

## 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, APRIL 27, 2020, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

DUE TO THE COVID 19 PANDEMIC, THE VILLAGE OFFICES WILL BE CLOSED AND THE VILLAGE WILL BE UTILIZING A CONFERENCE CALL FOR THIS MEETING.

THE PUBLIC CAN UTILIZE THE FOLLOWING CALL IN NUMBER:

Dial in Phone Number: 312-626-6799  
Meeting ID: 989 7394 2701  
Password: 017477

Written Public Comments Can Be Submitted By 5:15 pm on April 27, 2020 to mmertens@willowbrook.il.us

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
5. OMNIBUS VOTE AGENDA:
  - a. Waive Reading of Minutes (APPROVE)
  - b. Minutes - Public Hearing of the Proposed Appropriation Ordinance - April 6, 2020 (APPROVE)
  - c. Minutes - Special Meeting of the Mayor and Board of Trustees of the Village of Willowbrook - April 6, 2020 (APPROVE)
  - d. Minutes - Special Meeting of the Mayor and Board of Trustees of the Village of Willowbrook - April 13, 2020 (APPROVE)
  - e. Minutes - Regular Board Meeting - April 13, 2020 (APPROVE)
  - f. Warrants - \$67,232.81 (APPROVE)

- g. ORDINANCE - An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6 (PASS)
- h. MOTION - Board Advice and Consent to Mayor's Appointments to Fill Vacancies in the Parks & Recreation Commission, Plan Commission, and Board of Police Commissioners (PASS)
- i. RESOLUTION - A Resolution Approving and Authorizing the Mayor and the Village Clerk to Attest to an Agreement with BKD LLP for Audit Services for the Fiscal Year 2019/20 (ADOPT)
- j. RESOLUTION - A Resolution Approving and Authorizing the Purchase of Three (3) Extended Warranties from Currie Motors for Three (3) Chevy Tahoe Police Vehicles (ADOPT)

NEW BUSINESS

- 6. MOTION - A Motion to Approve the FY 2020/21 Budget (PASS)
- 7. RECEIVE - Receive the Government Finance Officers Association (GFOA) *Certificate of Achievement for Excellence in Financial Reporting* for the Village's Fiscal Year 2018/19 (RECEIVE)
- 8. RESOLUTION - A Resolution Approving and Authorizing the Mayor and Village Clerk to Execute an Agreement with D. Ryan & Tree Landscape Service, LLC To Conduct the 2020 Village-Wide Spring and Fall Brush Collection Program (ADOPT)
- 9. RESOLUTION - A Resolution Authorizing the Purchase of Bulk Rock Salt for Use Within the Village of Willowbrook for the 2020/2021 Winter Season (ADOPT)
- 10. ORDINANCE - An Ordinance to Amend Section 8-3-3 Entitled "Stop Streets" of Chapter 3 Entitled "Through Streets, One-Way Streets, Stop Streets and Truck Routes" of Title 8 Entitled "Traffic Regulations" of the Village Code of the Village of Willowbrook, DuPage County, Illinois (PASS)

11. ORDINANCE - An Ordinance Amending Title 3 Entitled "Business Regulations" of the Village Code of Ordinances by Adding Chapter 22 Entitled "Retail Sale of Dogs, Cats, and Rabbits" (PASS)
12. ORDINANCE -An Ordinance Amending Special Use Permit No. 77-2 as Approved in Ordinance No. 77-0-14 and as Amended in Ordinance No. 78-0-43, 80-0-40, 84-0-12, and 94-0-29 and Granting Certain Variations from the Zoning Ordinance - PC-01: 7000 Kingery - Ducky's Car Wash Addition (PASS)

PRIOR BUSINESS

13. TRUSTEE REPORTS
14. ATTORNEY'S REPORT
15. CLERK'S REPORT
16. ADMINISTRATOR'S REPORT
17. MAYOR'S REPORT
18. CLOSED SESSION
19. ADJOURNMENT

MINUTES OF THE PUBLIC HEARING ON THE PROPOSED APPROPRIATION ORDINANCE BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, APRIL 6, 2020, AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

**DUE TO THE COVID 19 PANDEMIC THE VILLAGE OFFICES WILL BE CLOSED AND THE VILLAGE WILL BE UTILIZING A ZOOM VIDEO CONFERENCE CALL FOR THIS MEETING.**

**1. CALL TO ORDER**

The meeting was called to order by Mayor Frank A. Trilla at 5:30 p.m.

**2. ROLL CALL**

Those present, via Zoom conference call, at roll call were Mayor Frank A. Trilla, Trustee Umberto Davi, Trustee Terrence Kelly, Trustee Michael Mistele, Trustee Gayle Neal, and Trustee Paul Oggerino, and Clerk Leroy R. Hansen.

ABSENT: Trustee Sue Berglund.

Also present, via Zoom conference call, were Village Administrator Brian Pabst, Director of Finance Carrie Dittman, Assistant Village Administrator Michael Mertens, Police Chief Robert Schaller, Deputy Chief Lauren Kasper, Superintendent of Public Works Joe Coons, Building Official Roy Giuntoli, and Interim Supt. of Parks John Fenske.

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mayor Trilla.

**4. VISITORS' BUSINESS - Public comment is limited to three minutes per person**

None.

**5. PUBLIC HEARING – FY 2020/2021 APPROPRIATION ORDINANCE**

Mayor Trilla opened the public hearing. There were no comments from the public, and no written comments were received by Clerk Hansen. There were no comments from the Board.

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adjourn the public hearing.

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

MOTION DECLARED CARRIED.

**6. ADJOURNMENT**

MOTION: Made by Trustee Mistele and seconded by Trustee Oggerino to adjourn the meeting at the hour of 5:35 p.m. Call for previous roll by Trustee Kelly. No objections were noted.

MOTION DECLARED CARRIED.

PRESENTED, READ AND APPROVED.

\_\_\_\_\_, 2020

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Frank A. Trilla, Mayor

Minutes transcribed by Director of Finance Carrie Dittman.

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, APRIL 6, 2020, AT 5:35 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

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ABSENT: Trustee Sue Berglund.

Also present, via Zoom conference call, were Village Administrator Brian Pabst, Director of Finance Carrie Dittman, Assistant Village Administrator Michael Mertens, Police Chief Robert Schaller, Deputy Chief Lauren Kasper, Superintendent of Public Works Joe Coons, Building Official Roy Giuntoli, and Interim Supt. of Parks John Fenske.

**3. PLEDGE OF ALLEGIANCE (WAIVED)**

The Pledge of Allegiance was waived.

**4. VISITOR'S BUSINESS**

None presented.

**5. DISCUSSION – FISCAL YEAR 2020/2021 DRAFT BUDGET**

Director Dittman welcomed the group to the Board Budget Workshop 1 meeting to review the work that staff has performed to date on the Village's FY 2020/21 budget. If necessary, we can hold a second Board Budget Workshop next Monday on April 13. Otherwise, any discussion items from tonight's meeting will be incorporated into a final budget document that will be adopted at the April 27 Board of Trustees meeting.

The proposed budget maintains all existing services and programs. The proposed Days Operating Expense in the General Fund, as of 4/30/2021, is 202 days, which equals \$5,008,579 of ending fund balance. The projected cost of one day to operate the General Fund is \$24,827. The budget does not include raises for any employees; however, step increases for union officers are included. The

proposed FY 2020/21 budget presents a General Fund drawdown of reserves of \$223,834. Also, Five Year Forecasts by fund includes future spending on identified projects/programs based on normal operating levels and normal revenues.

Director Dittman presented the General Fund reserve drawdown by department. FY 20/21 revenues are \$9,227,066, which is higher than the current year's budget by \$397,938. Expenditures are expected to be \$9,450,900 resulting in a drawdown of \$223,834. The drawdown from the joint committee presentation was projected at about \$130,000, so it has declined about \$93,000.

Director Dittman noted that we have not included any wage increases for non-union employees. Salaries and rates for both part-time and full-time employees are included at current amounts. For union employees, raises are not included, however step increases are included for those affected employees. We have not added any positions to the budget either; Director Dittman presented the personnel levels over the last 25 years.

Next, Director Dittman presented the health insurance rates for next year's budget. The preliminary increase was 5.4%, which has since dropped to 3.6%, the final rate approved by the IPBC in March. Contributions by tier were presented, along with contribution rates. The Village pays 100% of the single premium, and 80% of the premium for the other three tiers. Health insurance buyback is also an option for employees on another plan. The annual expense for health insurance is about \$495,000. Trustee Davi asked about how long the contribution rates have been in effect, and discussion ensued.

Director Dittman next recapped the pension costs, which have not changed since the February presentation. Police pension has an 8.9% expense increase, or \$87,855. That amount equates to 49.74% of payroll and the FY 20/21 contribution amount is \$1,074,713. We use a 100% funding target by 2040 (90% is the statutory minimum. The contribution is based on 18 pension beneficiaries and 23 active officers at 4/30/2019; we have 19 beneficiaries as of 4/1/2020. For IMRF, there is a 1.18% rate increase, or about \$15,000. The rate of payroll is 13.41% for calendar year 2020 and the contribution amount is approx. \$180,000. There are 17 active IMRF members currently.

Director Dittman next discussed the major changes made to the budget since February, beginning with General Fund revenues. Sales taxpayers in the Top 50 were analyzed and categorized into essential, semi-essential, and discretionary. Businesses in the essential category, such as grocery stores, were assumed to collect 100% of normal sales. Businesses in the semi-essential category are businesses allowed to be open during the shutdown and include restaurants and others, these were assumed to collect 85% of annual sales. Discretionary businesses, such as car dealerships and clothing stores, were assumed to collect 65% of annual sales. Applying these reductions resulted in a \$500,000 reduction to sales taxes. Discussion about the businesses ensued. Director Dittman noted that the Board could revisit the financials in four to six months to see if the economy has rebounded.

Director Dittman continued to discuss revenues, including the income tax reduction. Income tax reduction was already reduced by 5% as of the February presentation. Information she learned in

Governor Pritzker's state of the State address delivered in late February suggested that the State would keep 10% of municipality's portion of the income tax, so another 5% of our income tax revenue was reduced. Finally, in response to the pandemic crisis and the uncertainty of employment during and following the shut-down, income tax was further reduced another 15% for a total reduction of 25%, which equates to roughly \$153,000.

Regarding places of eating tax, this was also subject to reduction based on the business closures. The average month of revenue was calculated based on the last four years of actual collections. Then, a reduction was applied to each month presuming the population would not immediately be returning to dining out or carrying out after the shut-down order is lifted. The reductions range from monthly reductions of 10% to 50% for each month of the next fiscal year. The total reduction for this source was \$115,000.

For Hotel/Motel Tax revenue, the budget for FY 20/21 was decreased by 35%. The February budget was based on three hotels operating full-time and one hotel dark for 6 months due to uncertainty of the Red Roof transition; we restored the Red Roof income but then assumed a 65% collection rate across all four hotels, assuming that the Delta Marriott will be open by May 1. This was a total \$12,773 additional reduction.

Red light camera fines were reduced due to anticipated lower levels of travel due to the shut down and more employees working from home. We already had conservatively accounted for a 20% reduction, and we reduced another 5% for a total 25% reduction, or \$35,000, due to the fewer travelers on the roads. Trustee Kelly inquired about the status of red-light camera legislation in Springfield and discussion ensued.

Based on the reductions noted above, the total General Fund revenue reduction made since February's presentation is \$815,573. Director Dittman presented a pie chart showing the General Fund revenues by source. The total is \$9,227,066. Trustee Mistele asked about the revenue comparison to the FY 19/20 budget. Director Dittman went over that information on the following slide: the revenues for all funds of the Village total \$14,243,966 for FY 20/21.

Next, Director Dittman discussed the changes made to General Fund expenditures. These include: Administration - removed intern position – decrease of \$9,984, decreased contingencies by \$15,000, increased attorney fees by \$40,000. In the Planning Dept, decreased outsourced planner fees by \$25,000. In Parks Dept, removed court improvements and park improvements of \$14,100, removed CRC ADA-related construction of \$78,750 & other park ADA of \$5,600, and reduced maintenance expense by \$18,500.

Within the Police Dept: removed body cameras of \$33,846, removed police chief vehicle of \$38,000, removed cost of squad (will be purchased with asset forfeiture funds, but in order to do so it cannot be a budgeted item). In the Public Works Dept: reduced engineering fees by \$25,000 (moved to MFT Fund), removed 5-ton dump truck and 1-ton Ford F-550 = \$134,628 (1/2 total cost), added \$32,500 for Clarendon Hills storm sewer replacement project, and added \$55,000 back for Garfield Ave.

sidewalk replacement (IGA with Burr Ridge). A brief discussion ensued about the project and possible grant revenue.

In the Building Dept: removed \$38,000 for new Building Official vehicle; reduced plan review fees by \$35,000; and reduced outsourced inspection fees by \$7,000. Other changes were made with respect to Information Technology: added emergency laptop purchase to the current year projected (which affects multiple departments) for about \$8,500 plus setup; moved computer purchase expenditure from FY 20/21 budget to current year projected (also affects multiple departments) for about \$57,000; allocated IT consultant usage across departments; and added \$10,000 to insurance for FY 19/20 to cover the cyber-attack deductible. Most of the cyber-attack expenditures, exclusive of hardware, will be covered by the insurance policy.

Within other funds, changes made include adding a \$200,000 transfer from the Water to Water Capital Improvement Fund and removing the 5-ton dump truck and 1-ton Ford F-550 = \$134,628 (1/2 total cost) from the Water Fund. In the Motor Fuel Tax Fund, we added \$25,000 for engineering on road program (moved from Public Works Dept). Finally, in the LAFER Fund, we removed the CRC interior renovation cost of \$1,423,250 as there is no offsetting funding source.

Trustee Kelly asked about the police department staffing; this will be discussed in more detail later, however Director Dittman noted that two new officers are already included in next year's budget. A discussion about staffing ensued, which will be explored in more detail later in the presentation.

The pie chart of General Fund expenditures by department was explained, with total expenditures of \$9,450,900. The expenditure summary for all funds of the Village was discussed next.

Director Dittman next presented the General Fund summary. As was previously discussed at the Feb presentation, the FY 19/20 actual fund balance is coming in much higher due to elimination of many capital projects and certain revenue sources exceeding budget, such as building permits. At April 30, 2021, the General Fund's fund balance is projected to be \$5,008,579 with a drawdown of \$223,834 and 202 days of operating reserves.

The General Fund summary for the next 5 years shows the current year projection of total revenues, total expenditures and ending fund balance; we are starting next year in a better position than had been budgeted. The number of reserve days is projected to be 206. The ending fund balance of \$5.2 million then becomes the starting point for the next budget year, our Year 1. Subsequent years (2-5) generally have 1.0% revenue increases. FY 20/21 revenues look high because of the one-time transfer in from the Hotel/Motel Tax Fund of about \$700,000. Year 2 is assumed to resume back to normal revenue levels, making whole from the cuts that are imposed in Year 1. Generally, 3.0% expenditure increases are included in most line items, except for non-recurring capital and salaries. The projections show deficit spending every year over next 5 years. Significant capital expenditures are not included in future years, nor are any salary increases. The projected number of days reserves over the coming 5-year period are also shown, with Year 5 dipping below the Board's 120-day target minimum.

In the Water Fund, working capital for FY 20/21 and reserve days are both projected to drop over the current year actual. \$200,000 in transfers to the Water Capital Improvement Fund was added since the February committee presentation, however it still exceeds the 90-day minimum reserve. The Motor Fuel Tax projected fund balance has increased due to the State of Illinois imposed transportation (gas) tax that went into effect July 1, 2019.

Director Dittman then described the Village's historical water rates. In response to questions brought up at the February budget presentation, we prepared this slide showing the history of the Village's water rates compared to the DuPage Water Commission (DWC), where we purchase water from. Director Dittman also presented this information to the Municipal Services Committee. The last time the Village Board passed a water rate increase was January 1, 2015, a 12% increase. Since 1/1/2015, the DWC has passed a combination of rate decreases and rate increases; the cumulative effect over the past five years was a 0.45% rate increase. As part of the last Village rate increase on 1/1/2015, the Village Board confirmed the usage of a minimum bill.

The Village has a tiered water system and residential is billed differently than commercial (commercial is quite complex and varies based on usage and meter size). For purposes of this discussion, only residential usage is noted. Residential usage above 36,000 gallons is billed at a higher rate. Residential rates are \$9.67/1,000 gallons. Director Dittman described the way the minimum bill was calculated and presented statistics on minimum bills issued in 2019. Trustee Neal and Administrator Pabst discussed possible changes to the water billing structure. Mayor Trilla brought up considering a nominal monthly surcharge for businesses, such as Westmont charges. Asst. Administrator Mertens discussed considering conducting a water rate study to determine the true cost of the water system, including infrastructure, that is fair for residents and businesses today and into the future. Mayor Trilla raised the question of the Village's leaks and implementing a leak detection system. Trustee Neal asked if our grant person could locate a grant to cover the costs.

Director Dittman then turned the presentation to discretionary items for the Board's consideration. Some of these items were previously included but have since been removed due to the economic uncertainty we are facing, for additional consideration by the Board. The first item is vehicles, which are not currently included in the budget: Police Chief/Admin vehicle for \$38,000; Building Official vehicle for \$38,000; and Water/Public Works (split 50/50) 5-ton International dump truck with plow package for \$179,000 and 1-ton Ford F-550 with plow package for \$91,000.

Mayor Trilla and Trustee Kelly brought up the subject of police staffing, and what the numbers would look like. Trustee Mistele discussed the age of officers and their proximity to retirement and hiring two new officers now and two more in the next budget. Mayor Trilla asked for consensus to hold all Discretionary Items #1-9 for a minimum of six months. Trustees Kelly, Neal and Davi agreed. Trustee Oggerino asked if the six months was carved in stone, Mayor Trilla replied no.

The next discretionary item discussed was the Village Hall parking lot. This item was previously brought up as a discretionary item the last two budget years. At the time, a grant to partially cover the cost of installing brick pavers in the Village Hall lot would offset the cost, however the grant has since expired. The discretionary item being presented now is just resurfacing of the current asphalt,

at an approximate cost of \$60,000. Asst. Administrator Mertens commented that this is just grinding off the top two inches and re-paving; if we wait six months to decide we will miss the construction season and would need to wait until the following budget year. It is part of the MFT bid (not to be paid with MFT monies), and we would get numbers from the bid process. Trustee Mistele commented on the structural integrity of the lot.

Director Dittman asked Supt. Coons to describe the next discretionary item, which is a sidewalk extension in front of Gower West School at an approximate cost of \$55,000. Supt. Coons gave a brief overview of safety complaints received. Director Dittman mentioned that if it is school district property, should the school contribute? Mayor Trilla noted that the district has plans to put a facility on that part of the property. Trustee Neal mentioned perhaps Burr Ridge can join in on the cost sharing. Supt. Fenske noted that Burr Ridge students that attend are bussed to and from school.

The next discretionary item reviewed was TIF Consulting Fees for \$60,000 to conduct a TIF feasibility study to include stormwater remediation efforts at Executive Plaza and a redevelopment plan of the Village's industrial/hospitality district. Administrator Pabst added that if needed it could be delayed to another budget year.

The next discretionary item, Village entrance signs, was also discussed at a Municipal Services committee meeting. The cost of \$35,000 would cover two wooden breakaway signs at the two Village entrances on Route 83. Some other towns use electronic signs with advertising. A discussion about alternative signage, placement and IDOT rules ensued.

At the February budget meeting the Board directed staff to add \$20,000 to the budget for the Village to do its own advertising for the hotels, and to put a one-year hiatus on participating in the DuPage Convention and Visitors Bureau, due to the uncertain status of multiple hotels. The \$20,000 advertising was added and then removed during the cuts. Mayor Trilla and Trustee Neal agreed it should be revisited down the road when all four hotels were open.

Director Dittman noted that questions had been asked regarding Park Special Events, including which of them were included in the budget and what their underlying costs were. Events that are currently included are: Children's Special Events (Halloween/Easter Egg Hunt) for \$3,000; Family Movie Night for \$1,500; Tree Lighting for \$4,900; Back to School for \$500; 5k Race/Walk for \$13,600; Children's Holiday Party for \$5,000; and Community Picnic for \$3,000. A lengthy discussion about each event transpired, and the consensus was to leave the amounts in the budget, however, before the event is scheduled to take place, it would be revisited with the Board to determine if the event should proceed or be cancelled.

Additional discussion about police staffing ensued.

Director Dittman described the Village's current health insurance contribution rates and outlined other possible scenarios of cost sharing. The analysis includes all full-time employees, both union and non-union. Currently, the Village pays 100% of the premium of a single employee. For

employees selecting another tier, the Village backs off the cost of a single employee and then the employee pays 20% of the remainder. Other options for consideration would be employees contributing: 0% single/20% other tiers (not subtracting the single premium for other), 10% single/20% other, 10% single/25% other, all 20%, or all 25%.

Of the 38 current eligible employees, six do not take the insurance and are paid the health buyback amount. The remaining 32 are 15 union and 17 nonunion. A discussion ensued about what is occurring in the marketplace for other Villages. The savings would be lessened if the union did not accept this.

The last discretionary item that Director Dittman discussed was the Community Resource Center interior buildout, which is estimated to cost \$1,423,250. There is not a 100% confirmed funding source to cover the cost; some grant revenue may be received, but that may be only 50% of the cost. This could be revisited in six months to see if grants were awarded and determine a supplemental revenue source at that time.

The impact to the General Fund if all discretionary items were added in would be additional expense of \$1,864,250, or 75 reserve days. The impact to the General Fund if Park Special Events were removed and health insurance contribution rates were changed would be a reduction of expense of a maximum of \$107,718, or 4 reserve days. After extensive discussion, the consensus of the Board was to leave all discretionary item expenditures out except the Village Hall parking lot and TIF consulting fees, a total of \$120,000. The consensus of the Board was to leave the park special events in, but to bring to the Board for discussion before the event, and to leave the health insurance contribution rates as is.

MOTION: Made by Trustee Mistele and seconded by Trustee Kelly to adjourn the Special Meeting at the hour of 7:57 pm.

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

ABSENT: Trustee Berglund

## MOTION DECLARED CARRIED

PRESENTED, READ, AND APPROVED

, 2020

Frank A. Trilla, Mayor

Minutes transcribed by Director of Finance Carrie Pittman.

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, APRIL 13, 2020, AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

**DUE TO THE COVID 19 PANDEMIC THE VILLAGE OFFICES WILL BE CLOSED AND THE VILLAGE WILL BE UTILIZING A ZOOM VIDEO CONFERENCE CALL FOR THIS MEETING.**

**1. CALL TO ORDER**

The meeting was called to order by Mayor Frank A. Trilla at 5:30 p.m.

**2. ROLL CALL**

Those present, via Zoom conference call, at roll call were Mayor Frank A. Trilla, Trustee Umberto Davi, Trustee Terrence Kelly, Trustee Michael Mistele, Trustee Gayle Neal, and Trustee Paul Oggerino, and Clerk Leroy R. Hansen.

ABSENT: Trustee Sue Berglund.

Also present, via Zoom conference call, were Village Attorney Thomas Bastian, Village Administrator Brian Pabst, Director of Finance Carrie Dittman, Assistant Village Administrator Michael Mertens, Police Chief Robert Schaller, Deputy Chief Lauren Kasper, Deputy Clerk Christine Mardegan, Superintendent of Public Works Joe Coons, Building Official Roy Giuntoli, and Interim Supt. of Parks John Fenske.

**3. PLEDGE OF ALLEGIANCE**

Mayor Trilla led the Pledge of Allegiance.

**4. VISITOR'S BUSINESS**

None presented.

**5. DISCUSSION – FISCAL YEAR 2020/2021 DRAFT BUDGET**

Director Dittman welcomed the group to the Board Budget Workshop #2 meeting. The final budget is scheduled to be adopted at our next Village Board meeting on April 27. Director Dittman recapped that the Board directed that the following discretionary items discussed last week be included in the budget: Village Hall parking lot, \$60,000, and TIF consulting fees, \$60,000, for a total additional expense of \$120,000. Although budgeted, they will be brought before the Board for final approval before staff proceeds with those projects.

Also, to recap, the following items are left out of the budget: vehicles, Gower West sidewalk extension, Village entrance signs, hotel/motel advertising and the Community Resource Center

interior renovation. The board directed to leave in the park and recreation special events expenditures, and to leave the health insurance contribution rate structure as is.

Director Dittman continued that with the inclusion of the two discretionary items added, it brings us to an FY 20/21 General Fund ending fund balance of about \$4.9 million, a drawdown of \$343,834, and ending reserve days of 196, which is a drop of 6 days since the last presentation. Discussion occurred about why those items were left out.

