:

Chicago:	800-669-4000
TTY:	800-869-8001

An employee who has been physically harassed, or threatened while on the job may also have grounds for criminal charges of assault and battery.

3. False and Frivolous Complaints

False and frivolous charges refer to cases where the accuser is using a harassment/sexual harassment complaint to accomplish some end other than stopping harassment/sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action up to and including dismissal. Any employee who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable Village policies, employment agreements, Employee Personnel Manual, and/or collective bargaining agreements.

4. Minors

Should the alleged offender or the person who is the object of harassment/sexual harassment be a minor, the minor's parents or legal guardian(s) are to be notified upon allegations of harassment, unless prohibited by law.

5. Prohibition on Retaliation

The Village will not in any way retaliate or permit any employee, officer, or agent of the Village to retaliate against an individual who makes a report of harassment/discrimination or sexual harassment, or provides information related to such report. Any witness to an incident or participant in any investigation of harassment/discrimination or sexual harassment is also protected from retaliation.

Retaliation is a serious violation of these Non-Harassment/Discrimination or Sexual Harassment policies and should be reported immediately. Any person found to have retaliated against another individual for reporting harassment/discrimination or sexual harassment will be subject to the same disciplinary action provided for harassment/discrimination offenders, meaning disciplinary action up to and including termination of employment. No one making a complaint of harassment/discrimination or sexual harassment or providing information related thereto will be retaliated against even if a complaint made in good faith is not substantiated.

For the purposes of the Village's Non-Harassment/Discrimination or Sexual Harassment policies, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or

conditions of employment of any employee that is taken in retaliation for an employee's involvement in protected activity pursuant to Village's Non-Harassment/Discrimination or Sexual Harassment policies.

Similar to the prohibition against retaliation as set forth in this policy, whistleblower protection from retaliatory action is afforded under the State Officials and Employees Ethics Act (5 ILCS 430/15-10; 5 ILCS 430/70-5), the Whistleblower Act (740 ILCS 174/15(a)) and the Illinois Human Rights Act (775 ILCS 5/6-101).

For the purposes of the Village's Non-Harassment/Discrimination or Sexual Harassment policies, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any employee that is taken in retaliation for an employee's involvement in protected activity pursuant to Village's Non-Harassment/Discrimination or Sexual Harassment policies.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 300180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

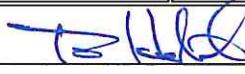
A RESOLUTION AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CERTAIN INTERGOVERNMENTAL AGREEMENT WITH THE COUNTY OF DUPAGE, ILLINOIS FOR MOWING ALONG COUNTY ROADS AND RIGHTS-OF-WAY

6f

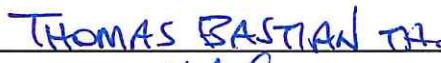
AGENDA NO.

AGENDA DATE: 11/12/18

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: 

LEGAL REVIEW: Thomas 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)

On March 24, 2014, the Village Board adopted Resolution No. 14-R-14 authorizing an Intergovernmental Agreement (IGA) between the Village of Willowbrook and DuPage County for the mowing of certain county rights-of-ways. In accordance with the IGA, the Village would contract for the mowing of approximately 23.43 acres of turf located on county-owned rights of ways including 75th Street, Madison Street, Plainfield Road, and 63rd Street. The cost of this work is then reimbursed to the Village by DuPage County at the end of the season. Currently, the Village receives reimbursement in the amount of \$23,600 per season. Through this arrangement, and local management of the mowing contract with the vendor, the Village can control the frequency and quality of the mowing in an effort to improve the aesthetics of these arterial streets located within the Village's corporate limits. The term of the original IGA was for three (3) years, and expired on November 15, 2016. In January of 2017, the DuPage County Division of Transportation again contacted the Village to ascertain whether we would be interested in renewing the agreement for two (2) additional mowing seasons. After review, on March 27, 2017 the Village Board adopted Resolution No. 17-R-17 continuing the program, which will expire on November 15, 2018.

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

DuPage County has again contacted the Village to renew the IGA to continue the program until November 30, 2021 (3 years). The IGA was drafted by DuPage County and was reviewed by the Village Attorney. The program specifications have been amended to reflect the competitive bid prices that many municipalities have received to perform the mowing work. The proposed IGA provides that the County will reimburse the Village the lesser of:

- 1) \$1,171.50 per mowing cycle x max. 20 cycles = \$23,430 per mowing season, or;
- 2) Contractor pricing + 10% administrative costs for contract management

Staff has considered the revised program specifications and concluded that the Village will be adequately reimbursed for the work regardless of which payment provision is ultimately used. If approved by the Village Board, the first round of mowing must occur prior to May 1, 2019 and would continue through the 2019 mowing season. This will be included in the 2019 Village mowing contract and would be completed by the Village's current landscape maintenance contractor, if the contract is renewed for the next season.

ACTION PROPOSED: Adopt the 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**

WHEREAS, the County of DuPage (the "County") and the Village of Willowbrook (the "Village"), are public agencies as defined by section 2 of the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*); and

WHEREAS, the Intergovernmental Cooperation Act authorizes the Village and the County to enter into the Intergovernmental Agreement, attached hereto as Exhibit "A" and expressly made a part hereof, for the stated purpose of the Village providing mowing services to the County along county roads and rights-of-way; and

WHEREAS, the Village and the County are further authorized to enter into the attached Intergovernmental Agreement, pursuant to the Intergovernmental Cooperation Powers as provided by section 10(a) of Article VII of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Mayor and Board of Trustees of the Village of Willowbrook have determined that it is necessary, proper and in

the best interest of the Village to enter into the attached Intergovernmental Agreement with the County of DuPage.

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 certain Intergovernmental Agreement by and between the Village of Willowbrook and the County of DuPage, attached hereto as Exhibit "A" and made a part hereof, is hereby approved.

Section 2. The Mayor of the Village of Willowbrook is hereby authorized and directed to execute, on behalf of the Village of Willowbrook, that certain Intergovernmental Agreement by and between the Village of Willowbrook and the County of DuPage, attached hereto as Exhibit "A" and made a part hereof, and the Village Clerk is hereby directed to attest to the Mayor's signature, all on behalf of the Village of Willowbrook.

Section 3. The Village Administrator is hereby authorized and directed to do all other acts reasonably necessary to carry into effect the purposes and intent of the Intergovernmental Agreement by and between the Village of Willowbrook and the County of DuPage.

Section 4. This Resolution shall be in full force and effect immediately upon its passage.

ADOPTED and APPROVED this 12th day of November, 2018.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

EXHIBIT "A"

INTERGOVERNMENTAL AGREEMENT
BETWEEN THE COUNTY OF DU PAGE AND
THE VILLAGE OF WILLOWBROOK
FOR MOWING ALONG COUNTY ROADS AND RIGHTS OF WAY

This intergovernmental agreement (hereinafter referred to as "Agreement"), entered into as hereinafter set forth, by and between the County of DuPage, a body corporate and politic of the State of Illinois (hereinafter referred to as the "COUNTY") and the Village of Willowbrook (hereinafter referred to as the "VILLAGE"), a municipal corporation. The COUNTY and the VILLAGE are hereinafter individually referred to as a "party" or together as the "parties."

WITNESSETH

WHEREAS, the COUNTY and the VILLAGE are authorized by the 1970 Illinois Constitution, Article VII, Para. 10 and the Intergovernmental Cooperation Act 5 ILCS 220/1 et seq., to contract with each other; and

WHEREAS, the VILLAGE agrees to mow grass along certain roads and rights of way which are within the maintenance jurisdiction of the COUNTY and within the corporate limits of the VILLAGE as follows (hereinafter referred to as "COUNTY MOWING"):

COUNTY MOWING:

Co Hwy #	Street Name	Street Side	Location Description	Mowing Instructions	Total Acres
38	63rd St	Both Sides and Medians	Western Ave to Madison Ave		4.56
33	75th St	Both Sides and Medians	1 lot West of Sheridan to IL 83		8.59
8	Madison St	Both Sides	63rd St to Joliet Rd		7.21
31	Plainfield Rd	Both Sides	IL 83 to Garfield Ave		3.07
				Grand Total:	23.43

and;

WHEREAS, the COUNTY and the VILLAGE have determined that it is in the best interest of the citizens of DuPage County and the residents of the Village of Willowbrook for the VILLAGE to provide mowing along the above listed County Highways subject to the following GENERAL CONDITIONS AND SPECIFICATIONS:

GENERAL CONDITIONS

1. The VILLAGE shall visit the site of the proposed work, and shall investigate, examine and familiarize itself with the premises and conditions relating to the mowing to be done in order that it may understand the difficulties and restrictions required to complete the mowing to be done under this Agreement.
2. The VILLAGE shall furnish all labor, materials, equipment and transportation necessary to complete five (5) mowing cycles and up to fifteen (15) intermediate mowing(s) as necessary per year for three (3) years under the terms and conditions herein set forth. All materials and equipment shall be in strict compliance with the specifications hereinafter set forth; however, if no specifications are set forth for particular materials or equipment such material or equipment shall be of such specifications as are reasonably necessary and appropriate to carry out the terms and conditions of this Agreement. All labor and transportation shall be performed in accordance with the highest professional and technical standards in the field.
3. At the sole option of the COUNTY, the VILLAGE shall furnish all labor, materials, equipment and transportation necessary to complete additional mowing cycles, on any portion or portions of said COUNTY MOWING, under the terms and conditions herein set forth. The COUNTY shall give written notice to the VILLAGE of the portion or portions of roads and rights of way to be mowed not less than seven (7) days prior to the required starting date.
4. The safety of persons and property of the VILLAGE, the COUNTY, and the general public is of primary concern, and shall take priority over all other terms and conditions of this Agreement.
5. All equipment and materials furnished by the VILLAGE shall meet or exceed all safety standards for mowing prescribed by O.S.H.A. The VILLAGE agrees, covenants, and understands that the VILLAGE bears sole liability for any injury or damage caused by the VILLAGE under this Agreement and that the COUNTY shall not accept any liability whatsoever from the VILLAGE except where any injury or damage is caused by the COUNTY.
6. Indemnification
 - (a) The VILLAGE shall indemnify, hold harmless and defend the COUNTY, its officials, officers, agents, and employees from and against all liability, claims, suits, demands, proceedings and actions, including costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property

resulting from, or connected with, the VILLAGE's negligent or willful acts, errors or omissions or any of the VILLAGE contractor's or agent's negligent or willful acts in its performance under this Agreement. The indemnification set forth herein shall not extend to any injury or damage caused by the negligent or willful acts, errors or omissions of the COUNTY or its officers, agents and employees.

- (b) (b) Nothing contained herein shall be construed as prohibiting the COUNTY, its officials, directors, officers and employees, at their sole cost and expense, from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and actions brought against them. Pursuant to Illinois law, any attorney representing the COUNTY, who is not already an Assistant State's Attorney, is to be appointed a Special Assistant State's Attorney, in accordance with the applicable law. The COUNTY's participation in its defense shall not remove the VILLAGE's duty to indemnify, defend, and hold the COUNTY harmless, as set forth above provided, however, that the VILLAGE shall have the authority to direct the defense and to settle any claim, suit, demand, proceeding or action against the COUNTY for which the VILLAGE would be required to indemnify the COUNTY hereunder subject to the approval of the State's Attorney to settle all claims. The State's Attorney shall not unreasonably withhold such approval.
- (c) Any indemnity as provided in this Agreement shall not be limited by reason of the enumeration of any insurance coverage herein provided. The VILLAGE's indemnification of the COUNTY shall survive the termination, or expiration, of this Agreement.
- (d) The COUNTY does not waive, by these indemnity requirements, any defenses or protections under the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1 et seq.) or otherwise available to it, or to the VILLAGE, under the law."