For next year's budget and subsequent years, the days reserve has dropped slightly, 6 days for next year and 4-5 days for subsequent years. We will drop below the Board's target minimum of 120 days during FY 24/25.

Director Dittman noted that an item that was not previously discussed is potential raise increases for non-union staff. No increases are currently included in the budget. Non-union can be broken into two categories: permanent part-time, which has three employees, and full time, which has 18 employees spanning all departments. Details of individual employees in these categories were provided to the board separately. Holistically, the three permanent part time staff make about \$62,470 on an annualized basis, although they are all paid hourly. The impact to the budget under raise scenarios ranging from 1.00% to 3.00% are increases from \$625 to \$1,874. For all full-time non-union staff, the current total salaries are \$1,463,773. Under the following raise scenarios ranging from 1.00% to 3.00%, the increase to the budget ranges from \$14,638 to \$43,913. Together, part time and full time, the increase would be between \$15,263 to \$45,787, or 0.6 to 1.8 days of reserves. Last year's increase at May 1, 2019 across the board for non-union was 2.5% (plus additional amounts for certain employees that were promoted or moving along in their pay grade), and 2.85% for union (tentative).

Director Dittman continued with a cost projection of the salary and benefit expenditure for a new officer. Assuming a 2.85% increase retroactive to May 1, 2019, a 1.00% raise at May 1, 2020 would create a Step 1 salary of \$69,313. Total salary and benefits for that one officer, assuming single insurance coverage, for the first year would be approximately \$129,465. Two new Step 1 officers would cost \$258,930. Assuming a 2.00% raise at May 1, 2020, the Step 1 salary would be \$69,999, and total salary and benefits for that one officer for the first year would be approximately \$130,161. Two new Step 1 officers (at a 2.00% raise) would cost \$260,322.

Two new officers are included in the FY 20/21 budget, based on existing contract rates, for a total officer count of 23. No raises are included, but step movements have been included. This assumed, per prior discussions, that the officers would be able to go to the police academy in January 2021. Two additional officers could then be added to the FY 21/22 budget, bringing the total count to 25, and assuming those officers would start at the academy sometime after May 1, 2021. Director Dittman noted that salary, benefits, and pension credits begin at date of hire, not when the officer is sent to the academy.

Director Dittman next explained the cost of various raise scenarios of the police department in total for 21 officers (excluding the Chief and Deputy Chief, who are not part of the labor contract). The

amounts assume a 2.85% increase was retroactively applied at May 1, 2019. The cost for May 1, 2020 at 0.00% additional increase is \$3.2 million; a 1.00% increase is \$3.229 million (\$19,632 increase); and a 2.00% increase is \$3.249 million (\$39,263 increase). In each scenario, all step movements are included, and step movements range from 4.00% to 5.50% increases. Longevity is also already factored into the budget. A discussion ensued about adding a placeholder in the budget for non-union and union salaries, the Mayor proposed a placeholder only for 2.5% non-union and 2.00% union.

Asst. Administrator Mertens commented about a water leak detection survey that is currently included in the Water Capital Improvement Fund budget for \$4,620, along with a basic GPS system for \$46,380. Staff investigated purchasing an acoustical leak detection system, like what the City of Elmhurst has in place, however the cost of that is around \$500,000 and is not included in the budget. A lengthy discussion ensued about leaks and the Village's overall water system.

Additional discussion surrounding salaries was held, including requests to see comparable data for other communities' pay grades and salaries. The consensus was to put a placeholder in the budget for increases, but not to give raises until after salary surveys were completed.

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to adjourn the Special Meeting at the hour of 6:35 p.m.

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

ABSENT: Trustee Berglund

MOTION DECLARED CARRIED

PRESENTED, READ, AND APPROVED

\_\_\_\_\_, 2020

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Frank A. Trilla, Mayor

Minutes transcribed by Director of Finance Carrie Dittman.

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, APRIL 13, 2020, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

DUE TO THE COVID 19 PANDEMIC THE VILLAGE OFFICES WIL BE CLOSED AND THE VILLAGE WILL BE UTILIZING A ZOOM CONFERENCE CALL FOR THIS MEETING.

1. CALL TO ORDER

The meeting was called to order at the hour of 6:35 p.m. by Mayor Frank Trilla.

2. ROLL CALL

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

ABSENT: Trustee Sue Berglund.

Also present were Village Attorney Thomas Bastian, Village Administrator Brian Pabst, Assistant Village Administrator Michael Mertens, Director of Finance Carrie Dittman, Police Chief Robert Schaller, Deputy Chief Lauren Kasper, Building Official Roy Giuntoli, Superintendent of Public Works Joseph Coons, Deputy Clerk Christine Mardegan and Interim Superintendent of Parks John Fenske.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was waived.

4. VISITORS' BUSINESS

None presented and no written comments were received.

5. OMNIBUS VOTE AGENDA

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - March 23, 2020 (APPROVE)
- c. Warrants - \$443,077.52 (APPROVE)
- d. Monthly Financial Report - March 2020 (APPROVE)
- e. MOTION - Willowbrook Town Center, LLC Developer Note Payment #1 Due April 30, 2020 (PASS)
- f. ORDINANCE - An Ordinance of the Village of Willowbrook Declaring Surplus Property and

Authorizing the Sale or Disposal of Two (2)  
Soccer Goals - Ordinance 20-0-09(PASS)

g. ORDINANCE - An Ordinance Extending Temporary  
Executive Powers Pursuant to 65 ILCS 5/11-1-6 -  
Ordinance 20-0-10(PASS)

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

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

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

MOTION DECLARED CARRIED

NEW BUSINESS

6. MOTION - Board Advice and Consent of Mayor's Re-Appointment of Caroline A. Dittman as a Member of the Police Pension Fund Board (PASS)

Assistant Administrator Mertens noted that Ms. Dittman is the Treasurer of the Police Pension Board and her term expires the end of this month, this would reappoint her for another two years. Trustee Davi is the Chairman and was reappointed last year.

MOTION: Made by Trustee Mistele and seconded by Trustee Oggerino to approve the Motion as presented.

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

7. ORDINANCE - An Ordinance Reserving and Authorizing the Transfer of Volume Cap in Connection with Private Activity Bond Issues and Related Matters (PASS)

Administrator Pabst noted that home rule towns must adopt a bond cap that can be utilized by private investors; this used to be called an Industrial Revenue Bond. They are used by 501c(3), schools and others. If the Village does not reserve it, it will lose it. Trustee Mistele inquired why this was needed and if this creates debt to the Village. Attorney Bastian explained that most villages reserve it. Assistant Administrator Mertens noted that we are allocated a certain amount each year, this does not create a liability to the Village, it is basically a tax-exempt conduit issue.

MOTION: Made by Trustee Davi and seconded by Trustee Kelly to adopt Ordinance 20-0-11 as presented.

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

8. ORDINANCE - An Ordinance Amending Section 6-8-10 (E) Entitled "Shutoff Boxes", of Chapter 8 Entitled "Water System", of Title 6 Entitled "Health and Sanitation", of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois (PASS)

Assistant Administrator Mertens noted that this is a cleanup ordinance that addresses if a property owner or management company directs a contractor to turn on or off the system, this allows the Village to issue a violation notice.

MOTION: Made by Trustee Kelly and seconded by Trustee Mistele to pass Ordinance 20-0-12 as presented.

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

PRIOR BUSINESS

8. TRUSTEE REPORTS

Trustee Neal reported on a recent police department initiative. Chief Schaller continued that Nancy Turville found, on Facebook, a rural police department in western Illinois whose police squad cars would drive by the houses of children for their birthdays as they are stuck inside. Over 9,000 have viewed it on the police department's Facebook page, and the respondents have been happy and grateful for the effort. This has been equally pleasing to the Village's officers during the pandemic. Trustee Davi commented that this is outstanding. Mayor Trilla asked where a Trustee could find the video. Trustee Neal commented that it is on the police department Facebook page.

Trustee Kelly commented that his neighbors would also like to have this for their birthdays.

Trustee Mistele had no report.

Trustee Berglund was absent.

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Trustee Davi had no report.

Trustee Oggerino commented that today is his birthday and everyone wished him well.

10. ATTORNEY'S REPORT

Attorney Bastian reported is also his assistant's birthday today. Also, a letter was sent to the Attorney General requesting that the FOIA rules be relaxed during this time.

11. CLERK'S REPORT

Clerk Hansen had no report.

12. ADMINISTRATOR'S REPORT

Village Administrator Pabst had no report.

13. MAYOR'S REPORT

Mayor Trilla commented that in order to find out the number of cases confirmed in the Village, go to the Village's website, select the DuPage County dashboard and the map of Willowbrook. The IDPH daily report gives amounts of public residents and nursing home residents. Mayor Trilla thanked Trustees Kelly and Neal for their work and complimented the police, Trustee Neal and Nancy Turville for the police initiative.

14. CLOSED SESSION

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees 5 ILCS 120/2 (c)(1)

Anne Rossi, Receptionist  
Elizabeth Komperda, Receptionist  
John Fenske, Interim Parks Superintendent  
Nancy Turville, Police Secretary  
Lori Rinella, Police Secretary  
Laurie Schmitz, Police Secretary  
Virginia Stoltz, Public Works Secretary  
Lisa Shemroske, Building & Zoning Secretary  
Carl Anderson, Public Works Maintenance Worker  
Brian Decker, Public Works Maintenance Worker  
Patrick Kanaverskis, Public Works Maintenance Worker  
Christine Mardegan, Executive Secretary / Deputy Clerk  
Diane Schmidt, Finance Analyst  
Roy Giuntoli, Building Official  
Andrew, Passero, Public Works Foreman

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Joe Coons, Superintendent of Public Works  
Michael Mertens, Assistant Village Administrator  
Lauren Kaspar, Deputy Police Chief  
Robert Schaller, Chief of Police  
Carrie Dittman, Director of Finance  
Brian Pabst, Village Administrator

Mayor Trilla stated that Closed Session will occur as a separate meeting using the call-in number following the adjournment of the regular meeting.

15. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Kelly, to adjourn the Regular Meeting into closed session pursuant to 5 ILCS 120/2 (c) (1) at the hour of 7:00 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED.

\_\_\_\_\_, 2020.

Frank A. Trilla, Mayor

Minutes transcribed by Director of Finance Carrie Dittman.

## WARRANTS

April 27, 2020

GENERAL CORPORATE FUND	-----	\$59,557.45
WATER FUND	-----	\$7,425.36
POLICE PENSION FUND	-----	\$250.00
TOTAL WARRANTS	-----	\$67,232.81

Carrie Dittman, Director of Finance



APPROVED:  
Frank A. Trilla, Mayor

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
04/28/2020	APCH	95526	A FREEDOM FLAG CO	BUILDING MAINTENANCE SUPPLIES	466-351	10	308.95
04/28/2020	APCH	95527*	ACCESS ONE, INC.	PHONE - TELEPHONES	455-201	10	88.21
				PHONE - TELEPHONES	455-201	10	505.95
				INTERNET/WEBSITE HOSTING	460-225	10	400.00
				PHONE - TELEPHONES	455-201	20	91.48
				PHONE - TELEPHONES	455-201	20	91.48
				PHONE - TELEPHONES	630-201	30	264.62
				INTERNET/WEBSITE HOSTING	640-225	30	400.00
				TELEPHONES	710-201	35	91.48
				CHECK APCHK 95527 TOTAL FOR FUND 01:			1,933.22
04/28/2020	APCH	95529	ACTUATE LAW LLC	CYBER DISRUPTION	460-265	10	7,313.72
04/28/2020	APCH	95530	ALL AMERICAN PAPER COMPANY	MAINTENANCE - GARAGE	725-413	35	44.81
04/28/2020	APCH	95531	AMERICAN TRAFFIC SOLUTIONS	RED LIGHT - CAMERA FEES	630-247	30	22,475.00
				RED LIGHT - MISC FEE	630-249	30	2,085.00
				CHECK APCHK 95531 TOTAL FOR FUND 01:			24,560.00
04/28/2020	APCH	95533	CHICAGO SUN-TIMES, INC	PRINTING & PUBLISHING	610-302	25	140.00
04/28/2020	APCH	95534	CHOICE OFFICE EQUIP & SUPPLIES IN	COPY SERVICE	455-315	10	385.81
04/28/2020	APCH	95535	CITY WIDE OF ILLINOIS	MAINTENANCE - BUILDING	466-228	10	283.68
04/28/2020	APCH	95536*	COMED	RED LIGHT - COM ED	630-248	30	39.86
				RED LIGHT - COM ED	630-248	30	39.40
				RED LIGHT - COM ED	630-248	30	32.68
				ENERGY - STREET LIGHTS	745-207	35	42.74
				ENERGY - STREET LIGHTS	745-207	35	457.69
				ENERGY - STREET LIGHTS	745-207	35	553.53
				ENERGY - STREET LIGHTS	745-207	35	129.47
				CHECK APCHK 95536 TOTAL FOR FUND 01:			1,295.37
04/28/2020	APCH	95537	DATAMATION IMAGING SERVICES	DOCUMENT STORAGE/SCANNING	460-267	10	100.00
04/28/2020	APCH	95539	HINSDALE NURSERIES, INC.	STREET & ROW MAINTENANCE OTHER	755-328	35	108.00
				STREET & ROW MAINTENANCE OTHER	755-328	35	81.00
				CHECK APCHK 95539 TOTAL FOR FUND 01:			189.00
04/28/2020	APCH	95540	HR SIMPLIFIED	HEALTH/DENTAL/LIFE INSURANCE	455-141	10	100.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
04/28/2020 APCH 95541			KANE, MCKENNA & ASSOCIATES, INC.	CONSULTING CONSULTING	455-306	10	450.00
				CHECK APCHK 95541 TOTAL FOR FUND 01:	455-306	10	100.00
				FUEL/MILEAGE/WASH			550.00
04/28/2020 APCH 95542			KING CAR WASH		630-303	30	325.00
04/28/2020 APCH 95543#			KONICA MINOLTA BUSINESS SOLUTION	COPY SERVICE COPY SERVICE COPY SERVICE	630-315	30	263.56
				CHECK APCHK 95543 TOTAL FOR FUND 01:	630-315	30	39.04
					810-315	40	224.29
							526.89
04/28/2020 APCH 95546			MIDCO	PHONE - TELEPHONES PHONE - TELEPHONES	455-201	10	160.00
				CHECK APCHK 95546 TOTAL FOR FUND 01:	455-201	10	80.00
				CYBER DISRUPTION			240.00
04/28/2020 APCH 95547			PCS INTERNATIONAL	Maintenance - STREET LIGHTS MAINTENANCE - STREET LIGHTS-REIMB	745-223	35	1,266.50
				CHECK APCHK 95548 TOTAL FOR FUND 01:	745-223	35	2,093.52
							1,633.27
							3,726.79
04/28/2020 APCH 95549			RAY O'HERRON CO., INC.	UNIFORMS UNIFORMS UNIFORMS UNIFORMS	630-345	30	120.97
				CHECK APCHK 95549 TOTAL FOR FUND 01:	630-345	30	154.99
					630-345	30	103.42
					630-345	30	22.99
							402.37
04/28/2020 APCH 95550			ROBERT SCHALLER	OPERATING EQUIPMENT	630-401	30	44.99
04/28/2020 APCH 95551			RUTLEDGE PRINTING CO.	PRINTING & PUBLISHING	630-302	30	162.65
04/28/2020 APCH 95553			SF MOBILE-VISION, INC	MAINTENANCE - VEHICLES	630-409	30	439.00
04/28/2020 APCH 95554			SUBURBAN DOOR CHECK & LOCK SERVI	MAINTENANCE - PW BUILDING	725-418	35	14.50
04/28/2020 APCH 95555*#			TAMELLING GRADING	LANDSCAPE MAINTENANCE SERVICES MAINTENANCE - GARAGE STREET & ROW MAINTENANCE STREET & ROW MAINTENANCE OTHER	565-342	20	1,530.00
				CHECK APCHK 95555 TOTAL FOR FUND 01:	725-413	35	895.00
					750-328	35	3,780.00
					755-328	35	1,449.00
							7,654.00
04/28/2020 APCH 95556			TAMELLING INDUSTRIES	PARK LANDSCAPE SUPPLIES	565-341	20	109.89

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
04/28/2020	APCH	95557	THOMPSON ELEV. INSPECT. SERVICE	ELEVATOR INSPECTION-REIMB	830-117	40	129.00
04/28/2020	APCH	95558	THOMSON REUTERS - WEST	FEES/DUES/SUBSCRIPTIONS	630-307	30	173.43
04/28/2020	APCH	95559	TRAFFIC CONTROL & PROTECTIONS	ROAD SIGNS	755-333	35	46.15
				ROAD SIGNS	755-333	35	5,280.00
				ROAD SIGNS	755-333	35	219.00
				CHECK APCHK 95559 TOTAL FOR FUND 01:			<u>5,545.15</u>
04/28/2020	APCH	95560	TREE TOWNS IMAGING & COLOR GRAPH	PRINTING & PUBLISHING-REIMB	810-302	40	59.20
04/28/2020	APCH	95561*#	VERIZON WIRELESS	PHONE - TELEPHONES	410-201	05	46.87
				PHONE - TELEPHONES	455-201	10	46.87
				PHONE - TELEPHONES	630-201	30	817.08
				TELEPHONES	710-201	35	117.18
				TELEPHONES	810-201	40	62.26
				CHECK APCHK 95561 TOTAL FOR FUND 01:			<u>1,090.26</u>
04/28/2020	APCH	95562#	WAREHOUSE DIRECT	COMMISSARY PROVISION	455-355	10	54.03
				OPERATING SUPPLIES (INACTIVE AFTER 19	630-331	30	155.40
				OPERATING EQUIPMENT	630-401	30	138.58
				OPERATING EQUIPMENT	630-401	30	18.39
				OPERATING EQUIPMENT	630-401	30	76.87
				CHECK APCHK 95562 TOTAL FOR FUND 01:			<u>443.27</u>
				Total for fund 01 GENERAL FUND			59,557.45

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DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
CHECK DATE FROM 04/27/2020 - 04/28/2020

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND							
04/28/2020	APCH	95527*	ACCESS ONE, INC.	PHONE - TELEPHONES	401-201	50	91.48
				PHONE - TELEPHONES	401-201	50	91.48
				CHECK APCHK 95527 TOTAL FOR FUND 02 :			<u>182.96</u>
04/28/2020	APCH	95528	ACI PAYMENTS, INC	FEES DUES SUBSCRIPTIONS	401-307	50	15.60
04/28/2020	APCH	95536*	COMED	ENERGY - ELECTRIC PUMP	420-206	50	1,057.63
04/28/2020	APCH	95538	H AND R CONSTRUCTION INC.	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	4,500.00
04/28/2020	APCH	95544	METROPOLITAN INDUSTRIES INC	EDP LICENSES	417-263	50	138.00
04/28/2020	APCH	95545	MID AMERICAN WATER	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	221.00
04/28/2020	APCH	95552	SAPAULA, SHEENA	CUSTOMER OVERPAYMENT	280-135	00	300.00
04/28/2020	APCH	95555*	TAMELLING GRADING	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	262.00
04/28/2020	APCH	95561*	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	117.17
04/28/2020	APCH	95563	WELCH BROS., INC	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	631.00
				Total for fund 02 WATER FUND			<u>7,425.36</u>

04/21/2020 02:09 PM  
User: DSCNMIDT  
DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOMBROOK  
CHECK DATE FROM 04/27/2020 - 04/28/2020

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 07 POLICE PENSION FUND 04/28/2020 APCH 95532		ATWELL & ATWELL		LEGAL FEES	401-242	62	250.00
				Total for fund 07 POLICE PENSION FUND			250.00
				TOTAL - ALL FUNDS			67,232.81

\*\* - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND  
## - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

VILLAGE OF WILLOWBROOK

BOARD MEETING  
AGENDA ITEM - HISTORY/COMMENTARY

AN ORDINANCE EXTENDING TEMPORARY EXECUTIVE POWERS PURSUANT TO  
65 ILCS 5/11-1-6

AGENDA NO. 5g

AGENDA DATE: 04/27/2020

STAFF REVIEW: Mike Mertens, Assistant Village Administrator

SIGNATURE: 

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: 

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: 

REVIEWED & APPROVED BY COMMISSION: YES  NO  N/A

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

In late 2019, a new and significant outbreak of Coronavirus Disease 2019 (COVID-19) emerged in China. The World Health Organization declared COVID-19 a Public Health Emergency of International Concern on January 30, 2020, and the United States Secretary of Health and Human Services declared that COVID-19 presents a public health emergency on January 27, 2020.

On March 9, 2020 Illinois Governor JB Pritzker declared all counties in the State of Illinois as a disaster area, Governors Disaster Proclamation. Following the lead of Governor, J. B. Pritzker, health agencies on both the State and Federal level, and March 16, 2020 DuPage County Disaster Proclamation by DuPage County Board Chairman Dan Cronin, the Village is taking immediate steps of limiting access to the Village Hall. This action of social distancing is to prevent the spread of COVID-19. The Centers for Disease Control (CDC) and World Health Organization have declared the COVID-19 a global pandemic. The CDC recommended that all events over 50 people be postponed or cancelled. The State of Illinois has closed all restaurants and bars for in-house services and is recommending a minimum six-foot social distancing policy. The World Health Organization has reported 2,593,129 confirmed cases of COVID-19 and 179,725 deaths attributable to COVID-19 globally as of April 22, 2020.

On April 1, 2020 Illinois Governor JB Pritzker issued Executive Order NO. 16 extending the stay at home order from March 16, 2020 to April 30, 2020, with consideration of extending the stay at home order further into May 2020.

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

It is the policy of the Village of Willowbrook that the corporate authorities will be prepared to address any emergencies and, therefore, pursuant to Section 5/11-1-6 of the Illinois Municipal Code, it is necessary and appropriate to establish standards for the determination of whether a state of emergency exists authorizing the mayor to exercise extraordinary power and authority, by executive order, during the possible state of emergency, to ensure that the effects of COVID-19 are mitigated and minimized and that residents and visitors in the Village remain safe and secure.

If the ordinance is approved, it would allow for the following items allowable through the code of ordinances:

- a) All actions reasonably and expeditiously necessary to respond to the local state of emergency; and

- b) Approve previously appropriated expenditures of the Village for the purpose of continuing the operations of the Village; and
- c) In the event the local state of emergency extends beyond the current fiscal year and a new budget has not been approved, the Mayor shall be authorized to approve new spending by the Village during the existence of the local state of emergency;
- d) Canceling meetings of any board or commission to which the Mayor appoints members. Any such cancellation shall automatically extend such deadlines for required actions by such board or commission as is specified in the cancellation notice;
- e) Suspend licenses or permits for special events or any other licenses or permits issued by the Village which in the judgment of the Mayor could impact the public health or well-being of residents or visitors to the community;
- f) Authorize any purchase for which funds are available reasonably related to the local state of emergency; and
- g) Authorize to close Village facilities as is reasonably required to protect the health of the public and employees of the Village related to the local state of emergency.

This Extension of the Temporary Executive Power Ordinance will be in full affect until the next regular meeting of the Village Board of the Village of Willowbrook.

Staff will keep Village Board members in continual communication and keep a record of any expenditures authorized through this declaration. A copy of the State of Illinois Executive Order in Response to COVID-19 is attached.

**ACTION PROPOSED: Pass the Ordinance.**

**ORDINANCE NO. 20-0**

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**AN ORDINANCE EXTENDING TEMPORARY  
EXECUTIVE POWERS PURSUANT TO 65 ILCS 5/11-1-6**

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**WHEREAS**, on March 23, 2020, the Governor of the State of Illinois issued Executive Order 2020-10 ordering all individuals, with certain exceptions, to shelter in place through April 7, 2020; and

**WHEREAS**, during the March 23, 2020, regular meeting of the Mayor and Board of Trustees of the Village of Willowbrook, the Village Board adopted and approved Ordinance 20-0-08 entitled “An Ordinance Establishing Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6”; and

**WHEREAS**, on March 23, 2020, Village Mayor, Frank A. Trilla, signed a “Proclamation Declaring An Emergency In The Village Of Willowbrook Due To The Coronavirus (COVID-19) Outbreak”; and

**WHEREAS**, on April 1, 2020, the Governor of the State of Illinois issued Executive Order 2020-18 extending for an additional thirty (30) days certain executive orders, including Executive Order 2020-10, ordering all individuals, with certain exceptions, to shelter in place through April 30, 2020; and

**WHEREAS**, during the April 27, 2020 regular meeting of the Mayor and Board of Trustees of the Village of Willowbrook, the Village Board adopted and approved Ordinance 20-0-\_\_\_\_ entitled “An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6”; and

**WHEREAS**, the Village of Willowbrook continues to be subject to the shelter in place requirements of the Governor's Executive Order 2020-18 and the Village Mayor believes it is reasonable and necessary for the temporary executive powers afforded by Village Ordinances 20-0-08 and 20-0-10 be extended to the adjournment of the next regularly scheduled Village of Willowbrook Mayor and Board of Trustees' meeting.