7. At all times during the period of this Agreement, the VILLAGE and, if applicable, their contractor shall maintain the following insurance coverage(s), or be self-insured to cover the following:

- (a) **Worker's Compensation Insurance** in the statutory amounts.
- (b) **Employer's Liability Insurance** in an amount not less than one million dollars (\$1,000,000.00) each accident/injury and one million dollars (\$1,000,000.00) each employee/disease.
- (c) **Commercial (Comprehensive) General Liability**
Insurance with a limit of not less than three million dollars (\$3,000,000) total; including limits of not less than two million (\$2,000,000) dollars per occurrence and one million (\$1,000,000) dollars excess liability in the annual aggregate injury/property damage.
- (d) **Commercial (Comprehensive) Automobile Liability Insurance** with minimum limits of at least one million (\$1,000,000) dollars Combined Single Limit (Each Accident).
- (e) The coverage limits required under subparagraphs (c) and (d) above may be satisfied through a combination of primary and excess coverage. The VILLAGE shall not allow any contractor to commence work until all the insurance coverage(s) required under this insurance section have been obtained. Satisfactory evidence of contractor's insurance including endorsements shall be provided by the VILLAGE to the COUNTY immediately upon request. Additionally, the VILLAGE shall include in all of its contracts a statement expressly declaring the COUNTY to be a third-party beneficiary of the insurance requirements provided for in this insurance section.
- (f) The VILLAGE shall require all approved contractors, anyone directly or indirectly employed by them, or by anyone for whose acts any of them may be liable under this Agreement, to acquire and maintain the insurance as set forth in Paragraph 7. (a) to (d) of the Agreement. The COUNTY retains the right to obtain evidence of contractor's insurance coverage at any time. The VILLAGE will ensure that its contractors and subcontractors name the COUNTY as an additional insured as set out in the paragraphs below. The VILLAGE understands that it is to the VILLAGE's benefit to diligently enforce this insurance requirement as the VILLAGE shall indemnify the COUNTY, its officials, officers, agents, and employees from all liability, in its performance under this Agreement pursuant to the terms in Paragraph 6 herein."

(g) The insurance required to be purchased and maintained by the VILLAGE and if applicable, their contractor, shall be provided by an insurance company acceptable to the COUNTY, and licensed to do business in the State of Illinois; and shall include at least the specific coverage and be written for not less than the limits of the liability specified herein or required by law or regulation whichever is greater; and shall be so endorsed that the coverage afforded will not be canceled or materially changed until at least sixty (60) days prior written notice has been given to the COUNTY except for cancellation due to non-payment of premium for which at least fifteen (15) days prior written notice (five days allowed for mailing time) has been given to the COUNTY. If the VILLAGE is satisfying insurance required through a combination of primary and excess coverage, the VILLAGE shall require that said excess/umbrella liability policy include in the "Who is Insured" pages of the excess/umbrella policy wording such as "Any other person or organization you have agreed in a written contract to provide additional insurance" or wording to that affect. The VILLAGE shall provide a copy of said section of the excess/umbrella liability policy upon request by the COUNTY.

(h) It is the duty of the VILLAGE to immediately notify the COUNTY if any insurance required under this Agreement has been cancelled, materially changed, or renewal has been refused, and the VILLAGE shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage. If a suspension of work should occur due to insurance requirements, upon verification by the COUNTY of the required insurance coverage, the COUNTY shall notify the VILLAGE that the VILLAGE can proceed with the work that is a part of this Agreement. Failure to provide and maintain the required insurance coverage could result in the immediate cancellation of this Agreement, and the VILLAGE shall accept and bear all costs that may result from the cancellation of this Agreement due to the VILLAGE's or if applicable, their contractor's failure to provide and maintain the required insurance.

(i) The VILLAGE's and if applicable, their contractor's insurance as required by paragraphs (c) and (d) above shall name the COUNTY, its officers, and employees as additional insured parties. The Certificate of Insurance/endorsements shall state: "The County of DuPage, its officers, and employees are named as

additional insured(s) as defined in the Commercial (Comprehensive) General Liability Insurance and Commercial (Comprehensive) Automobile Liability Insurance policies with respect to claims arising from the VILLAGE's performance under this Agreement. The Endorsements must also be provided naming the County of DuPage c/o DuPage County Division of Transportation, 421 N. County Farm Road, Wheaton, IL 60187, as an additional insured. This additional insured is to be on a primary and non-contributory basis."

- (j) If the VILLAGE will be using their own forces for the work covered in this Agreement, the VILLAGE shall inform the COUNTY in writing following execution of this Agreement. If, however, the VILLAGE will be hiring a contractor for the work covered in this Agreement, the VILLAGE shall inform the COUNTY in writing following execution of this Agreement and shall provide a copy of said contract to the COUNTY upon request.
- 8. The terms and conditions of this Agreement may be amended or supplemented by written statement of the parties to make such amendment or supplement. The parties agree that no oral change orders will be allowed and that no claim based upon any purported oral change order shall be made.
- 9. The terms and conditions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.
- 10. All State and Federal Laws insofar as applicable to COUNTY contracts shall be hereby specifically made a part of this Agreement as set forth herein.
- 11. This Agreement shall be governed by the laws of the State of Illinois. The forum for resolving any disputes concerning the parties' respective performance, or failure to perform, under this Agreement, shall be the judicial circuit court for DuPage County.
- 12. In the event, any provisions of this Agreement is held to be unenforceable or invalid for any reason, the enforceability thereof shall not affect the remainder of the Agreement. The remainder of this Agreement shall be construed as if not containing the particular provision and shall continue in full force, effect, and enforceability, in accordance with its terms.
- 13. This Agreement may be terminated at any time by submission to the other party of written thirty (30) days advance notice served by certified or registered mail, return receipt

requested, properly addressed with postage prepaid and said notice shall be effective upon receipt as verified by the United States Postal Service, to the following addresses:

FOR THE VILLAGE:

Tim Halik
Village Administrator
Village of Willowbrook
7760 Quincy Street
Willowbrook, Illinois 60527

FOR THE COUNTY:

Christopher C. Snyder, P.E.
Director of Transportation/County Engineer
DuPage County Division of Transportation
421 N. County Farm Road
Wheaton, Illinois 60187

14. This Agreement shall remain in full force and effect after execution by the parties as set forth below until November 30, 2021, unless terminated by thirty (30) days written notice to the other party as referenced above.

SPECIFICATIONS

1. All grassy areas heretofore set out in COUNTY MOWING shall be mowed from the edge of shoulder or back of curb to the right of way line. Median and island areas are also included as part of this Agreement (as referenced in table hereinabove) and shall be mowed back to back of curb.
2. Grass shall be mowed to the height of three (3) inches.
3. All mowing shall be performed in a manner to produce a finished appearance which is acceptable to the COUNTY. Such acceptability shall be based upon the reasonable application of professional standards in the mowing industry. The opinion of the DuPage County Division of Transportation Highway Operations Manager shall constitute *prima facie* evidence of a reasonable application of such professional standards.
4. Hand-cutting or cutting along fences and guardrails is included as part of the Agreement.
5. Hand-cutting around landscaping and other obstructions within the right of way shall be part of this contract. Grass cuttings shall not be allowed on roadways or curbs. Large grass clumps

shall not remain on cut areas. Such cuttings or clumps shall be removed or blown clean.

6. Pick up of typical roadway trash (bottles, cans, paper, plastic bags, and miscellaneous small debris) will be the responsibility of the VILLAGE and shall be included in the cost of mowing. Any areas where materials are encountered that would not be classified as "typical roadway trash" should be referred to the DuPage County Highway Operations Manager for removal.
7. Damage caused by the VILLAGE to turf areas shall be repaired to the satisfaction of the DuPage County Highway Operations Manager prior to payment for the cycle in which damage occurred.
8. The VILLAGE shall protect all work sites with proper traffic control as specified in the current "Manual of Uniform Traffic Control Devices" and applicable standards as included in these special provisions, and appropriate at any particular site. The safety of employees and the public shall be of primary concern.
9. Roadways shall be kept open to traffic in both directions at all times. The loading and unloading of materials and/or equipment shall be done in a protected area completely off the traveled roadway. If it is necessary for a slow moving piece of equipment to travel for a short distance along the roadway, this piece of equipment shall be accompanied by a properly equipped escort vehicle during the entire time that it occupies any portion of the traveled roadway. The escort vehicle shall be equipped with an amber-colored, rotating-type warning light mounted on or above the cab of the escort vehicle. The escort vehicle shall also be equipped with two (2) amber colored flashing lights mounted to the rear of the escort vehicle at a minimum height of six (6) feet.
10. No equipment or material shall be stored on the pavement or shoulders at any time.
11. The starting date for each year's mowing cycle shall be no later than the following:

First Mowing - May 1

Second Mowing - June 1

Third Mowing - July 1

Fourth Mowing - August 1

Fifth Mowing - September 15

Fifteen (15) intermediate mowing cycles may be completed as weather and grass conditions warrant.

12. The COUNTY shall pay the VILLAGE the lesser of \$1,171.50 or contractor pricing plus ten percent (10%) for construction engineering within forty-five (45) days of receipt of invoice after the completion of each mowing cycle of 23.43 acres.

13. The VILLAGE shall endeavor to submit a final invoice for all mowing no later than November 15th of each year for the term of this Agreement.
14. Additions or deductions to the mowing acres may be required during the mowing season and will be done at the sole discretion of the COUNTY. Additions or deductions will be made to the payment due for a mowing cycle at a unit price of the lesser of Fifty Dollars per acre (\$50.00 per acre) or contractor pricing plus ten percent (10%) for construction engineering. The DuPage County Division of Transportation will notify the VILLAGE in writing, of any additions or deductions made in the mowing cycle acres.

WHEREAS, the parties hereto have read and reviewed the terms of this Agreement and by their signature as affixed below represent that the signing party has the authority to execute this Agreement and that the parties intend to be bound by the terms and conditions contained herein.

WHEREAS, this Agreement shall not be deemed or construed to create an employment, joint venture, partnership or other agency relationship between the parties.

WHEREAS, this Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which shall be deemed one in the same instrument.

WHEREAS, this Agreement shall become effective on the day on which both parties hereto have executed this document.

IN WITNESS WHEREOF, the parties hereto have each caused this Agreement to be executed by their duly authorized officers and to be attested to and their corporate seals to be hereunder affixed.

COUNTY OF DU PAGE

Signed this _____ day of _____, 2018 at Wheaton, Illinois.

Daniel J. Cronin, Chairman
DuPage County Board

ATTEST:

Paul Hinds, County Clerk

VILLAGE OF WILLOWSBROOK

Signed this _____ day of _____, 2018, at Willowbrook, Illinois.

Frank A. Trilla, Mayor
Village of Willowbrook

ATTEST:

Leroy R. Hansen, Village Clerk
Village of Willowbrook

VILLAGE OF WILLOWBROOK

BOARD MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

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

AGENDA NO. 7

AGENDA DATE: 11/12/18

STAFF REVIEW: Carrie Dittman

SIGNATURE 

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE 

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE 

REVIEWED BY COMMITTEE: YES on October 8, 2018 NO N/A

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

At the October 8, 2018 Finance and Administration Committee meeting, staff presented the proposed \$74,420 tax levy for the Special Recreation levy, which funds certain ADA accessible park programs and projects.

Per 35 ILCS 200/18-60, the Village is required, not less than 20 days prior to the adoption of its aggregate levy, to determine the amounts of money, exclusive of any portion of that levy attributable to the cost of conducting an election required by the general election law, estimated to be necessary to be raised by taxation for that year upon the taxable property in its district. A Resolution estimating the tax to be levied was brought forth to the Village Board on October 22, 2018 and was approved at that meeting (18-R-69).

The 20-day waiting requirement to pass the ordinance to adopt the tax levy has now elapsed, and the attached ordinance must be adopted and filed with the County Clerk before the end of December.