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

**SECTION 1.** The corporate authorities of the Village hereby determine that it is advisable, necessary and in the best interests of the public health, safety and welfare of the Village that the Village extend the temporary executive powers afforded by Village Ordinance 20-0-08 and 20-0-10 as extended by this Village Ordinance 20-0-\_\_ until the adjournment of the next regularly scheduled Village of Willowbrook Mayor and Board of Trustee meeting.

**SECTION 2.** The officials, officers and employees of the Village are hereby authorized to take such further actions as are necessary to carry out the intent and purpose of this Ordinance.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**SECTION 3.** This Ordinance shall be in full force and effect upon and after its passage, approval and publication in accordance with law.

PASSED and APPROVED this 27<sup>th</sup> day of April, 2020.

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

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Frank A. Trilla, Mayor

ATTEST:

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Leroy R. Hansen,  
Village Clerk

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**Motion – Board Advice and Consent to Mayor’s Appointments to Fill Vacancies in the Parks & Recreation Commission, Plan Commission, and Board of Police Commissioners.**

**AGENDA NO. 5h**

**AGENDA DATE:**  
04/27/20

**STAFF REVIEW:** Mike Mertens, Asst. Village Administrator

SIGNATURE: M. Mertens

**LEGAL REVIEW:** Tom Bastian, Village Attorney

SIGNATURE: T. Bastian /mm

**RECOMMENDED BY:** Frank Trilla, Mayor

SIGNATURE: F. Trilla /mm

**REVIEWED & APPROVED BY COMMITTEE:** YES  NO  N/A

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

Appointments to Village Commissions are made by the Mayor with the advice and consent of the Board of Trustees. The following appointments are hereby made:

#### Parks and Recreation Commission (2 Year Term, Total 7 Members)

<b>Candidate:</b>	<b>Appointment Status:</b>	<b>New Term Expires:</b>
Robert Pionke, Chairman	Reappointment	04/30/22
Laurie Landsman	Reappointment	04/30/22
Lorraine Grimsby	Reappointment	04/30/22

#### Plan Commission – 4 Year Term (7 Members)

<b>Candidate:</b>	<b>Appointment Status:</b>	<b>New Term Expires:</b>
Daniel Kopp, Chairman	Reappointment	04/30/24
Leonard Kaucky	Reappointment	04/30/24
Gregory Ruffolo	Reappointment	04/30/24

#### Board of Police Commissioners – 3 Year Term (3 Members)

<b>Candidate:</b>	<b>Appointment Status:</b>	<b>New Term Expires:</b>
Thomas Sailer	Reappointment	04/30/23

**ACTION PROPOSED:** Pass the Motion.

<u>NAME</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
<u>Parks and Recreation Commission - 2 Year Term (7 Members)</u>		
<i>(Ordinance change from 9 members-04/09/2018)</i>		
Kanaverskis, Ronald	07/09/01	04/30/21
Lazarski, Carol	01/10/00	04/30/21
Stetina, Doug	05/28/81	04/30/21
Kaczmarek, Catherine	10/10/16	04/30/21
Landsman, Laurie	01/11/99	04/30/22
Grimsby, Lorraine	05/01/14	04/30/22
Pionke, Robert (Chairman)	07/14/14	04/30/22

Plan Commission - 4 Year Term (7 Members)

Kopp, Daniel (Chairman)	09/23/02	04/30/24
Kaucky, Leonard	05/01/14	04/30/24
Ruffolo, Gregory	05/01/14	04/30/24
Soukup, James (on ZBA 2/28/94)	05/27/97	04/30/23
Walec, Maciej	06/12/17	04/30/23
Wagner, Constantine (John) <i>(apptd vice chairman 11/14/05)</i>	01/11/99	04/30/21
Remkus, William	09/09/96	04/30/21

Board of Police Commissioners - 3 Year Term (3 Members)

Heery, Joseph (Chairman)	05/24/10	04/30/21
Astrella, Mark	06/25/18	04/30/22
Sailer, Thomas	05/01/17	04/30/23

Police Pension Fund Board - 2 Year Term (2 Members)

Davi, Umberto (Chairman)	02/26/96	04/30/21
Dittman, Carrie (Treasurer)		04/30/22

Updated April 2020

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

**A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE AND THE VILLAGE CLERK TO ATTEST TO AN AGREEMENT ON BEHALF OF THE VILLAGE OF WILLOWBROOK WITH BKD LLP FOR AUDIT SERVICES FOR FISCAL YEAR 2019/2020**

AGENDA NO. **5i**

AGENDA DATE: 4/27/2020

STAFF REVIEW: Carrie Dittman, Director of Finance

SIGNATURE: C. Dittman /m

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: T. Bastian /m

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /m

REVIEWED & APPROVED BY COMMITTEE: YES  NO  N/A

#### ITEM HISTORY (ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY, ETC.)

In FY 2010, the Village approved a three-year contract with the accounting firm of Wolf & Company to provide audit services for the Village and its TIF Fund. The change in auditors was needed as the prior audit firm of Sikich LLP could not provide both Interim Village Administrator services and audit services in the same audit period. After FY 2012, Wolf (which was merged into another firm called BKD in 2015) continued to conduct the Village's annual audit on a year-to-year basis at the following fees:

FY 2012: \$24,100 (last year of contract)  
FY 2013: \$24,800 (2.9% increase)  
FY 2014: \$25,300 (2.0% increase)  
FY 2015: \$25,800 + \$1,700 GASB 67 = \$27,500  
FY 2016: \$25,500 + \$3,400 GASB 68 (Village & Police Pension) = \$28,900  
FY 2017: \$29,750 + \$750 GASB 72 = \$30,500  
FY 2018: \$30,940 base audit fee  
FY 2019: \$32,180 base audit fee

The Village's prior audit partner and manager stayed with BKD, and BKD has submitted a one-year engagement letter to perform the Village audit for the year ended April 30, 2020 at a fee of \$32,180. At the request of staff, the audit firm agreed to provide the same audit with no increase over last year's base audit fee.

The following fees, if applicable, would be additional:

1. Audit of Village's Consolidated Year End Financial Report (CYEFR) – new state requirement - \$1,250
2. Cost to implement GASB Statement No. 84, if applicable.

The one-year engagement extension was discussed individually with the Finance and Administration Committee members and approved.

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

The Village has continued to receive a Certificate of Achievement for Excellence in Financial Reporting award from the GFOA each year BKD/Wolf has been the auditor. In addition, Village staff has not had significant issues with BKD or their employees assigned to the audit engagement. Therefore, staff would recommend that the Village accept the attached engagement letter with BKD for a one-year auditing services agreement for Fiscal Year 2019/20.

#### ACTION PROPOSED

Adopt the Resolution.

**RESOLUTION NO. 20-R-\_\_\_\_\_**

**A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE  
AND THE VILLAGE CLERK TO ATTEST TO AN AGREEMENT ON BEHALF OF  
THE VILLAGE OF WILLOWBROOK WITH BKD LLP FOR AUDIT SERVICES FOR  
FISCAL YEAR 2019/2020**

---

**BE IT RESOLVED** by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor is authorized to execute on behalf of the Village of Willowbrook and the Village Clerk is hereby authorized to attest to an Audit Services Agreement between the Village of Willowbrook and BKD LLP, which Agreement is hereby approved, in substantially the same form attached hereto and incorporated herein as Exhibit "A".

ADOPTED and APPROVED this 27<sup>th</sup> day of April, 2020.

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

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Frank A. Trilla, Mayor

ATTEST:

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Leroy R. Hansen, Village Clerk

EXHIBIT A

April 20, 2020

Mr. Brian Pabst, Village Administrator  
Village of Willowbrook  
835 Midway Drive  
Willowbrook, Illinois 60527

We are pleased to confirm the arrangements of our engagement and the nature of the services we will provide to **VILLAGE OF WILLOWBROOK, ILLINOIS** (Village).

#### **ENGAGEMENT OBJECTIVES AND SCOPE**

We will audit the basic financial statements of the Village as of and for the year ended April 30, 2020, and the related notes to the basic financial statements.

Our audit will be conducted with the objectives of:

- Expressing an opinion on the financial statements.
- We will provide an in relation opinion for the Village's CYEFR required to be submitted in accordance with the *Grant Accountability and Transparency Act* (GATA) (if required).

#### **OUR RESPONSIBILITIES**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Those standards require that we plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by fraud or error. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

Mr. Brian Pabst, Village Administrator  
Village of Willowbrook  
April 20, 2020  
Page 2 of 8

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Also, in the future, procedures could become inadequate because of changes in conditions or deterioration in design or operation. Two or more people may also circumvent controls, or management may override the system.

We are available to perform additional procedures with regard to fraud detection and prevention at your request, subject to completion of our normal engagement acceptance procedures. The actual terms and fees of such an engagement would be documented in a separate letter to be signed by you and BKD.

Scott Termine, partner, will oversee and coordinate the engagement. Kimberly Marshall, director, is responsible for supervising the engagement team and authorizing the signing of reports.

We will issue a written report upon completion of our audit of the Village's financial statements. Our report will be addressed to the Village's Board of Trustees. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph(s), or withdraw from the engagement. If we discover conditions that may prohibit us from issuing a standard report, we will notify you as well. In such circumstances, further arrangements may be necessary to continue our engagement.

We will also express an opinion on whether the following supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

- Combining and individual fund statements and schedules
- Supplemental information for the Village's CYEFR required to be submitted in accordance with the *Grant Accountability and Transparency Act (GATA)* (if required)

## **YOUR RESPONSIBILITIES**

Our audit will be conducted on the basis that management and those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and

Mr. Brian Pabst, Village Administrator  
Village of Willowbrook  
April 20, 2020  
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3. To provide us with:

- a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
- b. Additional information that we may request from management for the purpose of the audit; and
- c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and those charged with governance written confirmation acknowledging certain responsibilities outlined in this engagement letter and confirming:

- The availability of this information
- Certain representations made during the audit for all periods presented
- The effects of any uncorrected misstatements, if any, resulting from errors or fraud aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole

With regard to supplementary information:

- Management is responsible for its preparation in accordance with applicable criteria
- Management will provide certain written representations regarding the supplementary information at the conclusion of our engagement
- Management will include our report on this supplementary information in any document that contains this supplementary information and indicates we have reported on the supplementary information
- Management will make the supplementary information readily available to intended users if it is not presented with the audited financial statements

#### **OTHER SERVICES**

We will provide you with the following nonattest services:

- Preparing a draft of the financial statements and related notes

In addition, we may perform other services for you not covered by this engagement letter. You agree to assume full responsibility for the substantive outcomes of the services described above and for any other services that we may provide, including any findings that may result. You also acknowledge that those services are adequate for your purposes and that you will establish and monitor the performance of those services to ensure that they meet management's objectives. Any and all decisions involving management

Mr. Brian Pabst, Village Administrator  
Village of Willowbrook  
April 20, 2020  
Page 4 of 8

responsibilities related to those services will be made by you, and you accept full responsibility for such decisions. We understand that you will designate a management-level individual to be responsible and accountable for overseeing the performance of those services, and that you will have determined this individual is qualified to conduct such oversight.

### **ENGAGEMENT FEES**

The fee for our services is listed below. We will waive our standard administrative fee of 4% to cover items such as copies, postage and other delivery charges, supplies, technology-related costs such as computer processing, software licensing, research and library databases and similar expense items.

- Comprehensive Annual Financial Report - \$32,180
- Village's Consolidated Year End Financial Report (CYEFR) to be submitted in accordance with the *Grant Accountability and Transparency Act* (if required) - \$1,250

Our fees are based upon the understanding that your personnel will be available to assist us. Assistance from your personnel is expected to include:

- Preparing audit schedules to support all significant balance sheet and certain other accounts
- Responding to auditor inquiries
- Preparing confirmation and other letters
- Pulling selected invoices and other documents from files
- Helping to resolve any differences or exceptions noted

We will provide you with a detailed list of assistance and schedules required and the date such assistance and schedules are to be provided before the audit begins. All schedules should be provided in electronic form unless indicated otherwise.

Our timely completion of the audit depends on your timely and accurate schedule and analyses preparation and on the availability of your personnel to provide other assistance. If there are inaccuracies or delays in preparing this material, or if we experience other assistance difficulties that add a significant amount of time to our work, our fees will increase.

Our pricing for this engagement and our fee structure are based upon the expectation that our invoices will be paid promptly. We will issue progress billings during the course of our engagement, and payment of our invoices is due upon receipt. Interest will be charged on any unpaid balance after 30 days at the rate of 10% per annum, or as allowed by law at the earliest date thereafter, and highest applicable rate if less than 10%.

Our estimate of fees does not include any time that may be required to address a restatement of the previous audited financial statements. Accordingly, any such work will be billed based on our quoted hourly rates.

Mr. Brian Pabst, Village Administrator  
Village of Willowbrook  
April 20, 2020  
Page 5 of 8

The Village may be involved in certain new transactions or events that may require additional work that is not included in our engagement fee and could result in additional charges.

Our engagement fee does not include any time for post-engagement consultation with your personnel or third parties, consent letters and related procedures for the use of our reports in offering documents, inquiries from regulators or testimony or deposition regarding any subpoena. Charges for such services will be billed separately.

Our fees may also increase if our duties or responsibilities are increased by rulemaking of any regulatory body or any additional new accounting or auditing standards.

If our invoices for this or any other engagement you may have with BKD are not paid within 30 days, we may suspend or terminate our services for this or any other engagement. In the event our work is suspended or terminated as a result of nonpayment, you agree we will not be responsible for any consequences to you.

#### **IMPLEMENTATION OF NEW STANDARDS**

Governmental Accounting Standards Board Statement No 84, *Fiduciary Activities*, is effective for the Village's fiscal year ending April 30, 2020.

Assistance and additional time as a result of work needed in connection with the adoption of this standard is not included within our standard engagement fees. Our fees as a result of the adoption of this Standard will be based on time expended and will vary based on the level of assistance and procedures required. We will need input and assistance from the accounting department throughout the process of implementation.

#### **OTHER ENGAGEMENT MATTERS AND LIMITATIONS**

BKD is not acting as your municipal advisor under Section 15B of the *Securities Exchange Act of 1934*, as amended. As such, BKD is not recommending any action to you and does not owe you a fiduciary duty with respect to any information or communications regarding municipal financial products or the issuance of municipal securities. You should discuss such information or communications with any and all internal or external advisors and experts you deem appropriate before acting on any such information or material provided by BKD.

Our workpapers and documentation retained in any form of media for this engagement are the property of BKD. We can be compelled to provide information under legal process. In addition, we may be requested by regulatory or enforcement bodies to make certain workpapers available to them pursuant to authority granted by law or regulation. You agree that we have no legal responsibility to you in the event we provide such documents or information.

You agree to indemnify and hold harmless BKD and its personnel from any claims, liabilities, costs and expenses relating to our services under this agreement attributable to false or incomplete representations by management, except to the extent determined to have resulted from the intentional or deliberate misconduct of BKD personnel.

Mr. Brian Pabst, Village Administrator  
Village of Willowbrook  
April 20, 2020  
Page 6 of 8

You agree that any dispute regarding this engagement will, prior to resorting to litigation, be submitted to mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The American Arbitration Association will administer any such mediation in accordance with its Commercial Mediation Rules. The results of the mediation proceeding shall be binding only if each of us agrees to be bound. We will share any costs of mediation proceedings equally.

In the event BKD or its affiliates or their employees, partners, shareholders, officers or directors (collectively "BKD Parties") are requested or authorized by the Village or are required by government regulation, subpoena, order or other legal process to produce documents or to provide testimony as witnesses with respect to any services rendered pursuant to this engagement or any other work or services provided by BKD Parties, the Village will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests, order, subpoenas or legal process.

The Village and BKD Parties agree that no claim or cause of action against BKD Parties arising in whole or in part out of services performed or to be performed under this engagement shall be filed more than two years after (i) the date of the report issued by BKD Parties pursuant to this engagement or (ii) the date of this engagement letter if no report has been issued. The Village and BKD Parties further agree that the maximum liability of BKD Parties for any and all claims and causes of action which may be asserted by the Village arising in whole or in part from any aspect of this engagement is limited to three times the total amount of fees paid by the Village to BKD Parties for services rendered under this engagement letter. The Village waives any claim or cause of action for punitive or exemplary damages against BKD Parties.

Either of us may terminate these services at any time. Both of us must agree, in writing, to any future modifications or extensions. If services are terminated, you agree to pay us for time expended to date. In addition, you will be billed travel costs and fees for services from other professionals, if any, as well as an administrative fee of 4% to cover items such as copies, postage and other delivery charges, supplies, technology-related costs such as computer processing, software licensing, research and library databases and similar expense items.

If any provision of this agreement is declared invalid or unenforceable, no other provision of this agreement is affected and all other provisions remain in full force and effect.

We may from time to time utilize third-party service providers, *e.g.*, domestic software processors or legal counsel, or disclose confidential information about you to third-party service providers in serving your account. We remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information. In the event we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider.

You agree to assume full responsibility for maintaining your original data and records and that BKD has no responsibility to maintain this information. You agree you will not rely on BKD to provide hosting, electronic security or backup services, *e.g.*, business continuity or disaster recovery services, to you unless separately engaged to do so. You understand that your access to data, records and information from BKD's

Mr. Brian Pabst, Village Administrator  
Village of Willowbrook  
April 20, 2020  
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servers, *i.e.*, BKDconnect, can be terminated at any time and you will not rely on using this to host your data and records.

We will, at our discretion or upon your request, deliver financial or other confidential information to you electronically via email or other mechanism. You recognize and accept the risk involved, particularly in email delivery as the internet is not necessarily a secure medium of communication as messages can be intercepted and read by those determined to do so.

You agree you will not modify these documents for internal use or for distribution to third parties. You also understand that we may on occasion send you documents marked as draft and understand that those are for your review purpose only, should not be distributed in any way and should be destroyed as soon as possible.

This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations or agreements, written or oral, regarding these services. It shall be binding on heirs, successors and assigns of you and BKD.

The entity may wish to include our report on these financial statements in an exempt offering document. The entity agrees that the aforementioned auditor's report, or reference to our firm, will not be included in any such offering document without notifying us. Any agreement to perform work in connection with an exempt offering document, including providing agreement for the use of the auditor's report in the exempt offering document, will be a separate engagement.

Any exempt offering document issued by the entity with which we are not involved will clearly indicate that we are not involved by including a disclosure such as, "**BKD, LLP**, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. **BKD, LLP** also has not performed any procedures relating to this offering document."

You agree to notify us if you desire to place these financial statements or our report thereon along with other information, such as a report by management or those charged with governance on operations, financial summaries or highlights, financial ratios, etc., on an electronic site. You recognize that we have no responsibility as auditors to review information contained in electronic sites.

Any time you intend to reference our firm name in any manner in any published materials, including on an electronic site, you agree to provide us with draft materials for our review and approval before publishing or posting such information.

BKD is a registered limited liability partnership under Missouri law. Under applicable professional standards, partners of **BKD, LLP** have the same responsibilities as do partners in a general accounting and consulting partnership with respect to conformance by themselves and other professionals in BKD with their professional and ethical obligations. However, unlike the partners in a general partnership, the partners in a registered limited liability partnership do not have individual civil liability, directly or indirectly, including by way of indemnification, contribution, assessment or otherwise, for any debts, obligations or liabilities of or chargeable to the registered limited liability partnership or each other, whether arising in tort, contract or otherwise.

Mr. Brian Pabst, Village Administrator  
Village of Willowbrook  
April 20, 2020  
Page 8 of 8

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. If the signed copy you return to us is in electronic form, you agree that such copy shall be legally treated as a "duplicate original" of this agreement.

**BKD, LLP**

*BKD, LLP*

Acknowledged and agreed to on behalf of

VILLAGE OF WILLOWBROOK

BY \_\_\_\_\_  
Name and Title - Member of Those  
Charged With Governance

DATE \_\_\_\_\_

VILLAGE OF WILLOWBROOK

BOARD MEETING  
AGENDA ITEM - HISTORY/COMMENTARY

A RESOLUTION APPROVING AND AUTHORIZING THE PURCHASE OF THREE (3) MOTOR VEHICLE EXTENDED WARRANTIES FROM CURRIE MOTORS FOR THREE (3) CHEVY TAHOE POLICE VEHICLES

AGENDA NO **5j**

AGENDA DATE:  
04/27/20

STAFF REVIEW: Robert Schaller, Chief of Police

SIGNATURE: R. Schaller /m

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: T. Bastian /m

RECOMMENDED BY: Brian Pabst, Village Administrator SIGNATURE: B. Pabst /m

REVIEWED & APPROVED BY PSC: YES  NO  N/A

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

The department has budgeted during FY19/20, under line item 01-30-680-625, for (3) three Chevy Tahoe police vehicles. These vehicles were purchased under resolution 19-R-08 and 19-R-33 and included the subsequent purchase of an extended warranty for each vehicle.

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

The department has previously purchased premium care extended service plans for its fleet with excellent results. This premium care coverage is for a term length of 60 months or 100,000 miles and covers thousands of key components, including engine, transmission, steering, brakes, electrical systems and more. These extended warranties were budgeted under line items 01-30-680-625 and 01-30-630-409.

**ACTION PROPOSED:**

Adopt the Resolution.

**RESOLUTION NO. 20-R-\_\_\_\_\_**

**A RESOLUTION APPROVING AND AUTHORIZING THE PURCHASE OF THREE (3) MOTOR VEHICLE EXTENDED WARRANTIES FROM CURRIE MOTORS FOR THREE (3) CHEVY TAHOE POLICE VEHICLES**

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**BE IT RESOLVED** by the Mayor and Board of Trustees of the Village of Willowbrook that the purchase of three (3) motor vehicle extended warranties from Currie Motors for three (3) Chevy Tahoe police vehicles, at a cost not to exceed Twelve Thousand Eight Hundred Fifty-Five and 00/100ths Dollars (\$12,855.00), is hereby approved.

**BE IT FURTHER RESOLVED** that the Village Administrator is hereby directed to execute the extended warranty purchase orders on behalf of the Village of Willowbrook.

ADOPTED and APPROVED this 27<sup>th</sup> day of April, 2020.

**ROLL CALL VOTE:**

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED:**

---

Frank A. Trilla, Mayor

**ATTEST:**

---

Leroy R. Hansen, Village Clerk

## CURRIE MOTORS COMMERCIAL CENTER

## INVOICE

10125 W Laraway  
Frankfort, IL 60423

Phone: 815-464-9200

Fax: 815-464-7500

curriefleet@gmail.com

SOLD TO:  
WILLOWBROOK POLICE DEPT  
7760 QUINCY  
WILLOWBROOK IL 60527INVOICE NUMBER W001  
INVOICE DATE 4/16/2020  
PURCHASE ORDER NO  
SALESPERSON TOM SULLIVAN

SHIPPED TO:

TERMS COD  
DELIVERY ETA

STOCK #	DESCRIPTION	VIN	AMOUNT
	EXTENDED WARRANTY	KR372043	\$ 4,285.00
	EXTENDED WARRANTY	KR381137	\$ 4,285.00
	EXTENDED WARRANTY	KR373891	\$ 4,285.00
FINANCE CHARGES will apply if the invoice is unpaid from <u>15 days</u> after delivery date of the vehicle. The "FINANCE CHARGES" are computed by a periodic rate of <u>1%</u> per month. The title application must be filed with Secretary of State within <u>30 days</u> or will be subject to a delinquent fee of <u>\$188.00</u>		SUBTOTAL	\$ 12,855.00

DIRECT ALL INQUIRIES TO:

MAKE ALL CHECKS PAYABLE TO:

PAY THIS AMOUNT

Kristen De La Riva  
815-464-9200  
[fleetcurrie@gmail.com](mailto:fleetcurrie@gmail.com)Currie Motors  
Attn: Accounts Receivable  
9423 W. Lincoln Highway  
Frankfort, IL 60423

\$ 12,855.00

THANK YOU FOR YOUR BUSINESS!