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

The 2018 proposed tax levy is **\$74,420**. At this amount, the tax impact for a home owner with a home market value of \$300,000 would be approximately \$17.22. This is a 5.01% decrease from the prior year's levy, or \$3,921, and includes amounts planned for ADA accessibility at Ridgemoor Park and the Community Resource Center. All tax collected is restricted to be used on special recreation activities.

<u>Tax Levy Year 2018</u>	
Gateway membership	\$ 38,540
Staff costs	5,400
ADA Accommodations	7,700
Park Maintenance	4,780
Park Improvements	95,000
Less: Est. Reserve at 4/30/2019	(77,000)
Total	\$ 74,420

ACTION PROPOSED: PASS THE ORDINANCE

ORDINANCE NO. 18-O-_____

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, DU PAGE COUNTY, ILLINOIS

WHEREAS, on or about June 11, 2018, the corporate authorities of the Village of Willowbrook passed Ordinance No. 18-O-16, entitled "Annual Appropriation Ordinance Village of Willowbrook, DuPage County, Illinois for the Fiscal Year Beginning May 1, 2018 and Ending April 30, 2019"; and

WHEREAS, the corporate authorities of the Village of Willowbrook, by this Ordinance, desire to levy such taxes as are necessary to defray all expenses and liabilities for the fiscal year commencing May 1, 2018 and ending April 30, 2019.

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

SECTION ONE: That the Mayor and Board of Trustees of the Village of Willowbrook have and hereby do ascertain the total amount of appropriations legally made and all amounts deemed necessary to defray additional expenses and liabilities for all corporate purposes to be provided for by the levy of

taxes for the fiscal year commencing May 1, 2017 and ending April 30, 2019, as follows:

ACCOUNT NUMBER	OBJECT AND PURPOSE FOR WHICH APPROPRIATIONS ARE MADE	AMOUNT APPROPRIATED FOR EACH OBJECT OR PURPOSE IN DOLLARS	AMOUNT LEVIED IN DOLLARS
<u>GENERAL CORPORATE FUND EXPENDITURES</u>			
01-20-550-101	Salaries-Permanent Employees	\$69,194	\$5,400
01-20-590-518	ADA - Gateway Due	\$77,082	\$38,540
01-20-590-519	ADA - Park Maintenance	\$9,500	\$4,780
01-20-590-520	ADA Accommodations	\$15,400	\$7,700
01-20-590-521	ADA Park Improvements	\$43,900	\$18,000

SECTION TWO: That there be and hereby is levied a tax, pursuant to 65 ILCS 5/11-95-14, for the fiscal year commencing on May 1, 2018 and ending April 30, 2019, upon all property subject to taxation within the Village of Willowbrook, DuPage County, as such property is assessed and equalized for State and County purposes for the current year, the sum of \$74,420 for the purposes and the funds set forth in Section One of this Ordinance.

SECTION THREE: That the Village Clerk be and the same is hereby directed to certify a copy of this Ordinance and file said certified copy with the County Clerk of DuPage County, within the time specified by law.

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

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

PASSED and APPROVED this 12th day of November, 2018.

APPROVED: _____
Mayor

ATTEST: _____
Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

STATE OF ILLINOIS)
) SS.
COUNTY OF DU PAGE)

I, Frank A. Trilla, do hereby certify that I am the duly qualified Mayor of the Village of Willowbrook, DuPage County, Illinois. I do further certify that the provisions of Sections 18-60 through 18-85 of the "Truth in Taxation Act" (35 ILCS 200/18-55 et seq.) are inapplicable to its 2018-2019 Tax Levy Ordinance, passed this 12TH day of November, 2018.

IN WITNESS WHEREOF, I hereunto affix my official signature at Willowbrook, Illinois, this 12TH day of November, 2018.

Frank A. Trilla
Mayor

(SEAL)

ATTEST:

Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: 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	AGENDA NO. 8 AGENDA DATE: <u>11/12/18</u>
---	--

STAFF REVIEW: T. Halik, Village Admin. / R. Schaller, Police Chief SIGNATURES: T. Halik R. Schaller

LEGAL REVIEW: Tom Bastian, Village Attorney SIGNATURE: THOMAS BASTIAN

RECOMMENDED BY: Frank A. Trilla, Mayor SIGNATURE: Frank Trilla

REVIEWED BY PUBLIC SAFETY COMMITTEE: YES via telephone contact NO N/A

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

In early 2018, Sergeant Chris Drake was placed on Public Employee Disability Act (PEDA) leave as a result of a prior injury he sustained while on-duty. During the one-year period that Sergeant Drake is on PEDDA leave he retains his rank as sergeant. Therefore, the promotion of a patrol officer to the rank of sergeant was required at that time in order to provide a replacement sergeant for shift coverage. On October 19, 2018, the Village Police Pension Board voted unanimously to grant Sergeant Drake a line-of-duty pension disability pension. The pension will begin once the PEDDA leave expires.

On September 10, 2018, Sergeant David Gaddis was temporarily assigned to work the Detectives Division until further notice. Therefore, the promotion of a patrol officer to the rank of sergeant is required again to provide a replacement sergeant for shift coverage.

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

Our current police department composition ordinance (Section 5-1-1 of the Village Code of Ordinances) establishes the following as far as number and rank of positions within the police department:

Chief of Police – 1

Deputy Chief of Police – 1

Sergeants – 4 (will be automatically reduced to 3)

Patrol Officers – 18

TOTAL: 23 sworn officers, once automatically reduced

The passage of the attached ordinance will serve to temporarily amend the Village Code of Ordinances to reflect the composition of the police department as having five (5) sergeants (as opposed to 4). This will enable the promotion of an additional sergeant now to provide necessary shift coverage while Sergeant Drake is absent on PEDDA leave, and while Sergeant Gaddis is temporarily assigned to the Detectives Division.

Once Sergeant Drake's PEDDA leave period is exhausted, and he begins receiving a line-of-duty pension disability pension, the number of sergeants within the department will be automatically reduced by one (1).

When Sergeant Gaddis's temporary assignment to the Detectives Division is complete, the number of sergeants within the department will be automatically reduced by one (1).

The process of promoting the new sergeant will be completed by the Village Board of Police Commissioners.

ACTION PROPOSED: Pass the ordinance.

ORDINANCE NO. 18-O-_____

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

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village Code of the Village of Willowbrook be amended as follows:

SECTION ONE: That Title 5, Chapter 1, Section 5-1-1 of the Village Code of the Village of Willowbrook entitled "Creation and Composition of Department" is hereby deleted in its entirety and, in lieu thereof, the following language shall be substituted:

"5-1-1: **CREATION AND COMPOSITION OF DEPARTMENT:** There is hereby created a police department in and for the Village. The police department shall consist of one (1) chief of police, who shall be the director thereof, one (1) deputy chief, five (5) sergeants, and eighteen (18) patrol officers, for a total of twenty-five (25). Provided, however, that the number of sergeants within the department shall only be five (5) during the time that: 1) A current sergeant is absent on PEDA leave, and 2) A current sergeant is assigned to the detective division. After the PEDA leave expires, and after the currently assigned sergeant is removed from the detective division, the number of sergeants shall be reduced by one (1) or two (2), at the time those individual events occur, and the department composition shall ultimately return to a total of three (3) sergeants, for a total department composition of twenty-three (23)."

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

SECTION THREE: That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED and APPROVED this 12th day of November, 2018.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: <p>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</p>	AGENDA NO. 9 AGENDA DATE: <u>11/12/18</u>
STAFF REVIEW: Tim Halik, Village Administrator	SIGNATURE: <u>THOMAS BASTIAN TH.</u>
LEGAL REVIEW: Tom Bastian, Village Attorney	SIGNATURE: <u>THOMAS BASTIAN TH.</u>
RECOMMENDED BY: Tim Halik, Village Administrator	SIGNATURE: <u>THOMAS BASTIAN TH.</u>
REVIEWED & APPROVED BY COMMITTEE:	YES <input checked="" type="checkbox"/> on 6/12/17 NO <input type="checkbox"/> N/A <input type="checkbox"/>

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

As discussed on the prior Board agenda item, it is necessary at this time to promote a current patrol officer to the rank of sergeant, and fill the resulting vacancy created in the rank of patrol officer, as a result of the promotion, with a new candidate.

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

Our current police department composition ordinance (Section 5-1-1 of the Village Code of Ordinances) establishes the following as far as number and rank of positions within the police department:

- Chief of Police – 1
- Deputy Chief of Police – 1
- Sergeants – 4 (will be automatically reduced to 3)
- Patrol Officers – 18

TOTAL: 23 sworn officers, once automatically reduced

The ordinance passed by the Village Board (i.e., the previous agenda item) served to temporarily amend the composition ordinance to provide for the police department as having five (5) sergeants (as opposed to 4). This number will eventually automatically be reduced back down to three (3). This will enable the promotion of an additional sergeant now to provide necessary shift coverage while Sergeant Drake is absent on PEDA leave, and while Sergeant Gaddis is temporarily assigned to the Detectives Division.

- Once Sergeant Drake's PEDA leave period is exhausted, and he begins receiving a line-of-duty pension disability pension, the number of sergeants within the department will be automatically reduced by one (1).
- When Sergeant Gaddis's temporary assignment to the Detectives Division is complete, the number of sergeants within the department will be automatically reduced by one (1).

The process of promoting the new sergeant and hiring a patrol officer candidate will be completed by the Village Board of Police Commissioners (BOPC). If the prior amendatory ordinance is not passed by the Board this evening, the adoption of this resolution will not be required and should not be considered.

ACTION PROPOSED:

Adopt the Resolution, which will enable the BOPC to promote one (1) candidate to the rank of sergeant, and to begin reviewing patrol officer candidates from the current eligibility register in order to hire one (1) new patrol officer.

RESOLUTION NO. 18-R-_____

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

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Board of Police Commissioners (BOPC) is hereby authorized 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 in the rank of patrol officer within the police department.

ADOPTED and APPROVED this 12th day of November, 2018

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

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

AGENDA NO. **10**
AGENDA DATE: 11/12/18

STAFF REVIEW: Robert Schaller, Chief of Police

SIGNATURE: R. Schaller

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: T. Halik

REVIEWED & APPROVED BY COMMITTEE: YES NO N/A

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

In accordance with the agreement reached with the Illinois Fraternal Order of Police (ILFOP) Labor Council pertaining to the Village of Willowbrook Police Officer Evaluation; Detective and Sergeants Performance Evaluations, the execution of a Memorandum of Understanding (MOU) is necessary to approve and codify the agreed upon provisions. This MOU will become part of the Collective Bargaining Agreement (CBA).

ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.) In January of 2018 the Commission on Accreditation for Law Enforcement Agencies (CALEA) conducted an on-site assessment of the Willowbrook Police Department. In the subsequent assessment report a deficiency was noted by the assessors. The assessment team determined that the rating criteria for both Patrol Officers, Sergeants and Detectives was the exactly the same. Sergeants did not have any supervisory criteria in their performance evaluation and Detectives had no investigative criteria in their evaluation. The CALEA standard states "*Criteria used for performance evaluation and measurement definitions are specific to the assignment of the employee during the rating period*". The performance evaluation process is governed by the collective bargaining agreement and has been for the past six years. To gain compliance with the CALEA standard, the collective bargaining agreement was reopened and the performance evaluation section was renegotiated. Specific evaluation criteria for each was added to both Sergeant and Detective evaluations to gain compliance. After discussion with union representatives, the FOP drafted the attached Memorandum of Understanding (MOU) which will serve to effect this change.

ACTION PROPOSED:

Adopt the Resolution.

RESOLUTION NO. 18-R-_____

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

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village hereby approves an Agreement between the Village of Willowbrook and the Illinois Fraternal Order of Police Labor Council, and that the Mayor and Village Clerk are hereby authorized to sign the Agreement attached hereto and incorporated herein as Exhibit "A".