**Q: With Ford ESP PremiumCare, are the following features true?**

**A:** Yes, if you purchase the \$25 deductible coverage with your plan, these are all the coverage options available to you:

deductible options		OPTIMAL
\$25	\$200	\$250
\$50	\$500	\$750
\$100	\$1,000	\$1,250
\$200	\$2,000	\$2,500
\$400	\$4,000	\$5,000
\$800	\$8,000	\$10,000
\$1,600	\$16,000	\$20,000
\$3,200	\$32,000	\$40,000
\$6,400	\$64,000	\$80,000
\$12,800	\$128,000	\$160,000
\$25,600	\$256,000	\$320,000
\$51,200	\$512,000	\$640,000
\$102,400	\$1,024,000	\$1,280,000
\$204,800	\$2,048,000	\$2,560,000
\$409,600	\$4,096,000	\$5,120,000
\$819,200	\$8,192,000	\$10,240,000
\$1,638,400	\$16,384,000	\$20,480,000
\$3,276,800	\$32,768,000	\$40,960,000
\$6,553,600	\$65,536,000	\$81,920,000
\$13,107,200	\$131,072,000	\$163,840,000
\$26,214,400	\$262,144,000	\$327,680,000
\$52,428,800	\$524,288,000	\$655,360,000
\$104,857,600	\$1,048,576,000	\$1,310,720,000
\$209,715,200	\$20,971,520,000	\$26,214,400,000
\$419,430,400	\$419,430,400,000	\$524,288,000,000
\$838,860,800	\$838,860,800,000	\$1,048,576,000,000
\$1,677,721,600	\$1,677,721,600,000	\$2,097,152,000,000
\$3,355,443,200	\$3,355,443,200,000	\$4,194,304,000,000
\$6,710,886,400	\$6,710,886,400,000	\$8,388,608,000,000
\$13,421,772,800	\$13,421,772,800,000	\$16,771,520,000,000
\$26,843,545,600	\$26,843,545,600,000	\$33,554,432,000,000
\$53,687,091,200	\$53,687,091,200,000	\$67,108,864,000,000
\$107,374,182,400	\$107,374,182,400,000	\$134,217,772,000,000
\$214,748,364,800	\$214,748,364,800,000	\$268,435,432,000,000
\$429,496,729,600	\$429,496,729,600,000	\$536,870,912,000,000
\$858,993,459,200	\$858,993,459,200,000	\$1,073,741,824,000,000
\$1,717,986,918,400	\$1,717,986,918,400,000	\$2,147,483,648,000,000
\$3,435,973,836,800	\$3,435,973,836,800,000	\$4,294,967,296,000,000
\$6,871,947,673,600	\$6,871,947,673,600,000	\$8,589,934,592,000,000
\$13,743,895,347,200	\$13,743,895,347,200,000	\$17,179,869,184,000,000
\$27,487,790,694,400	\$27,487,790,694,400,000	\$34,359,738,368,000,000
\$54,975,581,388,800	\$54,975,581,388,800,000	\$68,719,476,736,000,000
\$109,951,162,777,600	\$109,951,162,777,600,000	\$137,438,953,472,000,000
\$219,902,325,555,200	\$219,902,325,555,200,000	\$274,877,906,944,000,000
\$439,804,651,110,400	\$439,804,651,110,400,000	\$549,755,813,888,000,000
\$879,609,302,220,800	\$879,609,302,220,800,000	\$1,099,511,627,777,600,000
\$1,759,218,604,441,600	\$1,759,218,604,441,600,000	\$2,199,023,220,800,000,000
\$3,518,437,208,883,200	\$3,518,437,208,883,200,000	\$4,398,046,511,627,777,600,000
\$7,036,874,417,766,400	\$7,036,874,417,766,400,000	\$14,796,094,023,220,800,000,000
\$14,073,748,835,532,800	\$14,073,748,835,532,800,000	\$29,592,188,046,511,627,777,600,000
\$28,147,497,671,065,600	\$28,147,497,671,065,600,000	\$58,184,376,093,023,220,800,000,000
\$56,294,995,342,131,200	\$56,294,995,342,131,200,000	\$116,368,752,186,046,511,627,777,600,000
\$112,589,990,684,262,400	\$112,589,990,684,262,400,000	\$232,737,504,372,093,023,220,800,000,000
\$225,179,981,368,524,800	\$225,179,981,368,524,800,000	\$465,475,008,744,186,046,511,627,777,600,000
\$450,359,962,737,049,600	\$450,359,962,737,049,600,000	\$920,950,017,488,372,093,023,220,800,000,000
\$900,719,925,474,099,200	\$900,719,925,474,099,200,000	\$1,841,900,034,976,744,186,046,511,627,777,600,000
\$1,801,439,850,948,198,400	\$1,801,439,850,948,198,400,000	\$3,682,800,069,953,488,372,093,023,220,800,000,000
\$3,602,879,701,896,396,800	\$3,602,879,701,896,396,800,000	\$7,365,600,139,906,744,186,046,511,627,777,600,000,000
\$7,205,759,403,792,793,600	\$7,205,759,403,792,793,600,000	\$14,731,200,279,813,488,372,093,023,220,800,000,000
\$14,411,518,807,585,587,200	\$14,411,518,807,585,587,200,000	\$29,462,400,559,626,976,744,186,046,511,627,777,600,000,000
\$28,823,037,615,171,174,400	\$28,823,037,615,171,174,400,000	\$58,844,800,119,253,953,488,372,093,023,220,800,000,000
\$57,646,075,230,342,348,800	\$57,646,075,230,342,348,800,000	\$117,689,600,238,507,876,744,186,046,511,627,777,600,000,000
\$115,292,150,460,684,697,600	\$115,292,150,460,684,697,600,000	\$235,379,200,477,015,753,488,372,093,023,220,800,000,000
\$230,584,300,921,369,395,200	\$230,584,300,921,369,395,200,000	\$470,758,400,954,031,507,876,744,186,046,511,627,777,600,000,000
\$461,168,601,842,738,790,400	\$461,168,601,842,738,790,400,000	\$941,516,801,908,063,015,753,488,372,093,023,220,800,000,000
\$922,337,203,685,477,580,800	\$922,337,203,685,477,580,800,000	\$1,882,033,603,816,126,031,507,876,744,186,046,511,627,777,600,000,000
\$1,844,674,407,370,955,161,600	\$1,844,674,407,370,955,161,600,000	\$3,764,067,207,632,252,063,015,753,488,372,093,023,220,800,000,000
\$3,689,348,814,741,910,323,200	\$3,689,348,814,741,910,323,200,000	\$7,528,134,415,264,504,126,031,507,876,744,186,046,511,627,777,600,000,000
\$7,378,697,629,483,820,646,400	\$7,378,697,629,483,820,646,400,000	\$14,756,268,830,528,008,252,063,015,753,488,372,093,023,220,800,000,000
\$14,757,395,258,967,641,292,800	\$14,757,395,258,967,641,292,800,000	\$29,512,537,671,056,016,504,126,031,507,876,744,186,046,511,627,777,600,000,000
\$29,514,790,517,935,282,585,600	\$29,514,790,517,935,282,585,600,000	\$59,025,075,342,112,032,008,252,063,015,753,488,372,093,023,220,800,000,000
\$59,029,581,035,870,565,171,200	\$59,029,581,035,870,565,171,200,000	\$118,050,150,684,224,064,008,252,063,015,753,488,372,093,023,220,800,000,000
\$118,059,162,071,741,130,342,400	\$118,059,162,071,741,130,342,400,000	\$236,100,301,368,448,032,008,252,063,015,753,488,372,093,023,220,800,000,000
\$236,118,324,142,482,260,684,800	\$236,118,324,142,482,260,684,800,000	\$472,200,602,736,896,064,008,252,063,015,753,488,372,093,023,220,800,000,000
\$472,236,648,284,964,521,369,600	\$472,236,648,284,964,521,369,600,000	\$944,473,205,473,792,128,008,252,063,015,753,488,372,093,023,220,800,000,000
\$944,473,205,473,792,128,008,252,063,015,753,488,372,093,023,220,800,000,000	\$944,473,205,473,792,128,008,252,063,015,753,488,372,093,023,220,800,000,000	\$1,888,946,410,947,584,256,008,252,063,015,753,488,372,093,023,220,800,000,000

**Important Details About Ford ESP PremiumCare**

**PREMIUMCARE**

**Customize Your Ford ESP Coverage**

Failure of covered components due to normal wear, mechanical breakdown, and repairs caused by defective material or workmanship of covered components are included.

This brochure is intended to provide general information about Ford ESP PremiumCare. Plans are subject to change without notice. PremiumCare is not a warranty, but a coverage. Benefits, coverage and provider may vary by state. See your dealer for details.

Florida dealers only. In Florida, Ford ESP on Ford, Lincoln & Mercury vehicles is a service contract from Ford Motor Company. Our Florida license number is 60018. In Florida, Ford ESP on competitive-market vehicles is a service contract from The American Road Insurance Company, Dearborn, MI 48126. Certificate of Authority #09019.

In Texas, Ford ESP is a Service Contract from Ford Motor Service Company. License #SCP-185. In the State of Texas, Ford ESP is a service contract from Ford Motor Company, Dearborn, MI 48126. Certificate of Authority #09019. In Texas, Ford ESP is a Service Contract from Ford Motor Service Company. License #SCP-185.

**What Is PremiumCare?**

Ford ESP is a great value. It can easily pay for itself. One covered repair could save you the amount you paid and more.

For most car owners, the cost of a repair is less than the cost of a new car. For example, a \$100 repair could save you \$100 on a new car.

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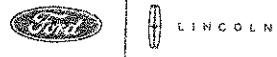
For most car owners, the cost of a repair is less than the cost of a new







**NATIONAL VEHICLE SERVICE CONTRACT  
APPLICATION, TERMS & CONDITIONS**  
(Excludes Medium Duty, Incomplete and Diesel EngineCARE plans)



**REGISTRATION INFORMATION**

Vehicle Identification Number ("VIN") (17 Digits)		Signature Date	Warranty Start Date	Wrap Plans
1JGNSKDEC1KQ773891		4/16/20	6-26-19	<input type="checkbox"/> CPO Upgrade
Internet Sale <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Current Mileage 5293	IPP <input type="checkbox"/> Yes <input type="checkbox"/> No	IPP Terms <input type="checkbox"/> 6 <input type="checkbox"/> 12 <input type="checkbox"/> 18 <input type="checkbox"/> 24 <input type="checkbox"/> 30	<input type="checkbox"/> Limo/Livery
<b>Surcharges:</b> <input type="checkbox"/> 12 Months/12,000 Miles <input type="checkbox"/> Snowplow <input type="checkbox"/> Commercial Use <input type="checkbox"/> 36 Months/36,000 Miles (Ford Competitive Make) or 48 Months/50,000 Miles (Lincoln Vehicles) <input checked="" type="checkbox"/> Specialty - Emergency (Fire, Ambulance, Police [Non-Ford], Limo, Livery, Shuttle, Tow Truck)				
<b>New Plan Coverage:</b> (Coverage begins at Warranty Start Date and Zero Miles)				
<ul style="list-style-type: none"> <li>Core - PowertrainCARE, BaseCARE, ExtraCARE, PremiumCARE (Standard Deductible is \$100)</li> <li>LeaseCARE - New PremiumCARE with Wear Items (Standard Deductible is \$0)</li> <li>RentalCARE - (Standard Deductible is \$0)</li> </ul>				
<b>Used Plan Coverage:</b> (Coverage begins at Signature Date and Current Miles)				
<ul style="list-style-type: none"> <li>Core - PowertrainCARE, BaseCARE, ExtraCARE, PremiumCARE (Standard Deductible is \$100)</li> </ul>				

PLAN COVERAGE	Deductible	Plan Term	Plan Expiration - (Earliest of)	Purchase Price	Sales Tax	Total Purchase Price with Sales Tax
		Month	Mileage	Date	Mileage	
<input checked="" type="checkbox"/> New <input type="checkbox"/> Used	200.00	60	100,000	6/26/24	100,000	\$4285 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> \$ 4285
Options	<input type="checkbox"/> Enhanced Rental <input type="checkbox"/> First Day Rental Delete <input type="checkbox"/> Key Services Delete <input type="checkbox"/> Interior/Exterior Lighting Delete <input type="checkbox"/> PDL (Lincoln Only)					

**DISCLOSURE INFORMATION:**

THIS IS NOT AN INSURANCE CONTRACT. THE PURCHASE OF THIS AGREEMENT IS NOT REQUIRED IN ORDER TO PURCHASE, OR OBTAIN FINANCING FOR A MOTOR VEHICLE. YOU MAY PURCHASE THE SERVICE CONTRACT BY CASH OR UNSECURED CREDIT CARD. IF YOU ELECT TO PURCHASE THIS AGREEMENT, IT GIVES YOU SPECIFIC LEGAL RIGHTS, WHICH MAY VARY FROM STATE TO STATE. I acknowledge receipt of a complete copy of this Application and Terms and Conditions (the "Agreement") at signing and agree to all the terms and conditions. I agree to maintain the covered vehicle in accordance with the manufacturer's stated periodic maintenance recommendations as a condition of receiving coverage under this Agreement, except as otherwise provided by law.

**SERVICE CONTRACT HOLDER/PURCHASER**

Signature (Not Valid without Signature)				Signature Date
				4/16/20
Name Willowbrook Police Dept	Address 7760 Quincy			
City Willowbrook	State IL	Zip Code 60527	E-Mail Address	Service Contract Lienholder Name

**DEALERSHIP INFORMATION**

Dealership Signature

Currie Motors

Dealer Name

Address 1

Address 2

City

State

Zip Code

Telephone No

Employee Stars Id

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P&A Code

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**NATIONAL VEHICLE SERVICE CONTRACT  
APPLICATION, TERMS & CONDITIONS**  
(Excludes Medium Duty, Incomplete and Diesel EngineCARE plans)



**PROTECT**

FPLP 8250-NAT APPS/PROVS W/KEY (OCT 19)

**REGISTRATION INFORMATION**

Vehicle Identification Number ("VIN") (17 Digits) 1J6M3K10C1A3271451		Signature Date 4/16/20	Warranty Start Date 6-1-0-19	Wrap Plans
Internet Sale <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Current Mileage 15,93	IPP <input type="checkbox"/> Yes <input type="checkbox"/> No	IPP Terms <input type="checkbox"/> 6 <input type="checkbox"/> 12 <input type="checkbox"/> 18 <input type="checkbox"/> 24 <input type="checkbox"/> 30	<input type="checkbox"/> CPO Upgrade <input type="checkbox"/> Limo/Livery <input type="checkbox"/> Powertrain (Non-CPO)
<b>Surcharges:</b> <input type="checkbox"/> 12 Months/12,000 Miles <input type="checkbox"/> Snowplow <input type="checkbox"/> Commercial Use <input type="checkbox"/> 36 Months/36,000 Miles (Ford Competitive Make) or 48 Months/50,000 Miles (Lincoln Vehicles) <input checked="" type="checkbox"/> Specialty - Emergency (Fire, Ambulance, Police [Non-Ford], Limo, Livery, Shuttle, Tow Truck)				

**New Plan Coverage:** (Coverage begins at Warranty Start Date and Zero Miles)

- Core - PowertrainCARE, BaseCARE, ExtraCARE, PremiumCARE (Standard Deductible is \$100)
- LeaseCARE - New PremiumCARE with Wear Items (Standard Deductible is \$0)
- RentalCARE - (Standard Deductible is \$0)

**Used Plan Coverage:** (Coverage begins at Signature Date and Current Miles)

- Core - PowertrainCARE, BaseCARE, ExtraCARE, PremiumCARE (Standard Deductible is \$100)

PLAN COVERAGE	Deductible	Plan Term		Plan Expiration - (Earliest of)		Purchase Price	Sales Tax	Total Purchase Price with Sales Tax
<input checked="" type="checkbox"/> New <input type="checkbox"/> Used		Month	Mileage	Date	Mileage			
Powertrain Care	200.00	6-6	101,250	6/16/20	100,000	\$7385	\$0	\$7385
Options	<input type="checkbox"/> Enhanced Rental <input type="checkbox"/> First Day Rental Delete <input type="checkbox"/> Key Services Delete <input type="checkbox"/> Interior/Exterior Lighting Delete <input type="checkbox"/> PDL (Lincoln Only)							

**DISCLOSURE INFORMATION:**

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**SERVICE CONTRACT HOLDER/PURCHASER**

Signature (Not Valid without Signature)				Signature Date 4/16/20
Name John Doe, Jr.	Address 123 Main Street			
City Hoboken	State NJ	Zip Code 07037	E-Mail Address	Service Contract Lienholder Name

**DEALERSHIP INFORMATION**

Dealership Signature  
*John Doe, Jr.*

Dealer Name

Address 1

Address 2

City

State

Zip Code

Telephone No

Employee Stars Id

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P&A Code

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**NATIONAL VEHICLE SERVICE CONTRACT  
APPLICATION, TERMS & CONDITIONS**  
(Excludes Medium Duty, Incomplete and Diesel EngineCARE plans)



**REGISTRATION INFORMATION**

**PROTECT**

FPLP 8250- NAT APPS/PROVS W/KEY (OCT 19)

Vehicle Identification Number ("VIN") (17 Digits)		Signature Date	Warranty Start Date	Wrap Plans
1 6 4 3 2 3 8 4 6 2 3 8 1 6 2 1		1/16/19	1-16-19	<input type="checkbox"/> CPO Upgrade <input type="checkbox"/> Limo/Livery
Internet Sale <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Current Mileage 24,613	IPP <input type="checkbox"/> Yes <input type="checkbox"/> No	IPP Terms <input type="checkbox"/> 6 <input type="checkbox"/> 12 <input type="checkbox"/> 18 <input type="checkbox"/> 24 <input type="checkbox"/> 30	<input type="checkbox"/> Powertrain (Non-CPO)
<b>Surcharges:</b> <input type="checkbox"/> 12 Months/12,000 Miles <input type="checkbox"/> Snowplow <input type="checkbox"/> Commercial Use <input type="checkbox"/> 36 Months/36,000 Miles (Ford Competitive Make) or 48 Months/50,000 Miles (Lincoln Vehicles) <input checked="" type="checkbox"/> Specialty - Emergency (Fire, Ambulance, Police [Non-Ford], Limo, Livery, Shuttle, Tow Truck)				

New Plan Coverage: (Coverage begins at Warranty Start Date and Zero Miles)

- Core - PowertrainCARE, BaseCARE, ExtraCARE, PremiumCARE (Standard Deductible is \$100)
- LeaseCARE - New PremiumCARE with Wear Items (Standard Deductible is \$0)
- RentalCARE - (Standard Deductible is \$0)

Used Plan Coverage: (Coverage begins at Signature Date and Current Miles)

- Core - PowertrainCARE, BaseCARE, ExtraCARE, PremiumCARE (Standard Deductible is \$100)

PLAN COVERAGE	Deductible	Plan Term		Plan Expiration - (Earliest of)		Purchase Price	Sales Tax	Total Purchase Price with Sales Tax
<input type="checkbox"/> New <input type="checkbox"/> Used		Month	Mileage	Date	Mileage			
<input checked="" type="checkbox"/> PowertrainCARE	12 Months	36,000	1-16-19	1-12-19	36,000	\$1,485	\$0	\$1,485
Options	<input type="checkbox"/> Enhanced Rental <input type="checkbox"/> First Day Rental Delete <input type="checkbox"/> Key Services Delete <input type="checkbox"/> Interior/Exterior Lighting Delete <input type="checkbox"/> PDL (Lincoln Only)							

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**SERVICE CONTRACT HOLDER/PURCHASER**

Signature (Not Valid without Signature)				Signature Date
				1/16/19
Name		Address		
John Doe		1716 Lincoln		
City	Wichita	State	KS	E-Mail Address
				Service Contract Lienholder Name

**DEALERSHIP INFORMATION**

Dealership Signature

*John Doe*

Dealer Name

Address 1

City

Zip Code

Address 2

State

Telephone No

Employee Stars Id

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P&A Code

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## TERMS AND CONDITIONS

**1A. INTRODUCTION & PARTIES (FORD MOTOR SERVICE COMPANY):** All service contract obligations, including the Application (this "Agreement") are between Ford Motor Service Company, the Service Contract Provider (hereinafter referred to as "We", "Us" or "Our") and the Service Contract Holder (hereinafter referred to as "You" or "Your"). You may contact Us at the following address:

Ford/Lincoln Protect Headquarters  
P.O. Box 6045  
Dearborn, Michigan 48121  
Toll-free number 800-521-4144

**FULL FAITH AND CREDIT STATEMENT:** In all states except in 1C below, all service contract obligations under this Agreement are backed by the full faith and credit of Ford Motor Service Company and are not guaranteed under a service contract reimbursement policy.

**1B. INTRODUCTION & PARTIES (FORD MOTOR COMPANY):** If You live in ND, NE, or WA, and Your vehicle is a Ford, Lincoln or Mercury, all service contract obligations under this Agreement, are between Ford Motor Company, the Service Contract Provider (hereinafter referred to as "We", "Us", or "Our") and the Service Contract Holder (hereinafter referred to as "You or "Your").

**FULL FAITH AND CREDIT STATEMENT:** In 1B, all service contract obligations under this Agreement are backed by the full faith and credit of Ford Motor Company.

**1C. INSURED AGREEMENT STATEMENT:** In the states of IA, IN, MD, ND, NE, WA and WI, all service contract obligations on Competitive Make Products are fully insured and guaranteed by a policy of contractual liability insurance or service contract reimbursement insurance. The policy is issued by:

The American Road Insurance Company  
P.O. Box 6045  
Dearborn, Michigan 48121

**1D. INSURER GUARANTEE:** In the states of IA, IN, MD, ND, NE, WA and WI, Our obligations are guaranteed under a service contract reimbursement insurance policy issued by The American Road Insurance Company, which is identified in Section 1C of this Agreement. If We do not provide, or reimburse or pay for, a service that is covered by this Agreement within sixty (60) days after You file a claim and provide Us proof of loss, or if We become insolvent or otherwise financially impaired, You may file a claim directly with The American Road Insurance Company using the contact information listed in Section 1C. Any claim You file under this Agreement with The American Road Insurance Company will be subject to the exclusions, deductibles, and limitations set forth in this Agreement.

**2A. ENTIRE AGREEMENT:** This Agreement, which includes the Application, is the complete and exclusive statement of the agreement and understanding between You and Us regarding the extended service contract and related benefits for Your vehicle.

**2B. WHEN COVERAGE BEGINS AND ENDS: For NEW PLAN AGREEMENTS,** Coverage begins at the New Vehicle Limited Warranty Start Date and Zero Miles. Coverage ends at the earliest of the Number of Months Purchased or the Number of Miles purchased from the New Vehicle Limited Warranty Start Date or Zero Miles.

**USED PLAN AGREEMENTS ON ELIGIBLE FORD, LINCOLN OR MERCURY VEHICLES THAT HAVE NEW VEHICLE LIMITED WARRANTY REMAINING AT THE TIME OF PURCHASE,** Coverage begins at the Signature Date and Current Mileage. Coverage ENDS the earlier of the Number of Months Purchased or the Number of Miles Purchased from the expiration of the New Vehicle Limited Warranty.

**USED PLAN AGREEMENTS ON ELIGIBLE FORD, LINCOLN OR MERCURY VEHICLES THAT HAVE NO NEW VEHICLE LIMITED WARRANTY REMAINING AND ELIGIBLE USED COMPETITIVE MAKE VEHICLES (REGARDLESS OF WARRANTY STATUS),** Coverage BEGINS at the Signature Date and Current Mileage. Coverage ENDS at the earlier of the Number of Months Purchased or the Number of Miles Purchased from the Signature Date and Current Mileage.

**3. DEFINITIONS:** In this Agreement, the following capitalized terms have the meanings assigned to them:  
**Branded Vehicle** means a vehicle that has a valid certificate of title that indicates: (i) a salvage title, (ii) that the vehicle was stolen or (iii) that an insurance carrier insuring the vehicle determined that the physical damage to the vehicle exceeded the value of the vehicle.  
**Commercial A** vehicle is employed in a "Commercial Use" and subject to applicable surcharge if:

- a) it is used primarily for business purposes, or for government purposes, including by an individual or multiple drivers of any government agency or municipality;
- b) it is used in a farm, delivery, or construction business;
- c) it is designated by the selling Dealer as a vehicle for "Commercial Use" when the sale is reported to the vehicle's manufacturer as a Commercial unit
- d) it is used as for-hire car transportation (i.e. ride share) and food delivery mobile apps, including but not limited to, Uber, Uber Eats, Lyft, etc.

**Competitive Make Vehicle** means any vehicle other than a Ford, Lincoln or Mercury vehicle.

**Disappearing Deductible** means a deductible option under which there is no deductible charged for each Eligible Repair Visit when repairs or services are performed by the Selling Dealer.

**Emergency Repair** means necessary service or repair to an inoperable Vehicle at a dealer or repair provider other than a Ford or Lincoln dealership due to covered Failure

**Failure** means a cessation of normal mechanical or electrical functioning of the Vehicle components covered by this Agreement that arise from defects in materials or workmanship or caused by normal wear and tear covered by this Agreement

**Internal Lubricated Parts** means parts within the engine block that are part of the reciprocating/moving assembly including crankshaft, camshaft, pistons, connecting rods, valve train components (i.e. valves, springs, keepers, rockers, lash adjusters, tappets/lifters, piston rings, oil pump, oil pressure regulator and piston wrist pins).