ADOPTED and APPROVED this 12th day of November, 2018.

APPROVED:

Mayor

ATTEST:

Village Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

EXHIBIT "A"



This Memorandum of Understanding is entered into by and between the Village of Willowbrook ("the Village") and the Illinois Fraternal Order of Police Labor Council, ("the Union") for the purpose of adding to Exhibit B Village of Willowbrook Police Officer Evaluation; Detective and Sergeants Performance Evaluations. The parties to the Memorandum of Understanding agree to add the Detective and Sergeant Evaluations to the Patrol/Sergeants Labor Agreement 05-01-16—04-30-19 and continuing between the parties under the same terms and conditions that exist as defined in Exhibit B. The parties agree as follows:

For the FOP, Labor Council

For the Village of Willowbrook:

Kevin S. Krug
FOP Field Supervisor

Frank A. Trilla
Mayor

Timothy J. Kobler
Unit Steward

Leroy Hansen
Village Clerk

Darren Biggs
Unit Steward

Village Seal:

DETECTIVE EVALUATION
Name / Rank:
Evaluation Date:
PERFORMANCE ASSESSMENT CATEGORIES

1. Interpersonal Relationships	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Evaluates Officers' interaction with the community while providing law enforcement services and with persons in the Departmental environment including Supervisory and Command Staff, support personnel and peers in accordance with Agency guidelines.	<p>The Officer establishes a climate of mutual trust and rapport with persons. Officer does not enter into situations with predetermined beliefs and opinions. Officer remains neutrally objective and responsive to the individual's concerns and service delivery needs. Officer's decision-making reflects understanding and execution of realistic law enforcement service delivery options and alternatives.</p> <p>Officer is responsive. Demonstrates ownership, accountability and responsibility for his/her actions and behaviors. Officer seeks assistance and does not hesitate to ask questions and seek clarification. Officer request additional training opportunities.</p>	<p>Officer's actions are tense and fail to and empathy for the individual(s) and verbal gestures, actions and behaviors unintentionally communicate his/her failing to remain objective and call/incident handling.</p> <p>Officer becomes verbally and/or defensive; is reluctant to request / seek assistance necessary for corrective acti</p>
2. Jurisdictional Geography and Orientation	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Evaluates Officer's competence to expeditiously respond to locations while operating police motor vehicle during general patrol and emergency response situations within Agency guidelines.	<p>Officer consistently responds to locations and destinations by most direct route.</p> <p>Officer demonstrates knowledge of routing shortcuts as well as tactical response considerations including concealment, cover, low visibility approaches, etc. Does not compromise public or officer safety.</p>	<p>Officer is unable to execute and arrive at street location.</p> <p>Officer is unable to demonstrate capability to execute safe operation vehicle.</p>
3. Motor Vehicle Operation and Use of Emergency Equipment	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Evaluates Officer's competence to operate the police motor vehicle and equipment during general and emergency situations regardless of environmental conditions and vehicular and pedestrian volumes with Agency guidelines.	<p>Officer consistently operates the police motor vehicle within compliance of all traffic laws and procedural guidelines. Maintains control of the police motor vehicle while responding to calls for service and during general patrol operations. Responds to calls for service and/or general patrol operations at safe and defensible speeds. Promptly reacts to pedestrian and driver actions by taking appropriate and timely evasive actions. Officer demonstrates multitasking abilities by minimizing the loss of eye contact with the roadway while utilizing the police radio, computer, etc.</p>	<p>Inattentiveness results in speed and signal errors; places other motorists and pedestrians at risk. Drives too fast or responding to calls for service or during operations. Safe operation of the p compromised as a result of improper approaches to intersections, failure to a and pedestrian behaviors. Officer fails the multitasking capacity to safely operate motor vehicle while observing p situations and events while simultaneously using emergency equipment.</p>
4. Telecommunication Protocols and Skills	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Evaluates Officer's ability to effectively utilize law enforcement communications equipment and computer-based data/information systems (e.g., in-vehicle radio, portable radio, computer-laptop, cell phone, video camera, tape recorder, etc.) while following Agency procedures and guidelines.	<p>Officer effectively responds to radio / computer in an accurate, brief, and clear fashion. Officer provides Telecommunications with prompt and accurate patrol unit location. Officer listens to transmissions for other law enforcement units and self-initiates backup response. Officer utilizes appropriate codes and procedures when transmitting and receiving information/data, is not discourteous. Officer's transmissions are clearly articulated, brief and complete under commonly occurring and stressful circumstances.</p>	<p>Officer fails to follow and utilize telecommunication procedures for transmitting and receiving. Does not actively listen and hear inattentive to computer terminal messages dispatched to be repeated. Transmissions of other law enforcement units to promptly self-initiate backup response. Telecommunications with accurate patrol unit location. Fails to and preplan radio transmissions microphone and transmitting; cuts Officer's radio transmissions are not clear, fast and/or too slowly, and takes excessive assistance to access information systems including NC local/agency databases, including individuals, locations, property, etc.</p>

5. Directed Patrol Strategies/Self Initiated Field Activity	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Evaluates Officer's competence to utilize multiple sources of information to initiate proactive patrol activity within Agency guidelines.	<p>Officer anticipates trends and patterns of recurring incidents and potential problem areas.</p> <p>Officer utilizes data during uncommitted patrol times to initiate extra patrol.</p> <p>Officer recalls information for roll call, shift activity logs, BOLOs, etc. and utilizes this information to follow-up or facilitate problem resolution.</p> <p>Officer communicates information pertinent to the patrol beat and sector.</p>	<p>Officer fails to identify high crime areas requiring extra attention.</p> <p>Officer fails to utilize shift briefing information, wants/warrants files, accident locations indexes and career criminal/sexual offender files to proactively plan.</p> <p>Officer fails to observe and detect out-of-the-ordinary (suspicious persons, places, events, circumstances or activities).</p> <p>Officer avoids taking action.</p>
6. Patrol Tactics (Safety)	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Evaluates Officer's ability to safely and consistently execute patrol operational tactics within Agency guidelines.	<p>Officer anticipates and reacts to the physical movements and verbal actions of others.</p> <p>Officer maintains disciplined focus by recognizing, assessing, and controlling scenes that contain rapidly changing, chaotic, or unpredictable events.</p> <p>Officer maintains visual contact and scanning of individuals and target(s).</p> <p>Officer offsets patrol vehicle, keeps dominant hand-free, maintains reactionary gap, and protects weapon.</p> <p>Officer's verbal and nonverbal actions neutralize and/or de-escalate situations.</p> <p>Officer does not hesitate to immediately provide physical and/or verbal backup assistance, without prompting.</p> <p>Officer recognizes crime scenes and manages persons entering/exiting same as well as preserving potential trace evidence.</p> <p>Officer investigates and conducts comprehensive and orderly crime scene search/ does not disturb/contaminate potential trace evidence.</p>	<p>Officer fails to safely execute field operations by exposing self and others to unnecessary dangers.</p> <p>Officer does not maintain visual contact.</p> <p>Officer fails to stay on task.</p> <p>Officer fails to offset patrol vehicle, keep dominant hand-free, maintain reactionary gap, and protect weapon.</p> <p>Officer does not promptly request back-up assistance when required.</p> <p>Officer fails to control the movements of others through clearly articulated verbal and nonverbal commands.</p> <p>Officer fails to immediately react to and follow protocols.</p> <p>Officer fails to protect crime scene.</p> <p>Officer fails to conduct a comprehensive and orderly crime scene search by recognizing, collecting, identifying, preserving and recording physical evidence.</p>
7. Criminal Statutes/Ordinances	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Evaluates Officer's knowledge and application of substantive and criminal laws within Agency guidelines.	<p>Officer demonstrates knowledge and application of substantive criminal laws.</p> <p>Officer can distinguish criminal and noncriminal activity. Demonstrates understanding of laws or arrest, search and seizure.</p> <p>Officer demonstrates understanding and application of frisk and search principles and practices in field contact/custody situations.</p> <p>Officer demonstrates knowledge of warrant procurement and execution requirements.</p> <p>Officer provides accurate and complete testimony in court proceedings.</p>	<p>Officer fails to establish the necessary elements of criminal offenses; is uncertain of crime(s) were committed.</p> <p>Officer fails to lawfully apply procedural principles of arrest, search and seizure.</p> <p>Officer is unable to identify criminal codes/ordinances to assist in investigating/reporting criminal offenses.</p> <p>Officer fails to demonstrate knowledge of warrant procurement and execution requirements.</p> <p>Officer does not provide accurate and complete testimony in court proceedings.</p>
8. Information Processing—Case Building Reporting	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS

<p>Evaluates Officer's competence to accurately investigate, take notes, follow-up and report incidents and criminal offenses in a timely, comprehensive and logically organized manner. Submits reports in accordance within Agency protocol.</p>	<p>Officer's reports contain the essential information by documenting the events in the order that they occurred. Grammar, spelling, word usage, sentence structure error(s) do not compromise clarity of meaning. Reports are complete for the information/facts.</p> <p>Officer proof reads reports and forms for errors and omissions and makes corrections before submitting it.</p> <p>Officer's reports are infrequently returned for correction/revision.</p>	<p>Officer's reports are incomplete and inaccurate for information and facts.</p> <p>Officer is unable to complete reports and forms</p> <p>Officer fails to review field notes.</p> <p>Officer's grammar, spelling, word usage contains numerous errors and the sentence structure is confusing and/or incomplete.</p> <p>Officer's reports require extensive corrections and revision in order to meet submittal quality standards.</p> <p>Officer's reports are not completed in an acceptable time frame.</p>
<p>9. Problem Solving and Decision Making</p>	<p><input type="checkbox"/> MEETS EXPECTATIONS</p> <p>Evaluates Officer's competence to define and resolve problems consistently within Agency guidelines.</p>	<p><input type="checkbox"/> DOES NOT MEET EXPECTATIONS</p> <p>Officer fails to identify and examine multiple options for problem resolution; hesitates to take action.</p> <p>Officer arrives on locations with a preconceived solution to resolve situations without fully defining the problem(s).</p> <p>Officer fails to utilize problem solving and decision making components or consider alternative options for resolving situations.</p> <p>Officer is unable to determine agency guidelines to facilitate problem-situation resolution.</p>
<p>10. Traffic Enforcement and Scene Management/Investigation</p>	<p><input type="checkbox"/> MEETS EXPECTATIONS</p> <p>Evaluates Officer's ability to perform traffic enforcement, directs and control vehicular and pedestrian traffic and manage accident scenes and complete accident investigations within Agency guidelines.</p>	<p><input type="checkbox"/> DOES NOT MEET EXPECTATIONS</p> <p>Officer fails to take safe, effective command of vehicle/pedestrian control.</p> <p>Officer requires assistance to secure and document applicable information at property damage and/or personal injury accident scene(s).</p> <p>Officer's reports require extensive corrections and revision in order to meet standards.</p>
<p>11. Appearance</p>	<p><input type="checkbox"/> MEETS EXPECTATIONS</p> <p>Employee maintains appearance consistent with the department's policy and procedure.</p>	<p><input type="checkbox"/> DOES NOT MEET EXPECTATIONS</p> <p>Officer's uniform is clean.</p> <p>Officer's personal appearance reflects positively on the Department.</p> <p>Officer is clean shaven at the beginning/end of each shift.</p> <p>Officer's exterior vest cover is neat and clean.</p> <p>Officer's uniform is un-kept.</p> <p>Officer is unshaven.</p> <p>Officer's uniform is not neatly pressed.</p> <p>Officer's uniform color is faded.</p> <p>Officer's exterior vest cover is worn and/or dirty.</p>
<p>12. Acceptance of Supervision</p>	<p><input type="checkbox"/> MEETS EXPECTATIONS</p> <p>Employee understands assigned duties, responsibilities. Does not require direction or instruction consistently.</p>	<p><input type="checkbox"/> DOES NOT MEET EXPECTATIONS</p> <p>Officer understands assigned duties and responsibilities as well as their role with the Department.</p> <p>Officer does not require direction or instruction beyond what would be expected of an officer.</p> <p>Officer resists direction.</p> <p>Officer does not accept some assigned tasks without complaints.</p>

13. Case Follow up-Investigation-Reporting	<input type="checkbox"/> MEETS EXPECTATIONS Evaluates Detective's competence to accurately conduct follow-up investigations on criminal offenses in a timely, comprehensive and logically organized manner. Submits reports in accordance within Agency protocol.	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS Detective's reports contain the essential information by documenting the events in the order that they occurred. Grammar, spelling, word usage, sentence structure error(s) do not compromise clarity of meaning. Reports are complete for the information/facts. Detective proof reads reports and forms for errors and omissions and makes corrections before submitting it. Detective's reports are infrequently returned for correction/revision	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS Detective's reports are incomplete and inaccurate for information and facts. Detective is unable to complete reports and forms Detective fails to review field notes. Detective's grammar, spelling, word usage contains numerous errors and the sentence structure is confusing and/or incomplete. Detective's reports require extensive corrections and revision in order to meet submittal quality standards. Detective's reports are not completed in an acceptable time frame.
14. Investigational Case Building	<input type="checkbox"/> MEETS EXPECTATIONS Evaluates the Detective's ability to build a case with the evidence provided and clear the case in an appropriate manner.	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS Detective is able to gather evidence in an efficient and timely manner. Detective utilizes appropriate resources. Detective is able to appropriately clear assigned cases through prosecution or other means.	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS Detective lacks associated responsibilities to build a case. Detective is unaware of how to properly resources. Detective is not able to appropriately clear assigned cases.
15. Use of Technology/Innovation	<input type="checkbox"/> MEETS EXPECTATIONS Evaluates the Detective's use of technological advances and innovations.	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS Detective utilizes available application of technology to assist in case development.	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS Detective resists the application of technology to assist in case development.
16. Patrol/Investigation Communication	<input type="checkbox"/> MEETS EXPECTATIONS The Detective recognizes to facilitate communication between the Patrol and Investigation divisions.	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS Detective responds to questions and concerns brought to their attention through patrol in a timely manner. Detective conveys necessary case, officer safety, and other pertinent information to the patrol division in an appropriate and timely manner.	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS Detective fails to respond to questions and concerns brought to their attention through patrol in a timely manner.
17. Crime Scene Management	<input type="checkbox"/> MEETS EXPECTATIONS Employee understands how to appropriately assess emergency situations in accordance to departmental policy and procedure.	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS The employee is prepared for any situation that may arise. The employee demonstrates a course of action and assigns employees and resources in a manner to address the crises within the scope of their authority. The employee understands their role and conveys professionalism to other employees and the public.	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS The employee fails to demonstrate professionalism in processing emergency situations and instead seeks to deflect responsibility to others. The employee does not effectively utilize resources in accordance with departmental procedures.

For evaluation purposes only, an employer may not require a law enforcement officer to issue a specific number of citations or warnings within a designated period of time.

The employer may not, for purposes of evaluating a law enforcement officer's job performance, compare the number of citations or warnings issued by the officer to the number of citations or warnings issued by another officer.

This evaluation period is designated from the month of May to May.

Employee's Signature _____ Star# _____ Date: _____

Supervisor's Signature _____ Star# _____ Date: _____

Employee's Comments (Employee may comment on all or any part of the information on this document, including the evaluation process)

I request to appeal this evaluation Yes No

EXCEEDS EXPECTATIONS (Comments)

1. Interpersonal Relationships

2. Jurisdictional Geography and Orientation

3. Motor Vehicle Operation and Use of Emergency Equipment

4. Telecommunication Protocols and Skills

5. Directed Patrol Strategies/Self Initiated Field Activity

6. Patrol Tactics (Safety)

7. Criminal Statutes/Ordinances

8. Information Processing – Case Building – Reporting

9. Problem Solving and Decision Making

10. Traffic Enforcement and Scene Management/Investigation

11. Appearance

12. Acceptance of Supervision

13. Case Follow Up-Investigation-Reporting

14. Investigational Case Building

15. Use of Technology/Innovation
16. Patrol/Investigation Communication
17. Crisis Management

DOES NOT MEET EXPECTATIONS (Comments)

1. Interpersonal Relationships
2. Jurisdictional Geography and Orientation
3. Motor Vehicle Operation and Use of Emergency Equipment
4. Telecommunication Protocols and Skills
5. Directed Patrol Strategies/Self-Initiated Field Activity
6. Patrol Tactics (Safety)
7. Criminal Statutes/Ordinances
8. Information Processing – Case Building – Reporting

9. Problem Solving and Decision Making

10. Traffic Enforcement and Scene Management/Investigation

11. Appearance

12. Acceptance of Supervision

13. Case Follow Up-Investigation-Reporting

14. Investigational Case Building

15. Use of Technology/Innovation

16. Patrol/Investigation Communication

17. Crisis Management

SERGEANT EVALUATION
Name / Rank:
Evaluation Date:
PERFORMANCE ASSESSMENT CATEGORIES

1. Interpersonal Relationships	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Evaluates Officers' interaction with the community while providing law enforcement services and with persons in the Departmental environment including Supervisory and Command Staff, support personnel and peers in accordance with Agency guidelines.	<p>The Officer establishes a climate of mutual trust and rapport with persons. Officer does not enter into situations with predetermined beliefs and opinions. Officer remains neutrally objective and responsive to the individual's concerns and service delivery needs. Officer's decision-making reflects understanding and execution of realistic law enforcement service delivery options and alternatives.</p> <p>Officer is responsive. Demonstrates ownership, accountability and responsibility for his/her actions and behaviors. Officer seeks assistance and does not hesitate to ask questions and seek clarification. Officer request additional training opportunities.</p>	<p>Officer's actions are tense and fail to reflect concern and empathy for the individual(s) and verbal and on verbal gestures, actions and behaviors intentionally or unintentionally communicate his/her personal bias by failing to remain objective and neutral during call/incident handling.</p> <p>Officer becomes verbally and/or non-verbally defensive; is reluctant to request / seek clarification / assistance necessary for corrective action.</p>
2. Jurisdictional Geography and Orientation	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Evaluates Officer's competence to expeditiously respond to locations while operating police motor vehicle during general patrol and emergency response situations within Agency guidelines.	<p>Officer consistently responds to locations and destinations by most direct route.</p> <p>Officer demonstrates knowledge of routing shortcuts as well as tactical response considerations including concealment, cover, low visibility approaches, etc. Does not compromise public or officer safety.</p>	<p>Officer is unable to execute and articulate current street location.</p> <p>Officer is unable to demonstrate multitasking capability to execute safe operation of the patrol vehicle.</p>
3. Motor Vehicle Operation and Use of Emergency Equipment	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Evaluates Officer's competence to operate the police motor vehicle and equipment during general and emergency situations regardless of environmental conditions and vehicular and pedestrian volumes with Agency guidelines.	<p>Officer consistently operates the police motor vehicle within compliance of all traffic laws and procedural guidelines. Maintains control of the police motor vehicle while responding to calls for service and during general patrol operations. Responds to calls for service and/or general patrol operations at safe and defensible speeds. Promptly reacts to pedestrian and driver actions by taking appropriate and timely evasive actions. Officer demonstrates multitasking abilities by minimizing the loss of eye contact with the roadway while utilizing the police radio, computer, etc.</p>	<p>Inattentiveness results in speed and traffic control signal errors; places other motorists and/or pedestrians at risk. Drives too fast or too slow while responding to calls for service or during general patrol operations. Safe operation of the patrol vehicle is compromised as a result of improper lane usage, approaches to intersections, failure to anticipate driver and pedestrian behaviors. Officer fails to demonstrate the multitasking capacity to safely operate the police motor vehicle while observing people, places, situations and events while simultaneously operating emergency equipment.</p>
4. Telecommunication Protocols and Skills	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Evaluates Officer's ability to effectively utilize law enforcement communications equipment and computer-based data/information systems (e.g., in-vehicle radio, portable radio, computer-laptop, cell phone, video camera, tape recorder, etc.) while following Agency procedures and guidelines.	<p>Officer effectively responds to radio / computer in an accurate, brief, and clear fashion. Officer provides Telecommunications with prompt and accurate patrol unit location. Officer listens to transmissions for other law enforcement units and self-initiates backup response. Officer utilizes appropriate codes and procedures when transmitting and receiving information/data, is not discourteous. Officer's transmissions are clearly articulated, brief and complete under commonly occurring and stressful circumstances.</p>	<p>Officer fails to follow and utilize telecommunications procedures for transmitting and receiving information. Does not actively listen and hear transmissions, inattentive to computer terminal messages, require dispatched to be repeated. Officer misses transmissions of other law enforcement units and fails to promptly self-initiate backup response. Does not provide Telecommunications with prompt and accurate patrol unit location. Fails to think through and preplan radio transmissions before keying microphone and transmitting; cuts off messages. Officer's radio transmissions are not clear, speaks too fast and/or too slowly, and takes excessive pauses. Requires assistance to access computer-based information systems including NCIC, state and local/agency databases, including file checks on individuals, locations, property, etc.</p>

5. Directed Patrol Strategies/Self Initiated Field Activity	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS
Evaluates Officer's competence to utilize multiple sources of information to initiate proactive patrol activity within Agency guidelines.	<p>Officer anticipates trends and patterns of recurring incidents and potential problem areas.</p> <p>Officer utilizes data during uncommitted patrol times to initiate extra patrol.</p> <p>Officer recalls information for roll call, shift activity logs, BOLOs, etc. and utilizes this information to follow-up or facilitate problem resolution.</p> <p>Officer communicates information pertinent to the patrol beat and sector.</p>	<p>Officer fails to identify high crime areas requiring extra attention.</p> <p>Officer fails to utilize shift briefing information, wants/warrants files, accident locations indexes and career criminal/sexual offender files to proactively plan.</p> <p>Officer fails to observe and detect out-of-the-ordinary (suspicious persons, places, events, circumstances or activities).</p> <p>Officer avoids taking action.</p>
6. Patrol Tactics (Safety)	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS
Evaluates Officer's ability to safely and consistently execute patrol operational tactics within Agency guidelines.	<p>Officer anticipates and reacts to the physical movements and verbal actions of others.</p> <p>Officer maintains disciplined focus by recognizing, assessing, and controlling scenes that contain rapidly changing, chaotic, or unpredictable events.</p> <p>Officer maintains visual contact and scanning of individuals and target(s).</p> <p>Officer offsets patrol vehicle, keeps dominant hand-free, maintains reactionary gap, and protects weapon.</p> <p>Officer's verbal and nonverbal actions neutralize and/or de-escalate situations.</p> <p>Officer does not hesitate to immediately provide physical and/or verbal backup assistance, without prompting.</p> <p>Officer recognizes crime scenes and manages persons entering/exiting same as well as preserving potential trace evidence.</p> <p>Officer investigates and conducts comprehensive and orderly crime scene search/ does not disturb/contaminate potential trace evidence.</p>	<p>Officer fails to safely execute field operations by exposing self and others to unnecessary dangers.</p> <p>Officer does not maintain visual contact.</p> <p>Officer fails to stay on task.</p> <p>Officer fails to offset patrol vehicle, keep dominant hand-free, maintain reactionary gap, and protect weapon.</p> <p>Officer does not promptly request back-up assistance when required.</p> <p>Officer fails to control the movements of others through clearly articulated verbal and nonverbal commands.</p> <p>Officer fails to immediately react to and follow protocols.</p> <p>Officer fails to protect crime scene.</p> <p>Officer fails to conduct a comprehensive and orderly crime scene search by recognizing, collecting, identifying, preserving and recording physical evidence.</p>
7. Criminal Statutes/Ordinances	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS
Evaluates Officer's knowledge and application of substantive and criminal laws within Agency guidelines.	<p>Officer demonstrates knowledge and application of substantive criminal laws.</p> <p>Officer can distinguish criminal and noncriminal activity. Demonstrates understanding of laws or arrest, search and seizure.</p> <p>Officer demonstrates understanding and application of frisk and search principles and practices in field contact/custody situations.</p> <p>Officer demonstrates knowledge of warrant procurement and execution requirements.</p> <p>Officer provides accurate and complete testimony in court proceedings.</p>	<p>Officer fails to establish the necessary elements of criminal offenses; is uncertain of crime(s) were committed.</p> <p>Officer fails to lawfully apply procedural principles of arrest, search and seizure.</p> <p>Officer is unable to identify criminal codes/ordinances to assist in investigating/reporting criminal offenses.</p> <p>Officer fails to demonstrate knowledge of warrant procurement and execution requirements.</p> <p>Officer does not provide accurate and complete testimony in court proceedings.</p>