**New Vehicle Limited Warranty** means the manufacturer's original limited bumper-to-bumper warranty covering a new Vehicle or the parts and components of the new Vehicle.

**Retail Value of the Vehicle** means the retail value of the Vehicle at the time of repair or service, as determined by "National Auto Dealers Association (N.A.D.A.) Guide" or other nationally published vehicle valuation guide, taking into consideration the location, mileage and condition of the Vehicle.

**Scheduled Maintenance Services** means all scheduled maintenance services at the service intervals listed in the Scheduled Maintenance Guide for the Vehicle, including adherence to the normal or severe duty mileage and time requirements depending on vehicle usage.

**Selling Dealer** means the authorized Ford or Lincoln dealership that sold the service contract represented by this Agreement.

**Signature Date** means the date You signed the Application to this Agreement.

**Snowplow** means any new or used F-150 (except 2011-2012 model years), F-250, F-350, F-450 or equivalent Competitive Make pickup

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truck that is factory equipped with a Snowplow Prep Package and used to plow snow.

**Warranty Start Date, for the New Vehicle Limited Warranty,** means the date on which the Vehicle was placed into original service.

**Wear Items** means coverage for brake pads and linings, clutch disc, spark plugs, engine belts, coolant hoses, hose clamps and o-ring seals, wiper blades and shock absorbers/struts replaced due to normal wear and tear, not as part of a scheduled maintenance interval.

### 4. DEDUCTIBLES:

#### STANDARD DEDUCTIBLES

If You elected coverage with a Standard Deductible or Optional Deductible, We will charge You that deductible for each Eligible Repair Visit, regardless of the number of Failures to be repaired.

#### OPTIONAL DEDUCTIBLES

Deductible options are not available on LeaseCARE and RentaiCARE Coverages. The \$0 Deductible Option is not available on Used Core Plan Coverages.

**5. WHAT THIS AGREEMENT COVERS:** Subject to the deductibles, exclusions and other limitations in this Agreement and depending on the Plan Coverage You elected, We will either: (a) repair or replace covered Failures (including parts, labor costs and applicable taxes) or (b) reimburse You in the event of an Emergency Repair. We have the right to review the requested repair or inspect the Vehicle prior to authorizing any repair or reimbursement.

#### 5A. COVERED ITEMS - "PowertrainCARE"

If You elected PowertrainCARE, the following items are covered Coverages.

**Engine** - Cylinder block and Internal Lubricated Parts, seals and gaskets, the cylinder heads, manifold (Exhaust, Intake and bolts), factory installed turbocharger/ supercharger units, timing chain (gears or belt), flywheel, valve covers, oil pan, timing chain cover, oil pump, water pump, thermostat, thermostat housing.

#### (EXCEPTIONS: FUEL INJECTION COMPONENTS ARE NOT COVERED)

**Transmission** - Transmission case and all internal parts including torque converter and transfer case (all internal parts), seals, gaskets and transmission control module

**Front-Wheel Drive** - Front drive housing and Rear Axle Housing for AWD (including all Internal parts), universal and constant velocity joints, axle shafts, locking rings (four-wheel drive vehicles), seals and gaskets, and automatic front locking hubs (four-wheel drive).

**Rear-Wheel Drive** - Drive axle housings and Front Axle Housing for 4X4 (including all Internal parts), universal and constant velocity joints, axle shafts, seals and gaskets, and driveshafts.

#### 5B. COVERED ITEMS - "BaseCARE"

If You elected BaseCARE, You have PowertrainCARE coverage and coverage for the following additional items:

**Odometer and Speedometer** - odometer and speedometer, including all cables and connectors.

**Engine** - Metal fuel lines, harmonic balancer and bolt, and diesel injector pump.

**Steering** - Power steering pump, cooler and metal lines, couplings, seals and gaskets, manual and power steering gear housing and all internal parts, including linkages, control valve, column lock (tilt wheel), pulley assembly for power steering pump, and the idler arm excluding Power Steering Control Module).

**Front Suspension** - MacPherson struts, Upper and lower control arms, stabilizer bar, linkage and bushings, tie rods, kingpins and bushings, spindle and spindle supports, and front axle I-beam.

**NOTE:** This coverage includes only the items listed in this paragraph and does not include either frontend alignments or wheel

balancing, unless the repair to such items is required in connection with the repair of a Failure.

**Brakes** - Master cylinder, calipers and wheel cylinders, combination valve, all metal lines and fittings, power brake booster, backing plates, springs, clips and retainers, self-adjusters, parking brake linkage and cables, brake pedal shaft, brake chambers, air brake compressor, air brake foot valve, air brake quick release valve, air brake modulator relay valve, and air brake parking brake dash valve. **NOTE:** This coverage includes only the items listed in this paragraph and does not include brake drums, rotors, linings or pads, unless the repair to such items is required in connection with the repair of a covered Failure.

**Air Conditioning** - Compressor, condenser (excluding integral transmission cooler), evaporator, A/C compressor head, A/C compressor clutch switch, A/C clutch and clutch bearings, compressor seals, pulley and field coil.

**Electrical** - Alternator, starter motor, voltage regulator, manually operated electrical switches, ignition switch, wiper motors, electronic ignition module, radiator fan relay, fuel pump, starter motor solenoid, wiring harnesses (excluding spark plug wires), and electrical components of a heated back glass. **NOTE:** Heated back glass coverage is for electrical components only and does not include general glass damage or breakage.

#### 5C. COVERED ITEMS - "ExtraCARE"

If You elected ExtraCARE, You have PowertrainCARE and BaseCARE coverage and coverage for the following additional items:

**Engine** - Flywheel ring gear, diesel lift pump and gas and diesel fuel injectors.

**High Tech** - Automatic temperature control, air conditioner accumulator, heater blower motor, heater control assembly, heater core assembly, radiator (excluding integral transmission cooler), radiator fan, radiator fan clutch or motor, ETA pump hose assembly, electronic instrument cluster (excluding the dash pad, clock, audio and visual equipment), keyless entry system (excluding door handles), power seat motors, power window motors and regulators, power antenna, power door locks (excluding door handles and electronic key fobs), power door lock retainer clip, cruise control components, anti-lock brake module and sensor, electronic air suspension (excluding air-lift bags), engine mounts, transmission vacuum module and mounts, and transmission module, distributor cap and rotor, fuel tank and lines, diesel injectors and line.

#### 5D. COVERED ITEMS - "PremiumCARE"

If You elected PremiumCARE, all Failures are covered EXCEPT for those items excluded in the Provision titled: "WHAT IS NOT COVERED BY THIS AGREEMENT."

#### 5E. COVERED ITEMS - "LeaseCARE"

If You elected LeaseCARE, You have PremiumCARE coverage with Wear Items.

#### 5F. COVERED ITEMS - "Powertrain Wrap Coverage"

If You elected Powertrain Wrap Coverage, You have new PremiumCARE coverage for all components except components covered under PowertrainCARE. Powertrain Wrap Coverage applies only to the original Service Contract Holder for the selected coverage and is not transferable to any subsequent vehicle owner.

#### 5G. COVERED ITEMS - "Limousine/Livery Wrap Coverage"

If You elected Limousine/Livery Wrap Coverage, You have PremiumCARE coverage on all components not covered under any ExtraCARE Limited Warranty.

#### 5H. COVERED ITEMS - "RentalCARE"

If You elected RentalCARE coverage, We will reimburse You for the actual charges up to \$30 per day (including tax) on Ford and

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Competitive Make vehicles and \$45 per day (including tax) on Lincoln vehicles that You incur to rent a motor vehicle for up to (3) days while Your Vehicle is being repaired as long as the service or repair is: (1) covered under the terms of this Agreement (2) covered by the New Vehicle Limited Warranty or (3) the result of a manufacturer's recall or customer satisfaction program and (4) the vehicle is rented from a Ford or Lincoln dealership or other commercial agency that rents or leases motor vehicles as its principal business. To determine the (3) day rental coverage period, the first day of coverage is the day You deliver Your Vehicle for repair or service. If You elected RentalCARE Coverage with a plan term beyond the 3 years or 36 months from the New Vehicle Limited Warranty, You will receive component coverage under our PremiumCARE plan upon expiration of the earlier of 3 years or 36 months from the New Vehicle Limited Warranty, for the additional plan term You selected.

### 6. ADDITIONAL BENEFITS

**6A. ROADSIDE ASSISTANCE COVERAGE** - For questions or inquiries, You should address correspondence to Ford/Lincoln Roadside at P.O. Box 9145, Medford, MA 02155. Roadside Assistance includes: (i) Roadside Assistance Items, (ii) Emergency Travel Expense Reimbursement, and (iii) Destination Assistance. The Roadside Assistance benefits provided under this Agreement are available from Ford/Lincoln Roadside 24 hours a day, 7 days a week. To request roadside assistance or for customer inquiries, call Ford Roadside at 800-241-3673 or Lincoln Roadside 800-521-4140. Service providers who provide Roadside Assistance are independent contractors and not employees, agents or representatives of Ours or of Our subcontractors.

**1. ROADSIDE ASSISTANCE ITEMS COVERED:** Roadside Assistance provides coverage of up to \$100 in benefits for the following items (including the cost of the service call and labor costs for services performed at the site of the disablement): (a) lock-out assistance; (b) flat tire changes; (c) battery jump starts (electric Vehicle's main power cell batteries are not included in this coverage); (d) out of fuel assistance, which provides the delivery of gasoline or diesel fuel to You, including the cost of up to 2 gallons of fuel (5 gallons of diesel fuel for diesel engine vehicles), provided that coverage is limited to 3 "no charge" service calls during a 12 month period; (e) towing, when the Vehicle is disabled, provided this coverage is limited to one tow per disablement; and (f) winching, when the Vehicle requires standard service from a paved or country maintained road, and not for recoveries.

**ITEMS NOT COVERED:** Roadside Assistance does not provide coverage for: (a) replacement parts, (b) gasoline or diesel fuel (except as otherwise provided herein), (c) tire repair, (d) rental of towing equipment, (e) storage fees; (f) fees for labor performed at a garage or service facility; or, (g) any "out of fuel" service request if the Vehicle is located at Your residence or an operating commercial fueling station; (h) impound towing or towing by a person other than a licensed service station or garage; (i) the assistance of any private parties or (j) alternative fuel (such as compressed natural gas or liquid propane gas). WHEN YOU CALL FOR SERVICE, YOU WILL BE CONNECTED WITH THE DISPATCHER AND A SERVICE VEHICLE WILL BE SENT TO YOUR LOCATION. PLEASE PROVIDE THE DISPATCHER WITH: 1) Your name, address and the VIN; 2) the exact location of the Vehicle; and 3) the nature of Your emergency.

**LIMIT OF LIABILITY:** If You prefer to arrange Your own roadside assistance or towing, We will reimburse You up to \$100 per disablement for the expenses You actually incur, provided that within twenty (20) days of the disablement You send a written request for

Roadside Assistance benefits that includes a statement of Your loss and the original receipts for Your expenses to Ford or Lincoln Roadside at the address or email address shown herein.

**2. EMERGENCY TRAVEL EXPENSE REIMBURSEMENT** - If Your Vehicle is disabled 100 or more miles from Your residence (according to Ford Roadside records) as a result of a collision or a mechanical Failure covered by this Agreement or the New Vehicle Limited Warranty, We will reimburse You up to \$1000 for the actual Emergency Travel Expenses You incur within the first 5 days following the disablement.

**3. DESTINATION ASSISTANCE** - If the Vehicle is disabled because of a collision or Failure covered by this Agreement or a New Vehicle Limited Warranty and You require transportation to Your destination, We will reimburse Your transportation costs up to \$75. To receive reimbursement expenses under EMERGENCY TRAVEL EXPENSE REIMBURSEMENT and DESTINATION ASSISTANCE, within twenty (20) days of the disablement, You must send to Ford/Lincoln Roadside at the address shown here-in a written request for benefits that includes: (i) a statement of Your loss; (ii) the original receipts for Your expenses; (iii) a copy of the accident report filed with the state or local police (if the disablement is caused by a collision); (iv) a copy of the repair order indicating the service or repairs performed under this Agreement or the Vehicle(s) New Vehicle Limited Warranty (if the disablement is due to a Failure).

**4. TOWING REIMBURSEMENT** - If towing is necessary because a Failure occurs or services provided by Your coverage are required, Ford or Lincoln Roadside will pay the towing if the Vehicle is towed to the Selling Dealer or other Ford or Lincoln Motor Company franchised dealer. The amount of the cost to be reimbursed will depend upon the coverage You select in the Application. The towing reimbursement is limited to \$100 per incident on all Ford and Lincoln vehicles up to E, T, and F-250 vehicle series and \$200 per incident on E, T, and F-350 vehicle series and higher.

### 5. KEY SERVICES OPTION:

**5.1.A.** If You purchased the Key Services option and Your eligible vehicle keys and/or key fobs are lost, stolen, damaged or destroyed, We will arrange for replacement of Your eligible vehicle key and/or key fobs. The maximum benefit for Key Services will not exceed \$500 per year (including keys and fobs, labor charges, programming, registration, and taxes).

**5.2.B.** If You are a resident of CT, GA, MA, ME, MT, ND, NY, PA, SC, SD, VT, WI, WV, and WY, You will receive the Roadside Assistance Coverage and the key service described in this Section 6A as a motor club membership benefit at no additional charge to You. The motor club membership is provided for the benefit of Us by Cross Country Motor Club, Inc. in these States, except in WI and WY where it is provided by Cross Country Motor Club of California, Inc. You may access Your membership brochure at

<http://www.crosscountrymotorclub.com/fordlincolnkey-terms>.

If You would like a copy mailed to you, contact Ford Roadside at 800-241-3673 and request a membership brochure. To receive Key Services coverage, You must return to Your selling dealer or other franchise dealer for key replacement

**6B.1. RENTAL CAR REIMBURSEMENT:** For a covered Failure under this Agreement, or repairs performed under the Manufacturer's Limited Warranty or a recall/customer satisfaction program, You may be eligible for reimbursement of received expenses for a rental car or for alternate public transportation. (including but not limited to i.e. Uber, Lyft, or other modes of public transportation). If You rent a vehicle, it must be from a Ford or Lincoln dealership or other commercial agency. If You meet all eligibility requirements set forth herein, We will reimburse You for vehicle rental charges or alternate

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public transportation costs. You actually incur up to \$30 per day (including tax) for Ford, Mercury and Competitive Make Vehicles and \$45 per day (including tax) for Lincoln vehicles for up to 10 days (3 days for RentalCARE coverage plans) or until the repair is complete, whichever occurs first. Rental Car Reimbursement starts when the Vehicle is delivered to the Selling Dealer or other Ford Motor Company franchised dealer for service and the vehicle is inoperable or continued operation would result in additional damage to the vehicle. Rental Car Reimbursement ends when the repair is completed.

**2. FIRST DAY RENTAL DELETE** - If You elect the First Day Rental Delete Option, an additional eligibility term for Rental Car Reimbursement is the Vehicle must be kept overnight by the repair facility because it was inoperable or would become inoperable due to continued operation.

**3. ENHANCED RENTAL OPTION:** If You elected to purchase Enhanced Rental Option, We will reimburse You for vehicle rental charges You actually incur up to \$60 per day (including tax).

**6C. INTERIOR/EXTERIOR LIGHTING DELETE** - If You elect this option on PremiumCARE, Powertrain Wraps and LeaseCARE Coverages, You will not receive Interior/Exterior Lighting coverage for electrical failures on incandescent bulbs, halogen bulbs, High Intensity Discharge (HID) and LED lamp assemblies.

### 6D. LINCOLN PICK UP DELIVERY AND LOANER SERVICE (PDL)

**OPTION:** This option is available on New PremiumCARE, ExtraCARE, BaseCARE, PowertrainCARE, LeaseCARE and CPO Upgrade Coverages on eligible Lincoln vehicles. If You elected the Lincoln PDL Option You may contact any Lincoln dealership within a 20 mile radius of Your vehicle location for pick-up and delivery of Your Lincoln vehicle to the dealership location for unlimited repairs and other services related to Your vehicle. You will receive the First Day Rental Option and a loaner vehicle (up to two days) at the time of pick-up and delivery of Your vehicle for repairs or services. PDL excludes car washes, detailing, lease or vehicle returns.

**7. WHAT IS NOT COVERED BY THIS AGREEMENT:** Unless stated otherwise (see STATE SPECIFIC provisions for additional exclusions or changes) the following are excluded from coverage:

a) Repairs covered by manufacturer recalls, insurance or in-force warranty or warranty provided by an insolvent manufacturer or insurer, even if repair coverage has been denied;

b) Repairs to any engine, transmission and final drive components for damages caused by an after-market (non-factory installed) part including but not limited to: turbocharger, supercharger, Compressed Natural Gas (CNG), Liquid Propane Gas (LPG), Nitrous Oxide fuel system modification or any other performance enhancing powertrain components including but not limited to racing parts or accessories;

c) Repairs caused by loss of lubricants or fluids or contamination of oil, fluids or fuel. Repairs caused by continued operation of the vehicle after loss of lubricant or fluids or contamination of oil, fluids or fuel;

d) Repairs caused by: (1) improper or unauthorized service procedures, collisions or other physical damage to the Vehicle; (2) damage caused by a foreign object; (3) unreasonable use (including driving over curbs, overloading, or using the Vehicle as a stationary power source); (4) continued use with an obvious failure; (5) damage from fire or explosions, road hazards, other casualty losses; or (6) losses due to negligence, including racing

e) Failures caused by: (1) alterations or modifications of the Vehicle, including the body, chassis, or electronic components, after the Vehicle leaves the control of the manufacturer (2) any part

designated for "off road only" that is not installed by the manufacturer, including, but not limited to, lift kits, oversized tires, roll bars, and performance enhancing powertrain components; (3) tampering with the Vehicle or the emissions system and components; (4) installation or use of any mechanical or electrical part not approved, certified or authorized by the Vehicle's manufacturer or any failure caused by after-market (non-factory approved) PCM reprogramming;

- f) Repairs made to the Vehicle that are required due to a condition that existed prior to the purchase or transfer of this Agreement;
- g) Repairs or services caused by lack of required or recommended maintenance;
- h) Scheduled Maintenance Services;
- i) Repairs needed to a covered part caused by the Failure of a non-covered part;
- j) Repairs to the Vehicle if the odometer is altered, broken, repaired or replaced so that We cannot determine the actual mileage on the Vehicle;
- k) Repairs to the Vehicle necessary due to operation outside of the United States, Guam, Mexico, Puerto Rico, Virgin Islands, American Samoa, or Canada;
- l) Loss of use of the Vehicle, loss of income, special or consequential damages, and personal expenses, such as motels, food, gas and mileage (except as provided by Roadside Assistance);
- m) Rental vehicle charges or fees such as mileage charges, drop-off fees, insurance, or gasoline;
- n) Shop supplies and disposal of environmental wastes from the Vehicle or fuel used during the repair of Your Vehicle or storage fees;
- o) Electrical failures on incandescent bulbs, halogen bulbs, High Intensity Discharge (HID) and LED lamp assemblies. (except when PremiumCARE, LeaseCARE and Powertrain Wraps coverages are purchased);
- p) Service adjustments and cleaning/lubricating procedures, fixed (non-moving) body parts, bumpers, glass, moldings, ornamentation, paint, rust, sheet metal, structural underbody framework, side and rear view mirrors (glass and housing), rattles/squeaks/wind noise/odors/water leaks, tires, tune-ups, wheel balancing, wheel alignment, fogging/moisture of lamp assemblies, weather strips, wheels, wheel studs, wheel covers, convertible top and bow, fabric, liners, fasteners, carpets, dash pad, knobs, trim, upholstery, physical damage or cosmetic issues.
- q) Damage caused by the environment and pollution, including airborne fallout, corrosion chemicals, debris, tree sap, salt, hail, windstorm, lightning, freezing, flooding, earthquake, snow or ice;
- r) Damage caused by theft, vandalism, terrorism, riot or acts of war;
- s) All Wear Items are excluded except when LeaseCARE is purchased.
- t) Batteries of all types and cables, brakes (front hub, drums, shoes, linings, disc rotors, pads), exhaust system (includes catalytic converter), and software upgrades
- u) Costs or expenses of Failures not covered by this Agreement including teardown, rental expense, inspection or diagnosis.
- v) The following vehicles/manufacturers and/or usage is not covered by this Agreement: Alpha Romeo, Aston Martin, Bentley, Bugatti, Ferrari, Fisker, Hummer, Lamborghini, Land Rover, Lotus, Maserati, Maybach, McLaren, Porsche, Rolls Royce, Saab, Suzuki, Tesla and Wheego. Acura: NSX; Audi: A8, R8, R9, R20, and S8;

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BMW: 6 series, 7 series, i8, M series, Alpina, and Z8; Cadillac: V series, and XLR; Chevrolet: Camaro ZL1, Corvette 427, Corvette Z06, and Corvette ZR1; Chrysler: SRT; Dodge: Charger R/T Scat Pack, Challenger R/T Scat Pack, SRT, Stealth, and Viper; Ford: Foose F-150, GT, Mustang All Roush Performance Modified Vehicles (except Stage 1 and Stage 2), Shelby GT500KR, GTS, Supersnake, Tonka and any other Shelby Performance Modified Vehicles, all Saleen modified vehicles, and Transit Connect Electric; Honda: Civic Natural Gas and Fuel Cell X Clarity; Jaguar: F-Type, XJ series and XK series; Jeep: SRT and TrackHawk; Lexus: F, GS-F, LF-A and RCF; Mercedes-Benz: AMG, CL Class, EQC, G Class, GL Class, GLC Class, Kompressor, S Class, SL Class, and SEL Class; Nissan: GT-R; and Volkswagen: Phaeton and any model with a W12 engine, taxis, vehicles used for competitive driving/racing/off-road use, all performance modified vehicles (including Hennessey), Fuel cell vehicles, 4X2 equipped vehicles modified with 4X4 AWD capabilities and incomplete vehicles (e.g. chassis cabs, cutaways, stripped chassis).

w) Branded Vehicles or any vehicle that does not have a valid or recognizable VIN, or the New Vehicle Limited Warranty is voided, in whole or part by the manufacturer.

x) Vehicles manufactured for sale outside the United States, or Canada

y) Used Core Plans and Powertrain Wrap Plans exclude all emergency vehicles (fire/ambulance), all police vehicles, limousines, livery, shuttles, and tow trucks.

### 8. REPAIR INFORMATION

8A. WHERE TO GO FOR REPAIRS: (1) To obtain repairs or services under this Agreement on Ford, Lincoln and Mercury products, We require that You return to Your Selling Dealer or any other Ford or Lincoln franchised dealership in the United States, Canada or Mexico. On Competitive Make products, We recommend that You return to Your Selling Dealer or other repair facility to obtain repairs or services to Your vehicle. If Your Vehicle is a Ford or Mercury, call 800-392-FORD to find the nearest Ford dealership. If the Vehicle is a Lincoln, call 800-521-4140 to find the nearest Lincoln dealership. Call 800-521-4144 to determine if repairs or services to Your Competitive Make Vehicle are covered by this Agreement. (2)(a) In an Emergency Repair, You may use other repair or service facilities if all local Ford and Lincoln dealerships within a 25 mile radius are closed (b) To request reimbursement, You must provide a copy of the repair order and proof of payment to Your Selling Dealer or contact 1-800-321-7790. You have one year from the repair order open date or payment receipt date to request Your reimbursement.

8B. REPAIRS ARE MADE WITH AUTHORIZED NEW OR REMANUFACTURED PARTS: All repairs will be made with Ford authorized new or remanufactured parts or other products We authorize. If parts are unavailable, We may offer You a cash settlement equivalent to the cost of parts or repair.

8C. LOSS LIMITS: Our liability for any one (1) repair visit shall not exceed the current Retail Value of Your vehicle. In that event, We will only participate in a repair, and have no obligation to remit payment in lieu of repair. All benefits are subject to this limit of liability.

9. YOUR RESPONSIBILITIES FOR CARE OF THE VEHICLE: To obtain coverage or reimbursement under this Agreement, You must: (i) properly operate the Vehicle and (ii) provide proof of Scheduled Maintenance Services. Proof of Scheduled Maintenance Services includes maintenance records that show mileage, date of maintenance service, VIN, and the maintenance that was performed. Please review the Owner's Guide for Your Scheduled Maintenance Service requirements that are provided to You at the

time of vehicle purchase. If You perform Your own Scheduled Maintenance Services, You must maintain a log including date, mileage and description of each maintenance service and provide corresponding receipts for purchases of parts and fluids.

10. INELIGIBLE OR EXCESS COVERAGE: If You were charged for coverage for which Your Vehicle is ineligible or coverage in excess of the maximum allowed under this Agreement, We will refund the excess charge. If You financed Your Agreement, We will send the refund to Your lender with instructions to credit Your loan. You will be notified of the refund and the termination of any ineligible or excess coverage.