8. Information Processing – Case Building – Reporting	<input type="checkbox"/> MEETS EXPECTATIONS Officer's reports contain the essential information by documenting the events in the order that they occurred. Grammar, spelling, word usage, sentence structure error(s) do not compromise clarity of meaning. Reports are complete for the information/facts. Officer proof reads reports and forms for errors and omissions and makes corrections before submitting it. Officer's reports are infrequently returned for correction/revision.	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS Officer's reports are incomplete and inaccurate for information and facts. Officer is unable to complete reports and forms Officer fails to review field notes. Officer's grammar, spelling, word usage contains numerous errors and the sentence structure is confusing and/or incomplete. Officer's reports require extensive corrections and revision in order to meet submittal quality standards. Officer's reports are not completed in an acceptable time frame.
9. Problem Solving and Decision Making	<input type="checkbox"/> MEETS EXPECTATIONS Officer thinks through and develops multiple options for problem resolution by: 1) Accurately defining the problem. 2) Identifying multiple options for resolving the situation. 3) Selecting the most viable course of action and justifying why, and 4) Following through on the action plan.	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS Officer fails to identify and examine multiple options for problem resolution; hesitates to take action. Officer arrives on locations with a preconceived solution to resolve situations without fully defining the problem(s). Officer fails to utilize problem solving and decision making components or consider alternative options for resolving situations. Officer is unable to determine agency guidelines to facilitate problem-situation resolution.
10. Traffic Enforcement and Scene Management/Investigation	<input type="checkbox"/> MEETS EXPECTATIONS Officer utilizes knowledge of the jurisdiction to spontaneously effect traffic enforcement activity at high-accident locations. Officer demonstrates knowledge of motor vehicle citations and ordinances by determining the most appropriate enforcement action. Cites hazardous action violation(s) when applicable. Officer can articulate his/her decision with due regard to the type of violation and the degree of public safety risk, etc.	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS Officer fails to take safe, effective command of vehicle/pedestrian control. Officer requires assistance to secure and document applicable information at property damage and/or personal injury accident scene(s). Officer's reports require extensive corrections and revision in order to meet standards.
11. Appearance	<input type="checkbox"/> MEETS EXPECTATIONS Officer's uniform is clean. Officer's personal appearance reflects positively on the Department. Officer is clean shaven at the beginning/end of each shift. Officer's exterior vest cover is neat and clean.	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS Officer's uniform is un-kept. Officer is unshaven. Officer's uniform is not neatly pressed. Officer's uniform color is faded. Officer's exterior vest cover is worn and/or dirty.
12. Acceptance of Supervision	<input type="checkbox"/> MEETS EXPECTATIONS Officer understands assigned duties, responsibilities. Does not require direction or instruction consistently.	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS Officer resists direction. Officer does not accept some assigned tasks without complaints.

SERGEANT SUPPLEMENT

13. Employee Monitoring	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Employee understands that it is their responsibility to directly track the performance and activity of reporting Officers.	<p>Tracks performance and activities of officers.</p> <p>Acknowledges accomplishments and deficiencies and takes the appropriate action to remedy deficiencies before it escalates and acknowledges accomplishments in a timely manner.</p> <p>Provides appropriate mentoring to ensure compliance.</p>	<p>Fails to track the performance and activity of officers.</p> <p>Fails to acknowledge accomplishments of reporting Officers.</p> <p>Does not provide mentoring or when the situation dictates.</p>
14. Evaluation of Employees	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Conduct annual performance evaluations in a complete and concise manner. Evaluations should include positive feedback to help encourage employee development.	<p>Provides reporting Officer with instructional feedback on performance.</p> <p>Documentation is provided to support the evaluation if necessary.</p> <p>While formally required on an annual basis, supervisors are encouraged to provide feedback during the six (6) month interview.</p>	<p>The supervisor provides no feedback to the employee to encourage development.</p> <p>Evaluations fail to provide the employee with any counseling and performance feedback.</p>
15. Crisis Management	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Employee understands how to appropriately assess emergency situations in accordance to departmental policy and procedure.	<p>The employee is prepared for any situation that may arise.</p> <p>The employee demonstrated a course of action and assigns employees and resources in a manner to address the crises within the scope of their authority.</p> <p>The employee understands their role and conveys professionalism to other employees and the public.</p>	<p>The employee fails to demonstrate professionalism in handling emergency situations and instead seeks to deflect responsibility to others.</p> <p>The employee does not effectively utilize resources in accordance with departmental procedures.</p>
16. Resource Delegation	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Employee manages task appropriately and is able to delegate work assignments to reporting officers.	<p>Consistently, where appropriate demonstrates delegation of responsibilities.</p> <p>Has knowledge of Officers capabilities, interests and aptitudes.</p>	<p>Has difficulty in assigning work tasks.</p> <p>Fails to assign Officers appropriate responsibilities.</p>
17. Accountability	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> DOES NOT MEET EXPECTATIONS
Employee understands that they are responsible for their own decisions as well as the actions of reporting officers.	Takes responsibility for their decisions and actions of reporting Officers.	The employee does not accept responsibility for decisions and outcomes.

For evaluation purposes only, an employer may not require a law enforcement officer to issue a specific number of citations or warnings within a designated period of time.

The employer may not, for purposes of evaluating a law enforcement officer's job performance, compare the number of citations or warnings issued by the officer to the number of citations or warnings issued by another officer.

This evaluation period is designated from the month of May to May.

Employee's Signature _____ Star# _____ Date: _____

Supervisor's Signature _____ Star# _____ Date: _____

Employee's Comments (Employee may comment on all or any part of the information on this document, including the evaluation process)

I request to appeal this evaluation Yes No

EXCEEDS EXPECTATIONS (Comments)

1. Interpersonal Relationships

2. Jurisdictional Geography and Orientation

3. Motor Vehicle Operation and Use of Emergency Equipment

4. Telecommunication Protocols and Skills

5. Directed Patrol Strategies/Self Initiated Field Activity

6. Patrol Tactics (Safety)

7. Criminal Statutes/Ordinances

8. Information Processing – Case Building – Reporting

9. Problem Solving and Decision Making

10. Traffic Enforcement and Scene Management/Investigation

11. Appearance

12. Acceptance of Supervision

13. Employee Monitoring**14. Evaluation of Employees****15. Crisis Management****16. Resource Delegation****17. Accountability****DOES NOT MEET EXPECTATIONS (Comments)****1. Interpersonal Relationships****2. Jurisdictional Geography and Orientation****3. Motor Vehicle Operation and Use of Emergency Equipment****4. Telecommunication Protocols and Skills****5. Directed Patrol Strategies/Self Initiated Field Activity****6. Patrol Tactics (Safety)****7. Criminal Statutes/Ordinances**

8. Information Processing – Case Building – Reporting

9. Problem Solving and Decision Making

10. Traffic Enforcement and Scene Management/Investigation

11. Appearance

12. Acceptance of Supervision

13. Employee Monitoring

14. Evaluation of Employees

15. Crisis Management

16. Resource Delegation

17. Accountability

IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT
 DUPAGE COUNTY, ILLINOIS
 CHANCERY DIVISION

PEOPLE OF THE STATE OF ILLINOIS,)
 ex rel. LISA MADIGAN, Attorney General)
 of the State of Illinois, and)
 ex rel. ROBERT BERLIN, State's Attorney)
 for DuPage County, Illinois,)

Plaintiff,

v.

STERIGENICS U.S., LLC,)
 a Delaware limited liability company,)

Defendant.

No. 2018CH001329



COMPLAINT FOR INJUNCTIVE RELIEF AND CIVIL PENALTIES

Plaintiff, PEOPLE OF THE STATE OF ILLINOIS, *ex rel.* LISA MADIGAN, Attorney General of the State of Illinois, on her own motion, and *ex rel.* ROBERT BERLIN, State's Attorney of DuPage County, Illinois, on his own motion, complain of the Defendant, STERIGENICS U.S., LLC, a Delaware limited liability company ("Sterigenics" or "Defendant"), as follows:

COUNT I
CAUSING, THREATENING OR ALLOWING AIR POLLUTION

1. This Count is brought on behalf of the People of the State of Illinois, *ex rel.* Lisa Madigan, Attorney General of the State of Illinois, on her own motion, and *ex rel.* Robert Berlin, State's Attorney of DuPage County, on his own motion, against the Defendant, pursuant to Sections 42(d) and (e) of the Illinois Environmental Protection Act ("Act"), 415 ILCS 5/42(d) and (e) (2016).

2. This Count is brought at the request of the Illinois Environmental Protection Agency ("Illinois EPA").

3. The Illinois EPA is an administrative agency of the State of Illinois, established by Section 4 of the Act, 415 ILCS 5/4 (2016), and is charged, *inter alia*, with the duty of enforcing the Act.

4. Since at least January 30, 2006, the Defendant has been and is a Delaware limited liability company duly authorized to transact business in the State of Illinois.

5. Since at least January 30, 2006 to present, on dates better known to the Defendant, the Defendant has operated an ethylene oxide gas ("EtO") commercial sterilization enterprise.

6. Sterigenics is comprised of two separate buildings located at 7775 South Quincy Street, Willowbrook, DuPage County, Illinois ("Building 1") and 830 Midway Street, Willowbrook, DuPage County, Illinois ("Building 2") (together, "Source").

7. In 1984, Griffith Micro Science, Inc. ("Griffith") began operating an EtO sterilization business at Building 1 of the Source.

8. In 1999, Ion Beam Applications acquired both Griffith and SteriGenics International, Inc. SteriGenics International, Inc. is the parent company of the Defendant. Between 1999 and 2006, SteriGenics International, Inc. was bought and sold multiple times.

9. On January 30, 2006, the Illinois EPA issued to the Defendant modified Clean Air Act Permit Program ("CAAPP") Permit No. 95120085 naming the Defendant as operator of the Source. Since 2006, the Defendant is the permitted operator of the Source.

10. Since 1984, at Building 1, and 1999, at Building 2, an EtO sterilization enterprise has been operating in Willowbrook.

11. From January 30, 2006 to present, on dates better known to the Defendant, the Defendant has operated at least fourteen commercial sterilizers at Building 1, and four commercial sterilizers at Building 2. Individual sterilizers are also known as "chambers".

12. Each commercial sterilizer is comprised of a steam-heated sterilization chamber, a recirculating vacuum pump chamber evacuation system, a backvent valve, and a fugitive emissions exhaust hood.

13. During the sterilization process, the Defendant places medical equipment and other products (together, "products") into individual chambers and EtO is introduced. During this process, the chambers are sealed. After a certain residence time, the Defendant evacuates EtO from the chambers. After the gas is pumped out of the chambers, air is introduced into the chambers. When air is introduced into the chambers, the chamber doors are opened and residual amounts of EtO are vented through the "backvent valves."