11. CONTRACT MODIFICATIONS & CHANGES: If Your coverage under this Agreement has not expired or been otherwise limited, it may be modified or changed by You, as shown below:

NEW CORE COVERAGE: For all Ford, Lincoln or Mercury Vehicles, You may change Your coverage under this Agreement: (i) before the expiration of the New Vehicle Limited Warranty; or (ii) within the first 90 days after the Signature Date.

For all Competitive Make Vehicles, You may change Your coverage under this Agreement: (i) before the expiration of the first 3 years from the Warranty Start Date or within the first 36,000 miles from Zero Miles; whichever occurs first, or (ii) within the first 90 days after the Signature Date.

On New Core Coverages purchased beyond 12 months or 12,000 miles, whichever comes first, within the New Vehicle Limited Warranty coverage, We will charge a \$100 fee for changes to coverage ("12/12 Surcharge"). On New Core Coverages purchased beyond the 5 months or 5,000 miles of the 3 year or 36,000 miles New Vehicle Limited Warranty coverage expiration on Ford and Competitive Make Vehicles or beyond the 5 months or 5,000 miles of the 4 years or 50,000 miles New Vehicle Limited Warranty coverage expiration on Lincoln vehicles, We will charge a \$200 fee (includes the 12/12 Surcharge) for changes to coverage.

USED CORE COVERAGE PLANS: You may change Your coverage under this Agreement within the first 90 days after the Signature Date.

11A. TRANSFERABILITY: You may transfer this Agreement, subject to a \$75 transfer fee. You or the transferee of this Agreement must initiate the transfer process by providing the following items to any Ford or Lincoln dealership or to Us at P.O. Box 6045, Dearborn, Michigan 48121 within 180 days of the vehicle sale:

(i) a letter, signed by You, transferring this Agreement to the transferee; (ii) a statement of the mileage on the Vehicle at the time of transfer; and (iii) the name and address of the transferee.

You may not transfer coverage if the Vehicle becomes a Branded Vehicle or is repossessed. Transferred Agreements may not be cancelled.

### 12. CANCELLATION AND REFUND

#### (A) YOUR RIGHT TO CANCEL THIS AGREEMENT AND RECEIVE A REFUND:

(1) If the Selling Dealer receives a written cancellation request, on or before the 30th day from the Signature Date and no claims have been filed under this Agreement, this Agreement will be void, and the Selling Dealer will refund the purchase price You paid for this Agreement, minus a \$75 processing fee for each plan cancelled. This right is not transferable and is limited to the original contract holder.

(2) If the Selling Dealer receives a written cancellation request, including a copy of Your Application, proof of payment and statement of the odometer reading, after the 30th day or a claim has been filed at any time during the term of this Agreement from the Signature Date the Selling Dealer will divide the purchase price You paid for the Agreement by the number of miles or months of

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coverage provided by this Agreement, whichever is greater. The Selling Dealer will multiply this dollar amount by the remaining unused miles or months, whichever is less, and refund this amount ("Pro Rata basis) to You or Your lender, minus a \$75 processing fee for each plan cancelled. (3) If the Selling Dealer is no longer in business, then You may submit a written request to Us at the address referenced in 11A.

(4) You may not cancel the options You purchased without canceling the entire Agreement. If this Agreement expires under the time or mileage limitations, You are not entitled to a refund. If we provided this Agreement to You at no cost, You are not entitled to a refund. (5) If You have financed this Agreement, (a) any refund due under this Agreement will be made payable to the lienholder, up to the amount of the lien; and (b) only that portion of a refund due under this Agreement in excess of the amount of the lien will be paid to You. If this Agreement was not financed, any refund due under this Agreement will be paid by check issued in Your name.

**(B) OUR RIGHT TO CANCEL THIS AGREEMENT AND PROVIDE A REFUND:** We may cancel this Agreement if You fail to comply with this Agreement. If We cancel this Agreement, We will refund the purchase price on a Pro Rata basis.

**13. DISPUTE RESOLUTION & ARBITRATION:** Either You or We may choose to have any dispute related to this Agreement or the Application decided by non-binding arbitration administered by the Better Business Bureau (BBB). You agree not to consolidate or group Your dispute with other arbitration or disputes concerning this Agreement or Application. You agree that You will not participate in any class arbitration concerning this Agreement or Application. We do not agree to class arbitration. To learn about or begin arbitration, or get a copy of the Arbitration Rules, You may contact BBB at 800-955-5100 or [www.auto.bbb.org/extendedserviceplan](http://www.auto.bbb.org/extendedserviceplan). If there is a conflict between the Rules and this Agreement, this Agreement shall govern. If You initiate the arbitration process, BBB will charge You an arbitration filing fee of \$50.

You may employ an attorney to represent You in the arbitration, but an attorney is not required. We will not pay Your attorney fees if You use an attorney. This Agreement is subject to the Federal Arbitration Act, 9 U.S.C. §§1 et seq. The arbitration decision shall be in writing with a supporting opinion.

**14. STATE SPECIFIC PROVISIONS:** The following provisions are applicable in the states set forth below and modify only those specific terms referenced.

### **ALABAMA:**

**Cancellation by You:** If You cancel within the first 30 days of the Signature Date, and if no claim has been filed, You are entitled to a full refund. A ten percent (10%) penalty per month shall be added to any refund not paid or credited within (45) days after You return this Agreement to the Selling Dealer. After the first 30 days, or if You have made a claim, You may cancel and You shall be entitled to a refund equal to the unearned portion of the full purchase price less an administrative fee equal to twenty-five dollars (\$25). Your refund will be paid or credited to your account within forty-five (45) days after you return this agreement or a ten percent (10%) penalty of the provider fee shall be added to your refund for each month that the refund remains unpaid.

**Cancellation by Us:** If We cancel this Agreement, We shall mail to You written notice stating the reason and effective date of cancellation, at Your last known address, at least five (5) days prior to cancellation. However, if We cancel for nonpayment or material misrepresentation relating to the covered vehicle or its use, no prior notice is required.

### **ALASKA:**

**ADMINISTRATION:**  
Percepta Philippines, LLC  
P.O. Box 6045  
Dearborn, Michigan 48121  
Toll Free Number: 800-521-4144

**Cancellation by You:** A ten percent (10%) penalty of the provider fee per month shall be added to any refund not paid or credited within forty-five (45) days after You return this Agreement to the Selling Dealer. After the first 30 days, or if You have made a claim, You shall be entitled to a refund equal to the pro-rated amount of the unearned portion of the full purchase price less a cancellation fee equal to the lesser of seven and one half percent (7.5%) of the unearned provider fee paid by You or \$75, less any claims paid. Your refund will be paid or credited to your account within forty-five (45) days after you return this agreement or a ten percent (10%) penalty of the unearned provider fee shall be added to your refund for each month that the refund remains unpaid.

**Cancellation by Us:** If We cancel this Agreement, We shall mail to You written notice stating the reason and effective date of cancellation, at Your last known address, at least five (5) days prior to cancellation. However, if We cancel for nonpayment or material misrepresentation relating to the covered vehicle or its use, no prior notice is required. We may only cancel this Agreement for the following reasons: nonpayment of the provider fee; if You are convicted of a crime having as one of its necessary elements an act increasing a hazard covered by this Agreement; discovery of fraud or material misrepresentation by You or Your representative in obtaining this service contract or by You in pursuing a claim under this service contract; discovery of a grossly negligent act or omission by You that substantially increases the hazards covered by this Agreement; physical changes in the property covered by this Agreement that result in ineligibility for coverage under this Agreement; or a substantial breach of duties by You relating to the covered motor vehicle. If We cancel this Agreement, We shall provide You a refund or credit equal to the prorated amount of the unearned provider fee, less any claims paid, within forty-five (45) days or a penalty equal to ten percent (10%) of the unearned provider fee paid by You shall be added to Your refund, per month, for each month that Your refund is not paid.

### **ARIZONA:**

**Cancellation by You:** If You cancel this Agreement, Your refund will, at a minimum, be pro rata, less any claims paid, less administrative expenses that will not exceed ten percent (10%) of the gross amount actually paid by You for this Agreement.

**Cancellation by Us:** We cannot cancel or void this Agreement due to acts or omissions of Us or Our assignees or subcontractors for their failure to provide correct information or their failure to perform the services or repairs provided in a timely, competent, or workmanlike manner. Parts or components repaired or replaced pursuant to this Agreement will not be excluded. We may not cancel or void this Agreement for the following: (1) preexisting conditions that were known or that reasonably should have been known by Us or the Selling Dealer; (2) prior use or unlawful acts relating to the product; or (3) misrepresentation by either Us or the Selling Dealer; (4) ineligibility for the program, including gray market, high performance and GM diesel autos. If We cancel this Agreement, You will be entitled to a pro rata refund, less any claims paid, and less an administrative fee not to exceed ten percent (10%) of the gross amount paid by You.

## TERMS AND CONDITIONS

### ARKANSAS:

**Cancellation by You:** You may cancel this Agreement within the first thirty (30) days of purchase and, if no claim has been made, You will receive a full refund, less a cancellation fee equal to fifty dollars (\$50). After the first thirty days, or if You have made a claim, You may cancel this Agreement and You will receive a pro rata refund of the purchase price for the unexpired term of the service contract based on the number of elapsed months or miles, less a cancellation fee equal to fifty dollars (\$50).

**CALIFORNIA:** Our California license number is OC41369. If any promise made in the contract has been denied or has not been honored within sixty (60) days after Your request, You may contact the California Department of Insurance at 1-800-927-4357 or access the department's Internet Website ([www.insurance.ca.gov](http://www.insurance.ca.gov)).

**SALES TAX:** Sales tax is not applicable in California.

**EMERGENCY TRAVEL EXPENSE REIMBURSEMENT:** If Your Vehicle is disabled 100 or more miles from Your residence as a result of a mechanical Failure covered by this Agreement or the New Vehicle Limited Warranty, We will reimburse You up to \$1000 for the actual Emergency Travel Expenses You incur within the first 5 days following the disablement.

**DESTINATION ASSISTANCE:** If Your Vehicle is inoperable because of a Failure covered by this Agreement or the New Vehicle Limited Warranty and You require transportation to Your destination, We will reimburse Your transportation costs up to \$75.

**CLAIMS APPROVAL:** A valid claim will not be denied based solely on a failure to obtain claim approval before commencing the repair if the repair facility reasonably attempted to obtain approval.

**YOUR RESPONSIBILITIES FOR CARE OF THE VEHICLE:** To obtain coverage or reimbursement under this Agreement, You must: (i) properly operate and maintain the Vehicle, and (ii) provide proof of Scheduled Maintenance Services when the Failure appears to be directly related to the lack of required or recommended maintenance for Your Vehicle as outlined in the Owner's or Scheduled Maintenance Guide. Proof of Scheduled Maintenance Services includes maintenance records that show mileage, date of maintenance service, VIN and the maintenance that was performed. Scheduled Maintenance Services require periodic service checks based on mileage intervals and the make and model of Your Vehicle. Please review the Owner's Guide for Your Scheduled Maintenance Service requirements that are provided to You at the time of vehicle purchase. If You perform Your own Scheduled Maintenance Services, You must maintain a log including date, mileage and description of each maintenance service and provide corresponding receipts for purchases of parts and fluids. **Cancellation by You:** If You cancel this Agreement within the first sixty (60) days after receipt of this Agreement, or if Your vehicle is a used and without a manufacturer warranty the first thirty (30) days, You will be entitled to a full refund of the amount You paid for this Agreement. If You have made a claim under this Agreement within the first sixty (60) or thirty (30) day period as applicable, You will be entitled to a pro rata refund but We will not impose a cancellation fee. After the initial sixty (60) or thirty (30) day period, You may cancel this Agreement and You will receive a pro rata refund less a cancellation fee not to exceed ten percent (10%) of the Agreement purchase price or twenty-five dollars (\$25), whichever is less. If this Agreement was financed, the Selling Dealer may make the refund payable to You, the assignee, or lender of record, or both. **Cancellation by Us:** We may cancel this Agreement within the first sixty (60) days subject to the following conditions: (1) notice of cancellation is mailed to You before the sixty-first (61<sup>st</sup>) day after the

date this Agreement was sold; (2) We provide You with a refund equal to the full purchase price stated on this Agreement within thirty (30) days from the date of cancellation; however, if We have paid a claim, or have advised You in writing that We will pay a claim, after the first sixty days, Your refund will be pro rata less any claims paid; (3) this Agreement will cease to be valid no less than five (5) days after the postmark date of the notice; (4) the notice shall state the specific grounds for cancellation. We may cancel this Agreement at any time for nonpayment, if We mail notice to you and pay any applicable refund within thirty (30) days of cancellation, the contract will cease to be valid no less than five (5) days after postmark of the notice, and the notice will state the specific grounds for cancellation. We may cancel at any time for material misrepresentation or fraud by You, if We mail notice of cancellation to You, provide a pro rata refund within thirty (30) days of the date of cancellation, and the notice will state the specific reason. If We cancel a contract, We will be liable for any claim reported prior to the effective date of cancellation if otherwise covered by this Agreement. If We cancel for nonpayment, material misrepresentation, or fraud, We will provide You a pro rata refund less the amount of any claim paid prior to cancellation.

### CONNECTICUT:

If this Agreement's term is for less than one (1) year, Your Agreement will be automatically extended if Your Vehicle is in Our custody for a repair.

**Cancellation by You:** If Your Covered Vehicle is sold, lost, stolen, or destroyed, You may cancel this Agreement.

**WHERE TO GO FOR REPAIRS:** (3) In house service is not provided under this Agreement. You are responsible for any costs to transport the covered Vehicle for service that exceed the towing allowances referenced in Section 6A. of this Agreement.

**13. DISPUTE RESOLUTION & ARBITRATION:** If You purchased this Agreement in Connecticut, You may pursue arbitration to settle disputes between You and Us. You may mail your complaint to: State of Connecticut, Insurance Department, P.O. Box 816, Hartford, CT 06142-0816, Attention: Consumer Affairs. The written complaint must describe the dispute, identify the price of the product and cost of repair, and include a copy of this Agreement.

### DISTRICT OF COLUMBIA (WASHINGTON, D.C.):

**Cancellation by You:** If We fail to provide Your full refund within forty-five (45) days, a ten percent (10%) per month penalty shall be added to a refund not paid or credited. After the first thirty (30) days, or if You have made a claim, You may cancel this Agreement and receive a refund equal to one hundred percent (100%) of the unearned pro rata fee, less any claims paid, less an administrative fee not to exceed ten percent (10%) of the gross provider fee paid by You.

**Cancellation by Us:** If We cancel this Agreement, We will mail written notice to You at Your last known address, stating the reason and effective date of cancellation at least five (5) days prior to the effective date. However, such prior notice is not required if We cancel for nonpayment, material misrepresentation by You, or a substantial breach of Your contractual duties relating to the Covered Vehicle or its use. If We cancel for any reason other than nonpayment, Your refund will equal one hundred percent (100%) of the unearned pro rata provider fee, less claims paid, less an administrative fee not to exceed ten percent of the gross provider fee paid by You.

### FLORIDA:

The Florida Office of Insurance Regulation does not regulate the rates charged for this Agreement.

## TERMS AND CONDITIONS

**Transferability:** You may transfer the remaining coverage of the Vehicle under this Agreement, if You pay Us a \$40 transfer fee and if You or if the transferee of this Agreement initiates the transfer process and provides the following items to any Ford or Lincoln Dealership or Us at P.O. Box 6045, Dearborn, Michigan 48121 within 180 days of the vehicle sale: a letter, signed by You, transferring this Agreement to the transferee; a statement of the mileage on the Vehicle at the time of transfer; and the name and address of the transferee.

**You may not transfer coverage if the Vehicle becomes a Branded Vehicle or is repossessed. Transferred Agreements may not be cancelled.**

### ADMINISTRATION:

Percepta Philippines, LLC

P.O. Box 6045

Dearborn, Michigan 48121

Toll Free Number: 800-521-4144

**Cancellation by You:** You may cancel this Agreement within sixty (60) days after purchase and You will receive a refund equal to one hundred percent (100%) of the gross premium paid by. After sixty (60) days, if this Agreement is cancelled by You, lender, finance company, or creditor, We shall return directly to You no less than ninety percent (90%) of the unearned pro rata premium, less any claims paid. Cancellations initiated by lenders, creditors, or finance companies are only valid if authorized by the terms of this Agreement.

**Cancellation by Us:** After this Agreement has been in effect for sixty (60) days, We can only cancel this Agreement for the following reasons: there has been a material misrepresentation or fraud at the time of sale of this Agreement; You have failed to maintain the Covered Vehicle as prescribed by the manufacturer; the odometer has been tampered with or disabled and You failed to repair it; or nonpayment of premium by You, in which case We shall mail you written notice of cancellation via certified mail. If We cancel this Agreement, Your refund will be no less than one hundred percent (100%) of the paid unearned pro rata premium, less any claims paid.

### GEORGIA:

Any cancellation of this Agreement shall conform with Georgia Code § 33-24-44. If cancelled, You will receive written notice stating the time when cancellation will be effective, no less than thirty (30) days from the date of mailing or delivery in person of such notice. If We fail to provide Your refund or credit, You will be entitled to a penalty equal to twenty-five percent (25%) of the refund and interest equal to eighteen percent (18%) per annum until the refund is made. The maximum penalty, including interest, will not exceed fifty percent (50%) of the amount of the refund due. We will not deduct claims paid from any refund, no matter who effects cancellation.

### HAWAII:

**Cancellation by You:** If You cancel this Agreement within the first thirty (30) days of the Signature Date, and if no claim has been made, You will be entitled to a full refund of any amount You paid. A ten percent (10%) penalty shall be added to a refund not paid or credited within forty-five (45) days after You return this Agreement to Us.

**Cancellation by Us:** If We cancel this Agreement, We will mail to You written notice to Your last known address at least five (5) days in advance and such notice shall state the reason and effective date of cancellation. However, such notice shall not be required if We cancel for nonpayment, material misrepresentation by You to Us, or a substantial breach of Your duties under this Agreement relating to the Covered Vehicle or its use.

### IDAHO:

Coverage afforded under this motor vehicle service contract is not guaranteed by the Idaho insurance guaranty association.

**Cancellation by You:** You may cancel this Agreement within thirty (30) days of the Signature Date, and if no claim has been filed, You will receive a full refund of the retail price, less a cancellation fee of fifty dollars (\$50). After the first thirty (30) days, or if You've filed a claim, You will be entitled to a refund equal to the pro rata retail price, less a cancellation fee of fifty dollars (\$50).

### ILLINOIS:

**Cancellation by You:** If You cancel this Agreement within thirty (30) days after the Signature Date, and no claim has been filed, You will receive a full refund, less a cancellation fee equal to the lesser of ten percent (10%) of the purchase price or fifty dollars (\$50). After thirty (30) days, or if You have filed a claim, You may cancel and receive a pro rata refund, less a cancellation fee equal to the lesser of ten percent (10%) of the purchase price or fifty dollars (\$50), less any claims paid.

### IOWA:

**Cancellation by You:** You may cancel this Agreement within thirty (30) days of the Signature Date, and if no claim has been made, You will receive a full refund of the full purchase price. A ten percent (10%) penalty shall be added each month to a refund is not paid to You within thirty (30) days after You return this Agreement. If You cancel after the first thirty (30) days, or if You have made a claim, You will receive a pro rata refund less a cancellation fee equal to the lesser of ten percent of the purchase price or \$75, less any claims paid.

**Cancellation by Us:** If We cancel this Agreement, We shall provide You written notice at Your last known address at least fifteen days prior to the effective date and such notice shall state the reason and effective date of cancellation. If We cancel, You will be entitled to a pro rata refund less a cancellation fee equal to the lesser of ten percent of the provider fee or \$75, less any claims paid.

### LOUISIANA:

This Agreement is not regulated by the Louisiana Department of Insurance. Any concerns You have under this Agreement may be directed to the state attorney general.

**Cancellation by You:** A ten percent (10%) penalty per month shall be added to any full refund not paid or credited to You within forty-five (45) days after You return this Agreement to Us.

**Cancellation by Us:** If We cancel this Agreement, We will mail written notice to Your last known address, stating the reason and effective date of cancellation, at least five (5) days prior to cancellation. However, prior notice is not required if We cancel for nonpayment, material misrepresentation by You to Us, or a substantial breach of duties by You relating to the Covered Vehicle or its use.

### MAINE:

#### ADMINISTRATION:

Percepta Philippines, LLC

P.O. Box 6045

Dearborn, Michigan 48121

Toll Free Number: 800-521-4144

**Cancellation by You:** If You cancel within the first thirty (30) days after the Signature Date, and no claims have been filed, You will receive a full refund of any amount paid for this Agreement. A monthly penalty equal to ten percent (10%) of the provider fee will be added to any full refund not paid or credited within forty-five (45) days after return of the service contract to Us. After the initial 30 day period, or if You have made a claim, You may cancel and receive

## TERMS AND CONDITIONS

a refund equal to one hundred percent (100%) of the unearned pro rata provider fee less an administrative fee not to exceed ten percent (10%) of the provider fee, less any claims paid. Any refunds You are entitled to will also include any sales tax You paid on this Agreement. **Cancellation by Us:** If We cancel this Agreement, We shall mail to You written notice to Your last known address, stating the reason and effective date of cancellation at least fifteen (15) days prior to cancellation. If We cancel for any reason other than nonpayment, We shall refund You one hundred percent (100%) of the unearned pro rata provider fee, less any claims paid, less an administrative fee not to exceed ten percent (10%) of the provider fee paid by You.

### **MARYLAND:**

This Agreement is automatically extended if We fail to perform the services under this Agreement and it will not terminate until the services are provided in accordance with this Agreement.

**Cancellation by You:** You may cancel this Agreement within thirty (30) days of the Signature Date, and if You have not filed a claim, You shall be entitled to a full refund of any amount You paid for this Agreement. If We fail to provide Your full refund or credit Your account within forty-five (45) days of cancellation, a monthly penalty equal to ten percent (10%) of the purchase price for each month the refund is not paid or credited.

### **MINNESOTA:**

**Cancellation by You:** You may cancel this Agreement within thirty (30) days of the Signature Date, and if You have not filed a claim, You shall be entitled to a full refund of any amount You paid for this Agreement. A ten percent (10%) penalty per month shall be added to a full refund not paid or credited within forty-five (45) days after return of this Agreement to Us.

**Cancellation by Us:** If We cancel this Agreement, We shall mail written notice to You at Your last known address, stating the reason and effective date of cancellation, at least fifteen (15) days prior to cancellation, unless we cancel for nonpayment, material misrepresentation by You to Us, or a substantial breach of duties by You relating to the Covered Vehicle or its use, in which case We will provide five (5) days' notice.

### **MISSISSIPPI:**

**Cancellation by You:** You may cancel this Agreement within thirty (30) days of the Signature Date, and if You have not filed a claim, You shall be entitled to a full refund of any amount You paid for this Agreement. A ten percent (10%) penalty per month shall be added to a full refund that is not paid or credited to You within forty-five (45) days of You returning the Agreement to Us. After the initial 30 day period, or if You have made a claim, You may cancel this Agreement and You will receive a refund equal to one hundred percent (100%) of the pro rata purchase price, less an administrative fee equal to the lesser of ten percent (10%) of the gross provider fee paid by You or \$75, less any claims paid.

**Cancellation by Us:** We may only cancel this Agreement for nonpayment, material misrepresentation by You to Us, or substantial breach of duties by You relating to the Covered Vehicle or its use. If We cancel for any reason other than nonpayment, We shall refund one hundred percent (100%) of the unearned pro rata purchase price, less an administrative fee equal to the lesser of ten percent (10%) of the gross provider fee paid by You or \$75, less any claims paid.

### **MISSOURI:**

**Cancellation by You:** You may cancel this Agreement within thirty (30) days of the Signature Date, and if You have not filed a claim, You shall be entitled to a full refund of any amount You paid for this Agreement. A ten percent (10%) penalty per month shall be added

to a full refund not paid within forty-five (45) days after You return this Agreement. If a claim has been made during the initial 30-day period, Your refund will equal the full purchase price, less any claims paid. After the initial 30 day period, You may cancel this Agreement and be entitled to a refund equal to one hundred percent (100%) of the unearned pro rata provider fee, less an administrative fee of fifty dollars (\$50), less any claims paid. We will mail to you written notice of cancellation within forty-five (45) days of termination.

### **MONTANA:**

**Cancellation by You:** If We cancel this Agreement, We shall mail to You written notice to Your last known address stating the reason and effective date for cancellation, at least five (5) days prior to cancellation. However, such prior notice shall not be required if We cancel for nonpayment, material misrepresentation by You to Us, or substantial breach of duties by You relating to the Covered Vehicle or its use.

**NEVADA:** If You are not satisfied with the manner in which We handle Your claim, You may contact the Commissioner of Insurance at (888) 872-3234 or <http://doi.nv.gov/Contact-Us/>. Any fee for transferring this agreement shall be twenty-five dollars (\$25). This Agreement is not renewable.

**Cancellation by You:** You may cancel this Agreement within thirty (30) days of the Signature Date, and if You have not filed a claim, You shall be entitled to a full refund of any amount You paid for this Agreement. A ten percent (10%) penalty of the purchase price shall be added to Your refund for each thirty (30) day period that We fail to pay Your refund. After the initial 30-day period, or if You have made a claim, You may cancel this Agreement and receive a refund equal to the unearned provider fee, less a cancellation fee equal to twenty-five dollars (\$25). If Your Agreement is financed and Your loan has not been fully paid, We may provide a refund to Your lender but such payment shall not exceed any outstanding balance on Your loan.

**Cancellation by Us:** If this Agreement has been in effect for at least seventy (70) days, We cannot cancel this Agreement before expiration of the term or one (1) year after the effective date of this Agreement, except for the following grounds: failure by You to pay an amount when due; conviction by You of a crime which results in an increase in the service required under this Agreement; discovery of fraud or material misrepresentation by You in obtaining this Agreement, or in presenting a claim for service; discovery of an act or omission by You or a violation by You in any condition of this Agreement which occurred after the effective date of this Agreement and which substantially and materially increases the service required under this Agreement; or material change in the nature or extent of the required service or repair which occurs after the effective date of the service contract and which causes the required service or repair to be substantially and materially increased beyond that contemplated at the time that this Agreement was issued or sold. No cancellation will be effective until at least fifteen (15) days after the notice of cancellation is mailed to You. If We cancel this Agreement, You will be entitled to a refund equal to the unearned purchase price of this Agreement and We may deduct any outstanding balance on Your account from the amount of the purchase price that is unearned by Us when calculating Your refund. We will not impose a cancellation fee. If this Contract has already been issued and the manufacturer's warranty becomes void during the term of this Contract, We will not automatically suspend all coverage. We will not provide any coverage that would have otherwise been provided under the manufacturer's warranty. However, We will continue to provide any other coverage under this

## TERMS AND CONDITIONS

Contract, unless such coverage is otherwise excluded by the terms of this Contract.

**NEW HAMPSHIRE:** In the event You do not receive satisfaction under this Agreement, You may contact the New Hampshire Insurance Department at (603) 271-2261 or 21 S. Fruit Street, #14, Concord, NH 03301.

### **NEW JERSEY:**

**Cancellation by You:** You may cancel this Agreement within thirty (30) days of the Signature Date, and if You have not filed a claim, You shall be entitled to a full refund of any amount You paid for this Agreement. A ten percent (10%) penalty of the purchase price shall be added, per month, to any full refund not provided to You within forty-five (45) days of cancellation.

**Cancellation by Us:** If We cancel this Agreement, We shall mail written notice to You at Your last known address stating the reason and effective date of cancellation at least five (5) days prior to cancellation. However, such prior notice will not be required if We cancel for nonpayment, material misrepresentation or omission, or substantial breach of contractual obligations concerning Your Vehicle or its use.

### **NEW MEXICO:**

**Cancellation by You:** You may cancel this Agreement within thirty (30) days of the Signature Date, and if You have not filed a claim, You shall be entitled to a full refund of any amount You paid for this Agreement. A ten percent (10%) penalty of the purchase price shall be added to Your full refund for each thirty (30) day period that We fail to pay Your refund if We fail to provide a refund within sixty (60) days of cancellation. After the initial 30 day period, or if You have made a claim, You may cancel this Agreement and receive a refund equal to the unearned provider fee, less a reasonable administrative fee not to exceed ten percent (10%) of the purchase price. If Your Agreement is financed and Your loan has not been fully paid, We may provide a refund to Your lender but such payment shall not exceed any outstanding balance on Your loan.

**Cancellation by Us:** If this Agreement has been in effect for at least seventy (70) days, We cannot cancel this Agreement before expiration of the term or one (1) year after the effective date of this Agreement. No cancellation will be effective until at least fifteen (15) days after the notice of cancellation is mailed to You. If We cancel this Agreement, You will be entitled to a refund equal to the unearned purchase price of this Agreement and We may deduct any outstanding balance on Your account from the amount of the purchase price that is unearned by Us when calculating Your refund. We will not impose an administrative fee if We cancel.

### **NEW YORK:**

**Cancellation by You:** You may cancel this Agreement within thirty (30) days of the Signature Date, and if You have not filed a claim, You shall be entitled to a full refund of any amount You paid for this Agreement. A ten percent (10%) penalty per month shall be added to a refund not made within thirty (30) days after return of this Agreement to Us.

**Cancellation by Us:** If We cancel this Agreement, We shall mail to You written notice to Your last known address stating the reason and effective date of cancellation at least fifteen (15) days prior to cancellation. However, such advance notice is not required if We cancel for nonpayment, material misrepresentation, or substantial breach of duties by You relating to Your Vehicle or its use.

### **NORTH CAROLINA:**

**Cancellation by You:** If You cancel this Agreement, You will be entitled to a pro rata refund and We may impose an administrative

fee that will not exceed ten percent (10%) of the amount of the pro rata refund, less any claims paid.

**Cancellation by Us:** We may not cancel this Agreement in our discretion and may only cancel for nonpayment or for a direct violation of this Agreement by You.

**OKLAHOMA:** This is not an insurance contract. Coverage afforded under this Agreement is not guaranteed by the Oklahoma Insurance Guaranty Association.

**Cancellation by You:** If You cancel this Agreement, Your refund will equal ninety percent (90%) of the unearned pro rata provider fee, less the actual cost of any claims paid.

**Cancellation by Us:** If We cancel this Agreement, Your refund will equal one hundred percent (100%) of the unearned provider fee, less any claims paid.

### **OREGON:**

**Complaints:** Unresolved complaints can be addressed to the Department of Consumer and Business Services, Oregon Division of Financial Regulation, Consumer Advocacy Unit, 350 Winter Street NE, Room 300-2, Salem, Oregon 97301. The telephone number is 1-888-877-4894.

**Dispute Resolution & Arbitration:** If You and We cannot agree to a claim settlement and You have exhausted all internal appeals, You and We may agree to have any dispute related to or arising from this Agreement or the Application decided by non-binding arbitration administered by the Better Business Bureau (BBB). To learn about or begin arbitration, or get a copy of the Arbitration Rules, You may contact BBB at [www.auto.bbb.org/extendedserviceplan](http://www.auto.bbb.org/extendedserviceplan) or 800-955-5100. We will pay Your reasonable arbitration fees and expenses that are in excess of \$100. You may employ an attorney to represent You in Arbitration, but an Attorney is not required. We will not pay Your attorney fees if You use an attorney. If We request arbitration, We will pay the arbitration filing fee. This Agreement is subject to ORS 36.600-36.740. Arbitration will take place in the state of Oregon in accordance with Oregon laws unless You and We mutually agree to another location. All arbitration decisions shall be in writing with a supporting opinion.

**SOUTH CAROLINA:** In the event of a dispute with Us, You may contact the South Carolina Department of Insurance, Capitol Center, 1201 Main Street, Suite 1000, Columbia, SC 29201 or call (800) 768-3467.

**Cancellation by You:** You may cancel this Agreement within thirty (30) days of the Signature Date, and if You have not filed a claim, You shall be entitled to a full refund of any amount You paid for this Agreement. A ten percent (10%) penalty per month shall be added to any full refund not paid or credited to You within forty-five (45) days after return of this Agreement to Us.

**Cancellation by Us:** If We cancel this Agreement, We shall mail to You written notice to Your last known address stating the reason and effective date of cancellation at least fifteen (15) days prior to cancellation. Such prior notice is not required if We cancel for nonpayment, material misrepresentation by You to Us, or a substantial breach of duties by You relating to the Covered Vehicle or its use.

### **TEXAS:**

#### **ADMINISTRATION:**

Percepta Philippines, LLC (TX Lic. #SCP(a)-172)  
P.O. Box 6045

Dearborn, Michigan 48121

Toll Free Number: 800-521-4144

**Cancellation by You:** You may cancel this Agreement within the first thirty (30) days of purchase and receive a refund equal to the full

## TERMS AND CONDITIONS

purchase price, less any claims paid. After the first thirty (30) days, You may cancel and receive a refund equal to the pro rata purchase price, less a cancellation fee equal to fifty dollars (\$50), less any claims paid. If we fail to pay or credit any refund due to You within forty-five (45) days, a ten percent (10%) penalty of the amount outstanding per month shall be added to Your refund.

**Cancellation by Us:** We may cancel this Agreement by mailing a written notice of cancellation to Your last known address stating the reason and effective date of cancellation at least five (5) days prior to the effective date of cancellation. However, such prior notice is not required if We cancel because of nonpayment, fraud or material misrepresentation by You to Us, or substantial breach of a duty by You relating to the Covered Vehicle or its use. If We cancel, You will be entitled to a pro rata refund, less any claims paid, and We will not impose a cancellation fee.

**UTAH:** This service contract is subject to limited regulation by the Utah Insurance Department. To file a complaint, contact the Utah Insurance Department. Coverage afforded under this contract is not guaranteed by the Property and Casualty Guaranty Association.

**Cancellation by Us:** We may only cancel this Agreement for material misrepresentation, substantial change in the risk assumed unless We should have reasonably foreseen the change or contemplated the risk when entering into the contract, substantial breach in contractual duties, or nonpayment. Notice of cancellation stating the reason and effective date of cancellation will be mailed to You no later than thirty (30) days in advance, except for nonpayment, and We shall mail written notice to You via first-class mail.

### **VERMONT:**

**Cancellation by You:** You may cancel this Agreement within thirty (30) days of the Signature Date, and if You have not filed a claim, You shall be entitled to a full refund of any amount You paid for this Agreement.

**VIRGINIA:** If any promise made in this Agreement has been denied or has not been honored within sixty (60) days after Your request, You may contact the Virginia Department of Agriculture and Consumer Service, Office of Charitable and Regulatory Programs to file a complaint.

### **WASHINGTON:**

I have read this Agreement in its entirety and specifically acknowledge the provisions pertaining to My duties relating to required maintenance of the Covered Vehicle; any duty to prevent further loss; how to obtain service and any required documentation I must keep; the parts and services covered; any time or mileage limitations; the implied warranty of merchantability; exclusions; and my right to return this Agreement and receive a refund.

### **Contract Holder Initials ( )**

We only have sixty (60) days from the date of the sale of this Agreement to determine whether or not Your vehicle qualifies for this Agreement and after sixty (60) days, Your vehicle will be qualified and We cannot cancel based on eligibility. The implied warranty of merchantability on the covered vehicle is not waived if You purchased this Agreement within 90 days of the purchase of the covered vehicle and We or the Selling Dealer also sold the Covered Vehicle.

**Dispute Resolution and Arbitration:** Any dispute arising out of this Agreement shall be brought in a state court of Washington. Any arbitration proceeding initiated under this Agreement shall be held at a location in closest proximity to Your permanent residence.

**Cancellation by You:** You may cancel this Agreement within thirty (30) days of its purchase and if no claim has been made, receive a refund equal to the full purchase price; however, if You cancel after

ten (10) days, We may impose a cancellation fee equal to twenty-five dollars (\$25). A ten percent (10%) penalty shall be added to any refund not paid within thirty (30) days after return of this Agreement to Us.

**WHO ISSUES REFUND PAYMENTS:** Refund payments will be made by the Selling Dealer, your lienholder, The American Road Insurance Company or Us.

**WISCONSIN: THIS CONTRACT IS SUBJECT TO LIMITED REGULATION BY THE OFFICE OF THE COMMISSIONER OF INSURANCE.**

### **ADMINISTRATION:**

#### **COVERAGE/CLAIMS CANCELS/TRANSFERS**

Percepta Philippines, LLC

P.O. Box 6045

Dearborn, Michigan 48121

Toll Free Number: 800-521-4144

### **STATE FILINGS**

The American Road Insurance Company

P.O. Box 6045

Dearborn, Michigan 48121

**Cancellation by You:** You may cancel this Agreement within thirty (30) days of the Signature Date, and if You have not filed a claim, You shall be entitled to a full refund of any amount You paid for this Agreement. A ten percent (10%) penalty of the amount outstanding shall be added per month if We fail to provide Your full refund within forty-five (45) days of return of this Agreement. Subsequent to the initial 30 day period, or if You have made a claim, You may cancel and receive a pro rata refund, less a cancellation fee equal to the lesser of ten percent (10%) of the provider fee or \$75, less any claims paid. In the event of a total loss of the Covered Vehicle that is not covered by this Agreement, You may cancel and receive a pro rata refund.

**Cancellation by Us:** We may cancel this Agreement for nonpayment, material misrepresentation by You to Us, or a substantial breach of duties by You relating to the Covered Vehicle or its use. If We cancel, We shall mail to You written notice to Your last known address stating the reason and effective date of cancellation at least five (5) days prior to cancellation. If We cancel for any reason other than nonpayment, We shall provide You a pro rata refund less a cancellation fee which may not exceed ten percent (10%) of the provider fee, less any claims paid.

### **WYOMING:**

**Cancellation by You:** You may cancel this Agreement within thirty (30) days of the Signature Date, and if You have not filed a claim, You shall be entitled to a full refund of any amount You paid for this Agreement. A ten percent (10%) penalty per month shall be added to any full refund not paid or credited within forty-five (45) days after return of this Agreement to Us.

**Cancellation by Us:** If We cancel this Agreement, We shall mail to You written notice to Your last known address stating the reason and effective date of cancellation at least ten (10) days prior to cancellation by Us. Prior notice is not required if We cancel for nonpayment, material misrepresentation by You to Us, or substantial breach of duties by You relating to the Covered Vehicle or its uses, nonpayment, We shall provide You a pro rata refund less a cancellation fee which may not exceed the lesser of ten percent (10%) of the provider fee or \$75.

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:** MOTION TO APPROVE - FY 2020-21 BUDGET **AGENDA NO:** 6  
**AGENDA DATE:** 04/27/2020

**STAFF REVIEW:** Carrie Dittman, Director of Finance

**SIGNATURE:** C. Dittman /m

**LEGAL REVIEW:** Thomas Bastian, Village Attorney

**SIGNATURE:** T. Bastian /m

**RECOMMENDED BY:** Brian Pabst, Village Administrator

**SIGNATURE:** B. Pabst /m

**REVIEWED & APPROVED BY COMMITTEE:** YES  NO  N/A

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

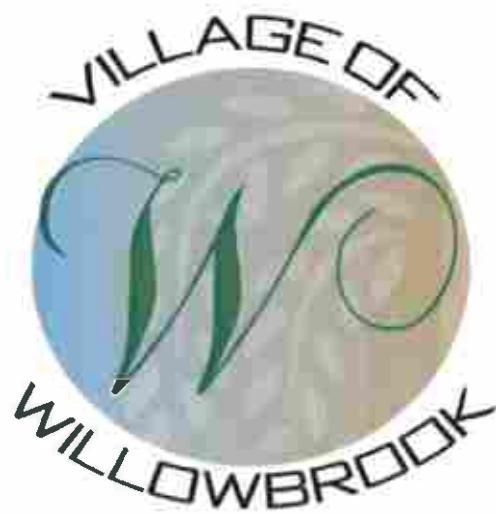
We are pleased to present the FY 2020-21 Budget for your approval. The final budget incorporates the discretionary items approved during the Board Budget Workshop held on April 6, 2020, along with subsequent budget related discussions. The Village's General Fund balance is projected to be at \$4,818,595 at April 30, 2021, which represents **190 days** of operating reserves.

The Village is required to comply with the State Appropriation Act and each year must adopt an appropriation ordinance. While the appropriation ordinance provides the Village legal authority to expend funds, the annual budget represents the Village's spending plan for the year. The appropriation ordinance must be passed within the first quarter of the fiscal year and a copy must be filed with the DuPage County Clerk within thirty (30) days of passage of the ordinance. The FY 2020-21 Appropriation Ordinance will be placed on the Board's agenda within the first quarter for consideration.

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

Staff will be submitting the FY 2020-21 Budget to the Government Finance Officers Association (GFOA) as part of our application for the Distinguished Budget Presentation Award, if the Board desires, at a later date.

**ACTION PROPOSED:** APPROVE THE MOTION



# Village of Willowbrook

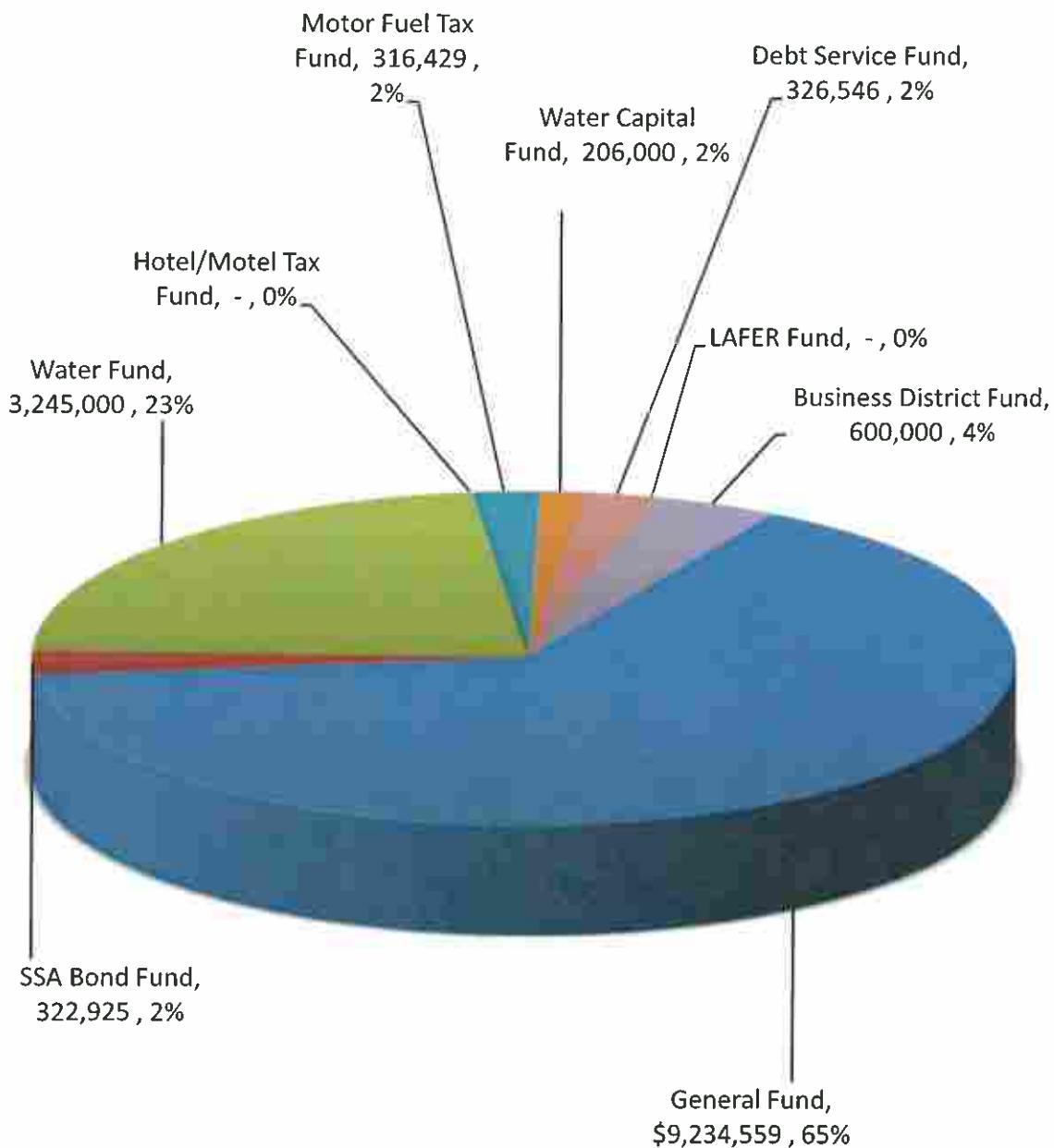
DuPage County,  
Illinois

Administrative Budget  
May 1, 2020 – April 30, 2021

**Village of Willowbrook**  
**Revenue Summary - All Funds**

<b>Description</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 19-20</b>	<b>FY 20-21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated Actual</b>	<b>Proposed Budget</b>
General Corporate Fund	\$ 8,534,925	\$ 8,606,907	\$ 9,280,023	\$ 9,526,034	\$ 8,829,128	\$ 9,976,620	\$ 9,234,559
Water Fund	3,515,338	3,377,260	3,487,960	3,382,941	3,231,500	3,284,279	3,245,000
Hotel/Motel/Tax Fund	228,353	244,536	245,811	262,314	254,000	250,500	-
Motor Fuel Tax Fund	218,894	217,787	220,932	223,678	221,843	302,773	316,429
SSA Bond & Interest Fund	325,581	319,797	324,503	327,437	322,965	327,118	322,925
Water Capital Improvements Fund	100,497	150,841	402,131	408,102	406,000	409,629	206,000
Capital Projects Fund	113	185	133	244	-	13	-
Debt Service Fund	210,351	326,397	325,142	325,533	326,344	326,344	326,546
Land Acquisition, Facility Expansion & Renovation Fund	114,931	11,916	818,401	365,183	120,000	39,770	-
Rt. 83/Plainfield Road Business District Tax Fund	-	138,560	467,933	588,862	485,000	662,961	600,000
<b>Total Revenues</b>	<b>\$ 13,248,983</b>	<b>\$ 13,394,186</b>	<b>\$ 15,572,969</b>	<b>\$ 15,410,328</b>	<b>\$ 14,196,780</b>	<b>\$ 15,580,007</b>	<b>\$ 14,251,459</b>
Difference from Budget 19-20 to Proposed Budget 20-21:						0.39%	\$ 54,679
Difference from Budget 19-20 to Estimated Actual 19-20:						9.74%	\$ 1,383,227
Difference from Estimated Actual 19-20 to Proposed Budget 20-21:						-8.53%	\$ (1,328,548)

## FY 2020-21 All Fund Revenues - \$14,251,459



**Village of Willowbrook  
Expenditure Summary - All Funds**

<b>Description</b>	<b>FY 15-16 Actual</b>	<b>FY 16-17 Actual</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Actual</b>	<b>FY 19-20 Budget</b>	<b>FY 19-20 Estimated Actual</b>	<b>FY 20-21 Proposed Budget</b>
General Corporate Fund	\$ 8,164,793	\$ 8,491,553	\$ 10,393,359	\$ 9,318,815	\$ 10,551,416	\$ 10,179,932	\$ 9,648,377
Water Fund	3,061,679	3,263,737	3,420,731	3,707,012	3,618,166	3,597,714	3,389,757
Hotel/Motel/Tax Fund	82,749	173,273	118,212	90,621	111,410	51,214	715,941
Motor Fuel Tax Fund	184,855	418,649	170,236	183,485	265,448	147,591	325,000
SSA Bond & Interest Fund	322,315	319,485	321,225	322,225	322,465	322,465	321,925
Water Capital Improvements Fund	411,611	14,170	523,220	16,852	61,000	60,000	136,380
Capital Projects Fund	-	85,500	-	-	-	-	-
Debt Service Fund	211,497	326,375	325,136	325,528	326,344	326,344	326,546
Land Acquisition, Facility Expansion & Renovation Fund	228,741	3,019,254 (1)	774,811 (1)	376,624	120,000	39,770	-
Rt. 83/Plainfield Road Business District Tax Fund	-	37,717	13,208	24,447	286,500	58,524	262,656
<b>Total Expenditures</b>	<b>\$ 12,668,240</b>	<b>\$ 16,149,713</b>	<b>\$ 16,060,138</b>	<b>\$ 14,365,609</b>	<b>\$ 15,662,749</b>	<b>\$ 14,783,554</b>	<b>\$ 15,126,582</b>