14. Upon completion of the sterilization cycle, EtO and other gases evacuated from the chambers in Building 1 are pumped to a Chemrox DEOXX packed tower chemical scrubber ("Acid Water Scrubber #1"), while the EtO from the chambers in Building 2 are routed to a two-stage Advanced Air Technologies Safe Cell emission-control system ("Willowbrook II Scrubber") and dry bed reactor.

15. After products are removed from the commercial sterilizers, they are placed in one of the Source's aeration rooms where EtO continues to volatilize, or off gas, from the sterilized products. There are three aeration rooms at Building 1 and two aeration rooms at Building 2. Emissions from the aeration rooms at Building 1 are captured and treated by a two-stage Advanced Air Technologies Safe Cell emission-control system ("Acid Water Scrubber #2") and dry bed reactor, and the emissions from the aeration rooms at Building 2 are captured and treated by the Willowbrook II Scrubber and dry bed reactor. The three scrubber systems and two dry bed reactors at the Source are collectively referred to as "the Scrubbers." The Scrubbers are the sole method used by the Defendant to control EtO emissions from the Source.

16. As part of its operations at the Source, the Defendant discharges and emits EtO to the atmosphere.

17. In 1990, EtO was listed as a "hazardous air pollutant" under Section 112 of the Clean Air Act, 42 U.S.C. § 7412(b)(1) (2016).

18. On June 8, 2015, the Illinois EPA issued renewal CAAPP Permit No. 95120085 to the Defendant ("Operating Permit"). The Operating Permit includes the Clean Air Act National Emission Standard for Hazardous Air Pollutants ("NESHAP") for EtO emissions from sterilization facilities. 40 C.F.R. Part 63, Subpart O. The NESHAP requires facilities to control EtO emissions from the vacuum pump chamber evacuation systems and aeration rooms by at least 99.0%. The NESHAP does not require that facilities control EtO emissions from the backvent valves. Therefore, the Operating Permit does not require the Defendant to control EtO emissions from the backvent valves at the Source.

19. The Operating Permit allows the Defendant to utilize up to 542.1 tons (1,084,200 pounds) of EtO per year in its operations at the Source.

20. Section 3.5.c of the Operating Permit provides as follows:

Annual Emissions Reporting

Pursuant to 35 IAC Part 254, the Source shall submit an Annual Emission Report to the [Illinois EPA], due by May 1 of the year following the calendar year in which the emissions took place. All records and calculations upon which the verified and reported data are based must be retained by the source.

21. Between 1984 and 1992, the Source emitted EtO.¹ Beginning in 1993 and continuing through 2005, the owner and or operator of the Source reported in its Annual Emission Reports releasing the following amounts of EtO to the atmosphere:

¹ Illinois EPA's Part 254 Rules (Annual Emissions Report) were first adopted on May 14, 1993. Hence, calendar year 1993 is the first Annual Emissions Report available for the Source.

Year	EtO Released (lbs.)
1993	10,780
1994	9,600
1995	21,320
1996	21,720
1997	30,800
1998	35,400
1999	15,940
2000	10,380
2001	6,146
2002	5,750
2003	5,200
2004	6,200
2005	5,800

22. According to the Defendant's Annual Emission Reports as filed by the Defendant with the Illinois EPA, the Defendant reported releasing the following amounts of EtO to the atmosphere during the years 2006 to 2017:

Year	EtO Released (lbs.)
2006	4,760
2007	7,340
2008	7,080

2009	5,600
2010	6,440
2011	6,980
2012	6,980
2013	5,960
2014	5,080
2015	4,600
2016	4,200
2017	4,600

23. On June 26, 2018, Illinois EPA issued the Defendant permit no. 18060020 to duct the emissions of EtO from the backvent valves of the sterilization chambers to the existing Scrubbers (“Construction Permit”). Illinois EPA received this construction permit application on June 11, 2018.

24. On information and belief, on or about July 27, 2018, the Defendant completed the modifications to its air pollution control equipment by ducting the emissions from the backvent valves at Building 1 to Acid Water Scrubber #2 and the dry bed reactor and the emissions from the backvent valves at Building 2 to Willowbrook II Scrubber and the dry bed reactor.

25. Prior to modifying its air pollution control equipment to control the emission of EtO from the backvent valves of the sterilization chambers, the Defendant allowed the uncontrolled emission of EtO from the backvent valves. As a result, since at least 2006, on a date better known to the Defendant, until on or about July 27, 2018, the Defendant had allowed the emission to the environment of 100% of the EtO that was released through the backvent valves.

26. The Operating Permit requires that the Defendant meet a control efficiency of 99.0% of emissions from the vacuum pump chamber evacuation system and aeration rooms. Once the backvent valves were ducted to the Scrubbers, those emissions also became and are subject to the 99.0% control efficiency.

27. The Operating Permit allows the Defendant to emit approximately 18.2 tons (36,400 pounds) of EtO per year.

28. EtO is highly reactive, readily absorbed, and easily distributed in the human body. EtO is mutagenic and causes chromosome damage in many species, including humans.

29. From 1985 to 2016, the United States Environmental Protection Agency ("U.S. EPA") categorized EtO as "probably carcinogenic to humans".

30. In December 2016, U.S. EPA's Integrated Risk Information System ("IRIS") program released an "Evaluation of the Inhalation Carcinogenicity of Ethylene Oxide" ("2016 IRIS Evaluation"). In the 2016 IRIS Evaluation, U.S. EPA changed EtO's weight of evidence descriptor from "probably carcinogenic to humans" to "carcinogenic to humans" while increasing EtO's lifetime inhalation cancer unit risk estimate about 50-fold. The 2016 IRIS Evaluation is incorporated by reference herein.²

31. In the 2016 IRIS Evaluation, U.S. EPA noted that an increased incidence and mortality of breast and lymphohematopoietic system cancers have been observed in workers in EtO sterilizing facilities.

32. In the 2016 IRIS Evaluation, U.S. EPA determined that there is sufficient evidence to establish a causal relationship between EtO exposure and breast cancer in women.

² Available at http://ofmpub.epa.gov/eims/eimscomm.getfile?p_download_id=529970.

33. As a mutagenic carcinogen, EtO causes cancer by damaging DNA in cells which is then duplicated when the cells divide. Repeated exposure over time to EtO increases the cancer risk compared to a one-time exposure. This increase occurs because DNA damage may take place with each and every exposure that is passed on to more cells, increasing the number of mutated cells, which eventually leads to cancer in some people.

34. The Source is in a densely populated residential, industrial and commercial area, with 19,271 people living within 1 mile of the Source boundary. The Source is located in an industrial park that is surrounded by, and in close proximity to, residential neighborhoods, schools, daycare facilities, businesses, and parks, including but not limited to, the following:

- i. Homes (less than 0.25 miles)
- ii. Schools: Gower Middle (0.42 miles), St. Mark Christian Montessori (0.70 miles), Hinsdale South High School (0.76 miles), Gower West (0.79 miles), Kingswood Academy (0.87 miles), KinderCare (1.0 mile), Our Lady of Peace School (1.22 miles), Concord Elementary (1.62 miles), Ready Set Grow (1.76 miles), Burr Ridge Middle School (1.86 miles)
- iii. Parks and Government Buildings: Willowbrook Police Department and Mayor's Office (0.07 miles), Willowbrook Community Park (0.45 miles), Indian Prairie Library (0.97 miles), Harvester Park (1.0 mile), Whittaker Park (1.03 miles), Burr Ridge Police Department (1.19 miles)
- iv. Businesses: Dance Duo Studio (0.1 miles), Dell Rhea's Chicken Basket (0.16 miles), Denny's (0.18 miles), Target (0.19 miles), La Quinta Inn (0.29 miles), Red Roof PLUS+ (0.3 miles), Diamond Edge Training (0.3 miles), BIG Gymnastics (0.68 miles), Darien Sportsplex (1.0 mile)

35. According to U.S. EPA's website,³ for a single year of exposure to EtO, the cancer risk is greater for children than for adults. This elevated risk to children exists because EtO can damage DNA, and children have more years ahead of them to develop the other cancer risk factors that result in the formation of malignant cells. Additionally, compared to adults, children receive

³ Available at <https://www.epa.gov/hazardous-air-pollutants-ethylene-oxide/frequent-questions-ethylene-oxide> (accessed on October 18, 2018).

larger doses per body weight because they have greater lung surface area and increased lung volume per body weight, and breathe in more air per body weight.

36. According to 2010 U.S. Census Data, 3,494 children 5 years and younger lived within 3 miles of the Source in 2010, including 250 that lived within 1 mile.

37. According to the 2014 National Air Toxics Assessment (“NATA”) released by U.S. EPA in August 2018, seven census tracts near the Source are among 109 nationwide that have cancer risk scores greater than 100 in 1 million, or 1 in 10 thousand, meaning that in those census tracts hazardous air pollution may cause more than one additional incidence of cancer per 10 thousand people. There are a total of 73,057 census tracts in the United States.

38. Between May 16, 2018 and May 17, 2018, the U.S. EPA collected 39 ambient air samples at 26 discrete locations near the Source (“May 2018 sampling event”). All of these samples were collected in proximity to the various public places listed in paragraph 34.

39. U.S. EPA modeled short and long-term ambient EtO concentrations to evaluate the impact of emissions from the Source using, among other data, the National Emissions Inventory (“NEI”) data from 2014. The NEI data includes the actual pounds of EtO emitted by the Source, as reported by Illinois EPA, which is substantially lower than the amount of EtO that the Defendant is allowed to emit under the Operating Permit. As alleged in paragraph 22, the Defendant reported emitting 5,080 pounds of EtO in 2014, while as alleged in paragraph 27, the Operating Permit allows the emission of 18.2 tons, or 36,400 pounds, of EtO.

40. In June 2018, U.S. EPA provided the analytical data from the May 2018 sampling event and the modeled ambient EtO concentrations to the United States Department of Health & Human Services Agency for Toxic Substances and Disease Registry (“ATSDR”). At the same time, U.S. EPA: “requested that ATSDR review air measurements of EtO and modeling results of

EtO emissions from Sterigenics and specifically answer the question: If modeled and measured ethylene oxide concentrations represent long term conditions, would they pose a public health problem for people living and working in Willowbrook?"

41. On July 26, 2018, the ATSDR provided to U.S. EPA its answer to the above question. The letter provides:

It is ATSDR's conclusion that the data U.S. EPA provided suggests that residents and workers are exposed to elevated airborne EtO concentrations from facility emissions. It is difficult to assess long-term public health implications from facility emissions because there has been no historical air monitoring in the community. ATSDR assumed that these data represent long term exposures for area residents and workers. Specifically, ATSDR concludes the following:

- 1) If measured and modeled data represent typical EtO ambient concentrations in ambient air, *an elevated cancer risk exists* for residents and off-site workers in the Willowbrook community surrounding the Sterigenics facility. These elevated risks *present a public health hazard to these populations*.
- 2) Measured and modeled ethylene oxide concentrations in ambient air indicate that non-cancer health effects are unlikely for residents and off-site workers in the Willowbrook community surrounding the Sterigenics facility.

The July 26, 2018 ATSDR letter is attached hereto and incorporated by reference herein.

42. The ATSDR used the maximum recorded EtO sample taken near a residence close to the Source to conclude that the lifetime risk for the area surrounding the Source is an additional 64 incidences of cancer per 10,000 people, or 64 times what U.S. EPA considers to be an acceptable risk.

43. On August 21, 2018, the July 26, 2018 letter from ATSDR to U.S. EPA was released as a "Letter Health Consultation."

44. ATSDR's conclusion that an elevated cancer risk exists for residents and off-site workers in the Willowbrook community and that these elevated risks present a "public health hazard" is based on EtO emissions that are substantially lower than 18.2 tons (36,400 pounds).

Thus, the Operating Permit allows the “public health hazard” as found by the ATSDR in its report to continue unabated.

45. As of October 23, 2018, 28,925 people had signed a petition entitled “Action Alert: Illinois, Say “No” to toxic air” on the website www.change.org. The petition expresses the public’s overwhelming concerns regarding the impact of Defendant’s EtO emissions on the surrounding community. The concerns include the following:

- i. Detrimental health impacts to their children swimming at a pool located across the street from the Source.
- ii. The general safety of families in the area.
- iii. The mutagenic effects of EtO on children in the area.
- iv. Fear that past and current incidents of cancer in the area were caused by the Source.
- v. A desire to have residents’ children and grandchildren breathing safe air.
- vi. The number of individuals in the community with cancer.
- vii. Past exposure to EtO from the Source.
- viii. The location of the Source in such a densely populated area.

46. As of October 24, 2018, more than 80 people have contacted the Illinois Attorney General’s Office to express their concerns regarding the Source’s EtO emissions.

47. As of October 24, 2018, the Illinois EPA has been contacted more than 100 times by members of the public to express their concerns regarding the Source’s EtO emissions.

48. For those people who have resided near the Source over a period of years, the public health concerns with EtO are exacerbated due to the increased risk caused by exposure over a lifetime (see paragraphs 21 and 22, which show the Source’s EtO emissions from 1993 to 2017,

including from 1995 to 1999, when the Source emitted, on average, more than 25,000 pounds of EtO annually to the environment).

49. Article XI of the Illinois Constitution provides, in pertinent part, as follows:

SECTION 1. PUBLIC POLICY - LEGISLATIVE RESPONSIBILITY

The public policy of the State and the duty of each person is to provide and maintain a healthful environment for the benefit of this and future generations. The General Assembly shall provide by law for the implementation and enforcement of this public policy.

SECTION 2. RIGHTS OF INDIVIDUALS

Each person has the right to a healthful environment. . . .

50. In fulfillment of the Constitutional requirement to protect each person's right to a healthful environment, the General Assembly adopted the Act. Section 9(a) of the Act, 415 ILCS 5/9(a) (2016), provides as follows:

No person shall:

a) Cause or threaten or allow the discharge or emission of any contaminant into the environment in any State so as to cause or tend to cause air pollution in Illinois, either alone or in combination with contaminants from other sources, or so as to violate regulations or standards adopted by the Board under this Act.

51. Section 201.141 of the Illinois Pollution Control Board ("Board") Air Pollution Regulations, 35 Ill. Adm. Code 201.141, provides, in relevant part, as follows:

Prohibition of Air Pollution

No person shall cause or threaten or allow the discharge or emission of any contaminant into the environment in any State so as, either alone or in combination with contaminants from other sources, to cause or tend to cause air pollution in Illinois, or so as to violate the provisions of this Chapter

52. Section 3.315 of the Act, 415 ILCS 5/3.315 (2016), provides the following definition:

“Person” is any individual, partnership, co-partnership, firm, company, limited liability company, corporation, association, joint stock company, trust, estate, political subdivision, state agency, or any other legal entity, or their legal representative, agent or assigns.

53. The Defendant, a limited liability company, is a “person” as that term is defined in Section 3.315 of the Act, 415 ILCS 5/3.315 (2016).

54. Section 3.115 of the Act, 415 ILCS 5/3.115 (2016), provides the following definition:

“Air pollution” is the presence in the atmosphere of one or more contaminants in sufficient quantities and of such characteristics and duration as to be injurious to human, plant, or animal life, to health, or to property, or to unreasonably interfere with the enjoyment of life or property.

55. Section 3.165 of the Act, 415 ILCS 5/3.165 (2016), provides the following definition:

“Contaminant” is any solid, liquid, or gaseous matter, any odor, or any form of energy, from whatever source.

56. Section 201.102 of the Board Air Pollution Regulations, 35 Ill. Adm. Code 201.102, provides the following definitions:

“Air Contaminant”: Any solid, liquid or gaseous matter, any odor or any form of energy that is capable of being released into the atmosphere from an emission source.

57. The EtO released from the Facility is a “contaminant” within the meaning of Section 3.165 of the Act, 415 ILCS 5/3.165 (2016), and an “air contaminant” within the meaning of Section 201.102 of the Board Air Pollution Regulations, 35 Ill. Adm. Code 201.102.

58. Beginning on or before January 30, 2006 and continuing to the present, Defendant has discharged or emitted from the Source into the surrounding area thousands of pounds of EtO, which, as alleged herein, has caused or threatened injury to persons near the Source and unreasonably interfered with their enjoyment of life or property.

59. The Defendant's allowable emissions of approximately 18.2 tons (36,400 pounds) per year of EtO, a known human carcinogen, into the atmosphere near residences and places of business (a) threaten to injure the health of people living, attending school, recreating, working, and shopping near the Source, (b) have caused fear in the community due to the threat to public health, and (c) interfere with the enjoyment and use of their homes and work places, and therefore constitutes "air pollution" as that term is defined in Section 3.115 of the Act, 415 ILCS 5/3.115 (2016).

60. The threat to human health is particularly heightened in children, who have an increased susceptibility from exposure to a known human carcinogen. The unreasonable interference with enjoyment of life and property is particularly heightened for parents of children who live near the Source who are legitimately concerned about the health and welfare of their children as it relates to exposure to EtO, a known human carcinogen.

61. By causing, threatening, or allowing the discharge or emission of EtO, a contaminant, into the environment so as to cause air pollution, Defendant violated Section 201.141 of the Board Air Pollution Regulations, 35 Ill. Adm. Code 201.141, and Section 9(a) of the Act, 415 ILCS 5/9(a) (2016).

62. Violations of the pertinent environmental statutes and regulations will continue unless and until this Court grants equitable relief in the form of preliminary and, after trial, permanent injunctive relief.

WHEREFORE, Plaintiff, PEOPLE OF THE STATE OF ILLINOIS, respectfully requests this Court to enter a preliminary and, after trial, permanent injunction in favor of Plaintiff and against Defendant, STERIGENICS U.S., LLC, a Delaware limited liability company, with respect to Count I:

1. Finding that the Defendant has violated Section 9(a) of the Act, 415 ILCS 5/9(a) (2016), and Section 201.141 of the Board Air Pollution Regulations, 35 Ill. Adm. Code 201.141;

2. Enjoining the Defendant from any future violations of Section 9(a) of the Act, 415 ILCS 5/9(a) (2016), and Section 201.141 of the Board Air Pollution Regulations, 35 Ill. Adm. Code 201.141;

3. Setting operational limits on the Source, including ordering the Defendant to cease operations if warranted, or setting EtO emission limits on the Source so as to ensure the protection of public health and the elimination of the threat of air pollution in the surrounding community;

4. Ordering the Defendant to immediately undertake the necessary action that will result in a final and permanent abatement of violations of Section 9(a) of the Act, 415 ILCS 5/9(a) (2016), and Section 201.141 of the Board Air Pollution Regulations, 35 Ill. Adm. Code 201.141, including but not limited to, taking all steps necessary to ensure the protection of public health and the elimination of the threat of air pollution in the surrounding community, and performing ambient air monitoring at and around the Source in accordance with an approved sampling plan as well as conducting an updated cancer risk analysis. The ambient air monitoring and risk assessment shall be performed by independent contractors approved by the State and pursuant to plans approved by the State.

5. Assessing a civil penalty against the Defendant of Fifty Thousand Dollars (\$50,000.00) for each violation of the Act and pertinent regulations, and an additional civil penalty of Ten Thousand Dollars (\$10,000.00) for each day of violation;

6. Ordering the Defendant to pay all costs including attorney, expert witness and consultant fees expended by the State in its pursuit of this action pursuant to 415 ILCS 5/42(f) (2016); and

7. Granting such other relief as this Court deems appropriate and just.

COUNT II
COMMON LAW PUBLIC NUISANCE

1. This count is brought on behalf of the PEOPLE OF THE STATE OF ILLINOIS, *ex rel.* LISA MADIGAN, Attorney General of the State of Illinois, on her own motion, and *ex rel.* ROBERT BERLIN, State's Attorney of DuPage County, Illinois, on his own motion. The Attorney General is the chief legal officer of the State of Illinois having the powers and duties prescribed by the law, ILL. CONST. Article V, Section 15 (1970). The DuPage County State's Attorney is an elected county officer having the powers and duties prescribed by the law, ILL. CONST. Article VI, Section 19 and Article VII, Section 4 (1970). This count is brought pursuant to the power of the Attorney General and State's Attorney to institute an action on behalf of the People of the State of Illinois to abate a public nuisance and to protect the health, safety and welfare of the People of the State of Illinois.

2-59. Plaintiff realleges and incorporates by reference herein paragraphs 4 through 61 of Count I as paragraphs 2 through 59 of this Count II.

60. The Defendant, by its actions, has caused and continues to cause an unreasonable and substantial prejudice to the public health and welfare and the environment, to wit, 1) beginning on or before January 30, 2006 and continuing to the present, the Defendant has discharged or emitted from the Source into the surrounding area tens of thousands of pounds of EtO; 2) The Defendant's allowable emissions of approximately 18.2 tons (36,400 pounds) per year of EtO, a known carcinogen, into the atmosphere near residences and places of business (a) threaten to injure the health of people living and working near the Source, (b) have caused fear in the community due to the threat to public health, and (c) interfere with the enjoyment and use of their homes and work places.

61. As a consequence of its actions as alleged herein, the Defendant has created and maintained a public nuisance at common law.

62. Plaintiff is without an adequate remedy at law. Plaintiff will be irreparably injured, and violations of the applicable and pertinent environmental statutes and regulations will continue unless and until this court grants equitable relief in the form of preliminary and, after trial, permanent injunctive relief.

WHEREFORE, Plaintiff, PEOPLE OF THE STATE OF ILLINOIS, respectfully requests this Court to enter a preliminary and, after trial, permanent injunction in favor of Plaintiff and against Defendant, STERIGENICS U.S., LLC, a Delaware limited liability company, with respect to Count II:

1. Finding that the Defendant has created and maintained a common law public nuisance at and around the Source;

2. Setting operational limits on the Source, including ordering the Defendant to cease operations if warranted, or setting EtO emission limits on the Source so as to ensure the protection of public health and the elimination of the threat of air pollution in the surrounding community, and abatement of the public nuisance;

3. Enjoining the Defendant from maintaining a common law public nuisance at and around the Source;

4. Ordering the Defendant to immediately undertake the necessary action that will result in a final and permanent abatement of the common law public nuisance.

5. Ordering the Defendant to pay all costs including attorney, expert witness and consultant fees expended by the State in its pursuit of this action; and

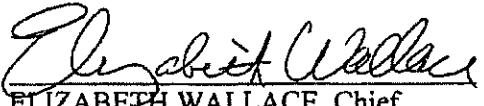
6. Granting such other relief as this Court deems appropriate and just.

Respectfully submitted,

PEOPLE OF THE STATE OF ILLINOIS
ex rel. LISA MADIGAN, Attorney General
of the State of Illinois

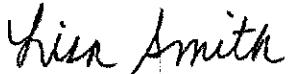
MATTHEW J. DUNN, Chief
Environmental Enforcement/Asbestos
Litigation Division

BY:


ELIZABETH WALLACE, Chief
Environmental Bureau
Assistant Attorney General

PEOPLE OF THE STATE OF ILLINOIS
ex rel. ROBERT B. BERLIN, State's
Attorney for DuPage County, Illinois

BY:


LISA SMITH
Assistant State's Attorney

Of Counsel:

Daniel I. Rottenberg
Stephen J. Sylvester
Assistant Attorneys General
Environmental Bureau
69 West Washington Street, 18th Floor
Chicago, Illinois 60602
(312) 814-3816/2087
DRottenberg@atg.state.il.us
SSylvester@atg.state.il.us
Secondary: MCacaccio@atg.state.il.us