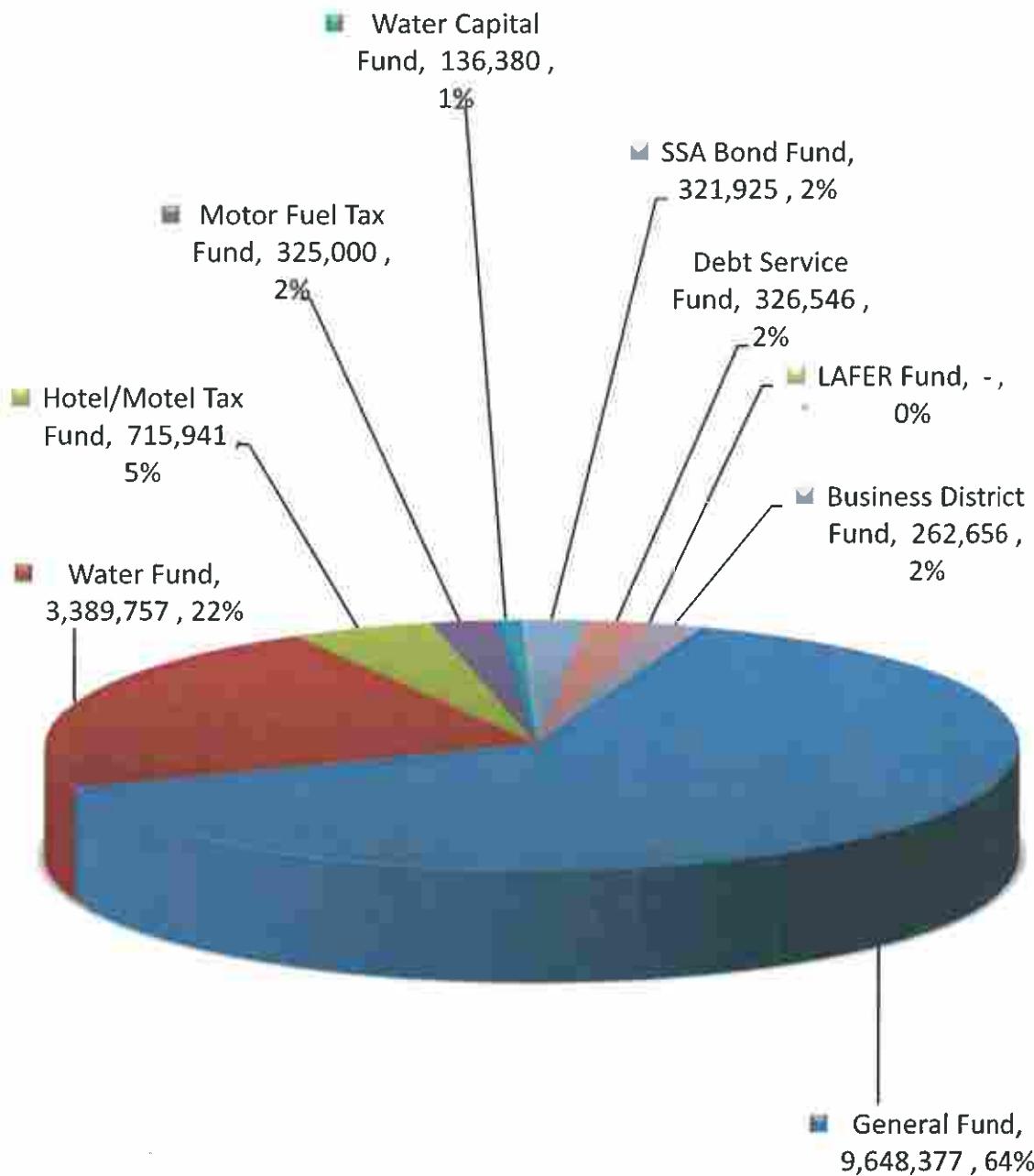
Difference from Budget 19-20 to Proposed Budget 20-21: -3.42% \$ (536,167)

Difference from Budget 19-20 to Estimated Actual 19-20: -5.61% \$ (879,195)

Difference from Estimated Actual 19-20 to Proposed Budget 20-21: 2.32% \$ 343,028

**(1) Includes the police station renovation project.**

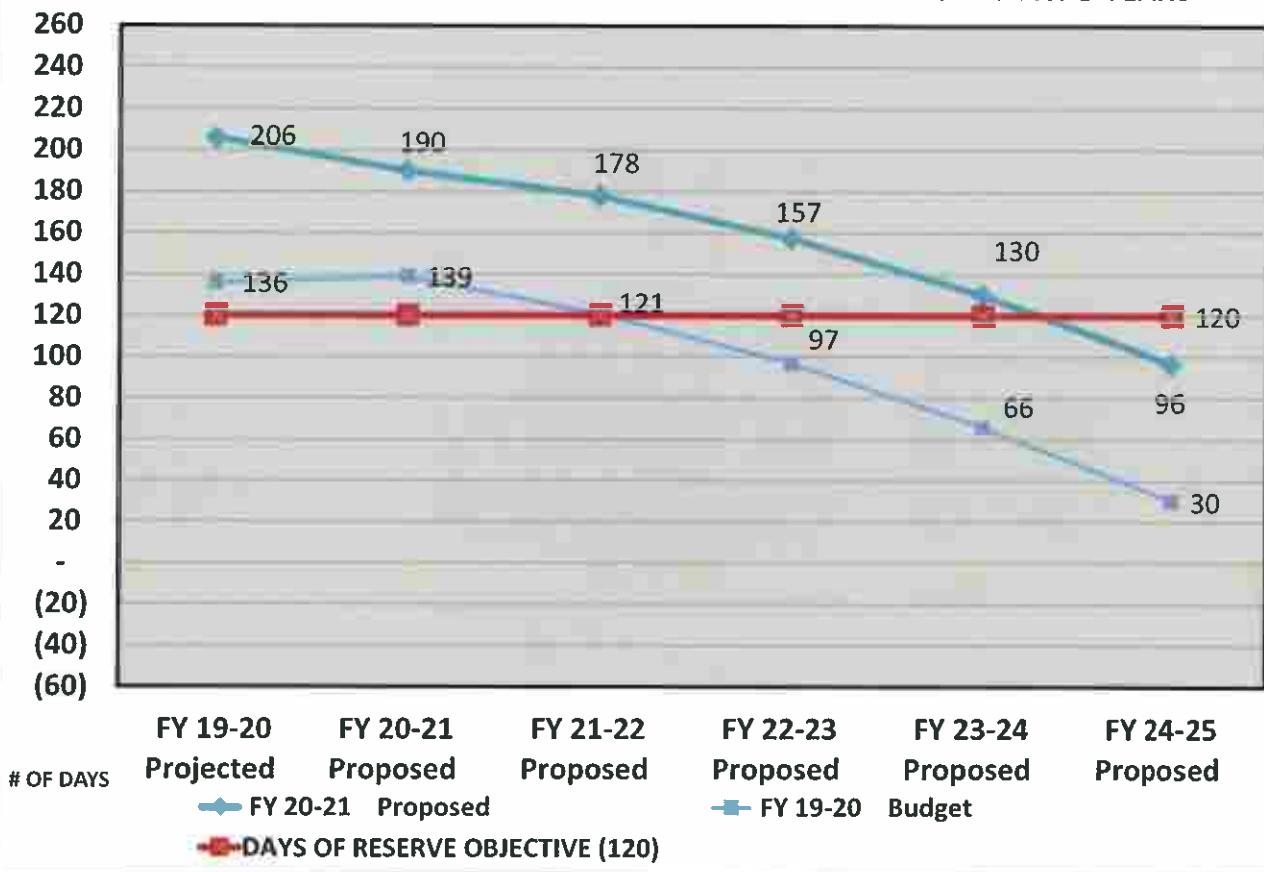
## FY 2020-21 All Fund Expenditures - \$15,126,582



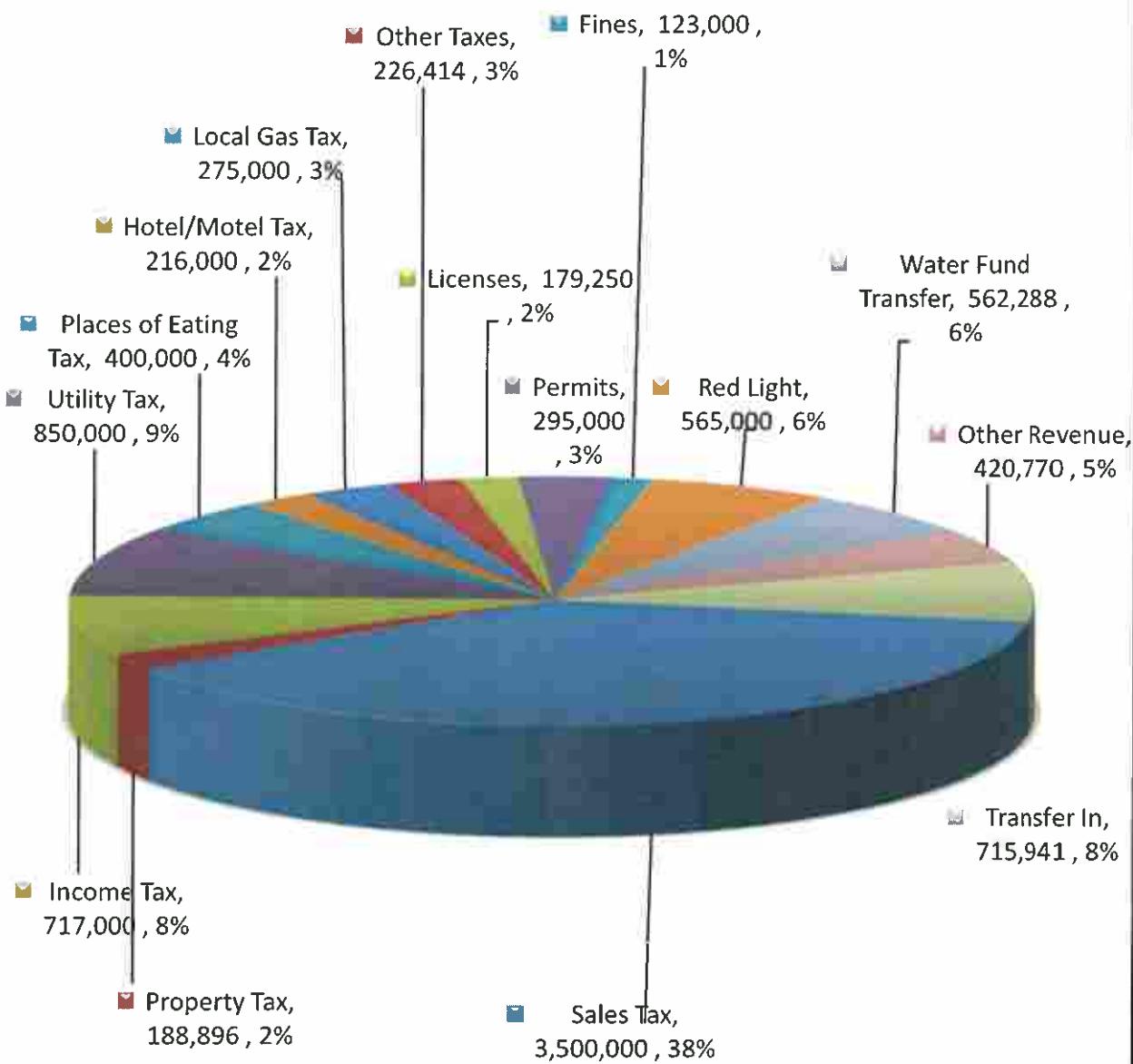
**GENERAL FUND**  
**FINANCIAL SUMMARY FY 2020-21**  
**CURRENT YEAR AND 5 YEAR FORECAST**

	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	Year 1 FY 20-21 Proposed	Year 2 FY 21-22 Proposed	Year 3 FY 22-23 Proposed	Year 4 FY 23-24 Proposed	Year 5 FY 24-25 Proposed
Beginning Fund Balance	\$ 5,048,506	\$ 5,194,551	\$ 5,255,725	\$ 5,232,413	\$ 4,818,595	\$ 4,595,346	\$ 4,191,530	\$ 3,578,006
Revenues	9,526,034	8,829,128	9,976,620	8,518,618	5,521,755	9,630,144	9,732,192	9,835,560
Transfer In (From Hotel/Motel Tax Fund)	-	-	-	715,941	-	-	-	-
Total Revenues/Transfers In	9,526,034	8,829,128	9,976,620	9,234,559	9,521,755	9,630,144	9,732,192	9,835,560
% change				4.59%	3.11%	1.14%	1.06%	1.06%
Operating Expenses	8,674,705	9,303,700	9,270,783	9,254,194	9,421,453	9,714,272	10,024,240	10,352,721
Capital Expenses	-	848,843	410,506	114,332	42,812	43,751	44,719	45,715
Transfers Out	644,110	398,873	318,643	279,851	280,739	275,937	276,757	279,002
Total Expenses/Transfers Out	9,318,815	10,551,416	9,999,932	9,648,377	9,745,004	10,033,960	10,345,716	10,677,438
% change				-8.56%	1.00%	2.97%	3.11%	3.21%
Net Surplus (Deficit)	207,219	(1,722,288)	(23,312)	(413,818)	(223,240)	(403,918)	(613,524)	(841,878)
Ending Fund Balance	5,255,725	3,472,263	5,232,413	4,818,595	\$ 4,595,346	\$ 4,191,530	\$ 3,578,006	\$ 2,736,128
Daily Operating Cost	\$ 23,766	\$ 25,490	\$ 25,399	\$ 25,354	\$ 25,812	\$ 26,614	\$ 27,464	\$ 28,364
# Days Fund Balance Reserve	221	136	206	190	178	157	130	96
# Days Reserve Objective	120	120	120	120	120	120	120	120
Prior Year Adopted Budget Reserve Days			136	139	121	97	66	30

### GENERAL FUND - NUMBER OF DAYS OPERATING EXPENSE - NEXT 5 YEARS



## FY2020/21 General Fund Revenue Summary - \$9,234,559



BUDGET REPORT FOR WILLOWBROOK  
GENERAL FUND DETAIL  
FY 2020/21

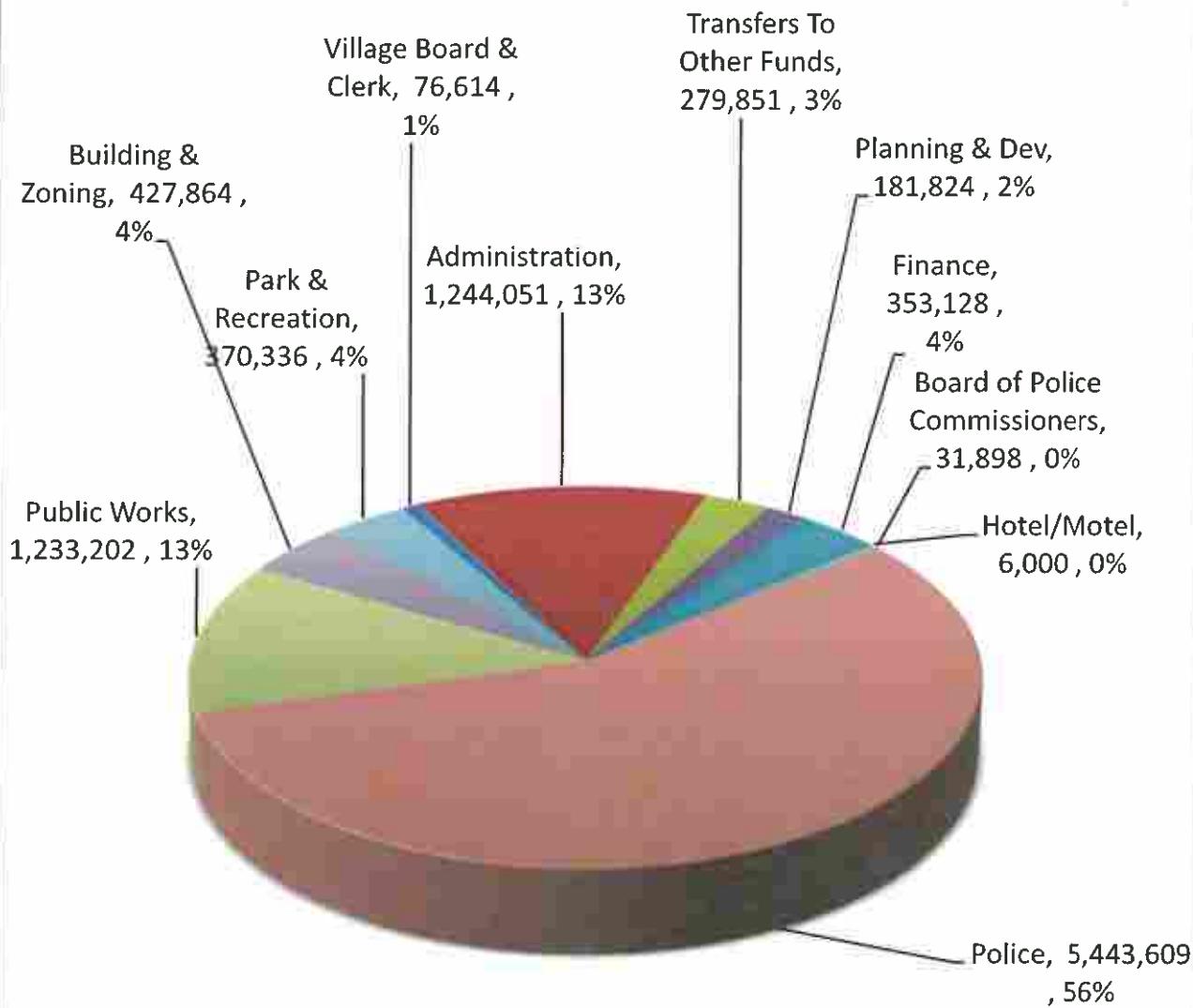
GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>ESTIMATED REVENUES</b>						
Dept 00 - NON-DEPARTMENTAL						
PROPERTY TAXES						
01-00-310-101	PROPERTY TAX LEVY - SRA	74,420	75,368	72,750	(2.24)	(1,670)
01-00-310-102	PROPERTY TAX LEVY - ROAD & BRIDGE	111,259	113,359	116,146	4.39	4,887
PROPERTY TAXES		185,679	188,727	188,896	1.73	3,217
OTHER TAXES						
01-00-310-201	MUNICIPAL SALES TAX	4,000,000	4,537,461	3,500,000	(12.50)	(500,000)
01-00-310-202	ILLINOIS INCOME TAX	815,000	930,818	711,000	(12.02)	(98,000)
01-00-310-203	AMUSEMENT TAX	57,504	65,004	65,004	13.04	7,500
01-00-310-204	REPLACEMENT TAX	1,250	1,500	1,250		
01-00-310-205	UTILITY TAX	898,000	845,000	850,000	(5.35)	(48,000)
01-00-310-206	LOCAL GAS TAX		92,000	275,000		275,000
01-00-310-208	PLACES OF EATING TAX	500,000	525,000	400,000	(20.00)	(100,000)
01-00-310-209	WATER TAX	160,000	161,228	160,000		
01-00-310-210	WATER TAX - UNINCORPORATED	120	160	160	33.33	40
01-00-310-211	HOTEL/MOTEL TAX			216,000		
01-00-310-212	SELF-STORAGE FACILITY TAX		11,532			
OTHER TAXES		6,431,874	7,169,703	6,184,414	(3.85)	(247,460)
LICENSES						
01-00-310-302	LIQUOR LICENSES	61,250	85,250	66,750	8.98	5,500
01-00-310-303	BUSINESS LICENSES	78,000	99,223	93,000	19.23	15,000
01-00-310-304	VIDEO GAMING LICENSES		12,500	10,000		10,000
01-00-310-305	VENDING MACHINE LICENSES	2,600	2,280	2,500	(3.85)	(100)
01-00-310-306	SCAVENGER LICENSES	7,000	7,000	7,000		
LICENSES		148,850	206,253	179,250	20.42	30,400
PERMITS						
01-00-310-401	BUILDING PERMITS	275,000	465,580	285,000	3.64	10,000
01-00-310-402	SIGN PERMITS	5,000	11,749	6,000	20.00	1,000
01-00-310-403	OTHER PERMITS	500	84	500		
01-00-310-404	COUNTY BMP FEE	2,000	2,371	500	(75.00)	(1,500)
01-00-310-405	SPECIAL HAULING PERMITS (OXCART)		2,200	3,000		3,000
PERMITS		282,500	481,984	295,000	4.42	12,500
FINES						
01-00-310-501	CIRCUIT COURT FINES	100,000	88,454	90,000	(10.00)	(10,000)
01-00-310-502	TRAFFIC FINES	25,000	39,000	25,000		
01-00-310-503	RED LIGHT FINES	600,000	692,226	565,000	(5.83)	(35,000)
01-00-310-504	DUI FINES		2,762	2,000		2,000
01-00-310-505	OVERWEIGHT TRUCK FINES		9,632	6,000		6,000
FINES		725,000	832,074	688,000	(5.10)	(37,000)
<b>ADMINISTRATIVE REIMBURSEMENT</b>						
01-00-310-601	ADMINISTRATIVE SUPPORT REIMB - WATER	575,667	575,667	562,288	(2.32)	(13,379)
ADMINISTRATIVE REIMBURSEMENT		575,667	575,667	562,288	(2.32)	(13,379)
CHARGES & FEES						
01-00-310-700	PLANNING APPLICATION FEES	10,000	10,025	10,000		
01-00-310-701	PUBLIC HEARING FEES	2,550	20,400	2,500	(1.96)	(50)
01-00-310-702	PLANNING REVIEW FEES	2,500		2,500		
01-00-310-704	ACCIDENT REPORT COPIES	2,000	3,006	2,000		
01-00-310-705	VIDEO GAMING TERMINAL INCOME	36,000	46,562	36,000		
01-00-310-706	COPIES-ORDINANCES & MAPS	50		50		
01-00-310-723	ELEVATOR INSPECTION FEES	5,000	22,225	12,000	140.00	7,000
01-00-310-724	BURGLAR ALARM FEES	10,000	10,000	10,000		
CHARGES & FEES		68,100	112,218	75,050	10.21	6,950
<b>PARK &amp; RECREATION CHARGES</b>						
01-00-310-813	PARK & REC CONTRIBUTION	2,500	3,800	3,000	20.00	500
01-00-310-814	PARK PERMIT FEES	3,000	632	3,000		
01-00-310-815	SUMMER RECREATION FEES	8,750	2,400	9,230	5.49	480
01-00-310-817	SPECIAL EVENTS	3,600	1,700	5,450	51.39	1,850
01-00-310-818	FALL RECREATION FEES	200			(100.00)	(200)
01-00-310-819	BURR RIDGE/WILLOWBROOK BASEBALL REIMB	6,500	6,073	6,500		
01-00-310-820	HOLIDAY CONTRIBUTION	4,000	2,700	2,500	(37.50)	(1,500)
01-00-310-823	SPRING RECREATION FEES	200		200		
PARK & RECREATION CHARGES		28,750	17,305	29,880	3.93	1,130

BUDGET REPORT FOR WILLOWBROOK  
 GENERAL FUND DETAIL  
 FY 2020/21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>OTHER REVENUE</b>						
01-00-310-901	REIMBURSEMENTS - IRMA		13,085			
01-00-310-909	SALE - FIXED ASSETS	7,500	8,000	7,500		
01-00-310-910	REIMBURSEMENTS - TREE PLANTING	500	900	500		
01-00-310-911	REIMBURSEMENTS - RED LIGHT ENERGY	1,320	1,457	1,440	9.09	120
01-00-310-912	REIMBURSEMENTS - BRUSH PICK-UP	11,600	11,054	10,800	(6.90)	(800)
01-00-310-913	OTHER RECEIPTS	20,000	13,102		(100.00)	(20,000)
01-00-310-915	REIMBURSEMENTS - POLICE SPECIAL DETAILS	4,000	7,651	5,000	25.00	1,000
01-00-310-916	DONATIONS		1,000			
01-00-310-917	REIMBURSEMENTS - PUBLIC WORKS OTHER		23,600	23,600		23,600
01-00-310-921	OTHER GRANTS		4,000			
01-00-310-922	FEDERAL/STATE GRANTS	72,788	4,946		(100.00)	(72,788)
01-00-310-925	NICOR GAS ANNUAL PAYMENT	14,000	15,301	14,000		
01-00-310-926	CABLE FRANCHISE FEES	216,000	204,000	204,000	(5.56)	(12,000)
01-00-310-928	DRUG FORFEITURES - STATE	5,000		500	(90.00)	(4,500)
01-00-310-929	DRUG FORFEITURES - FEDERAL	6,000		500	(91.67)	(5,500)
OTHER REVENUE		358,708	308,106	267,840	(25.33)	(90,868)
<b>NON-OPERATING REVENUE</b>						
01-00-320-108	INTEREST INCOME	24,000	84,583	48,000	100.00	24,000
NON-OPERATING REVENUE		24,000	84,583	48,000	100.00	24,000
<b>TRANSFERS IN</b>						
01-00-330-103	TRANSFER FROM HOTEL/MOTEL TAX			715,941		715,941
TRANSFERS IN				715,941		715,941
<b>Totals for dept 00 - NON-DEPARTMENTAL</b>		8,829,128	9,976,620	9,234,559	4.59	405,431
<b>TOTAL ESTIMATED REVENUES</b>		8,829,128	9,976,620	9,234,559	4.59	405,431

## FY 2020-21 General Fund Expenditures Summary

**\$9,648,377**



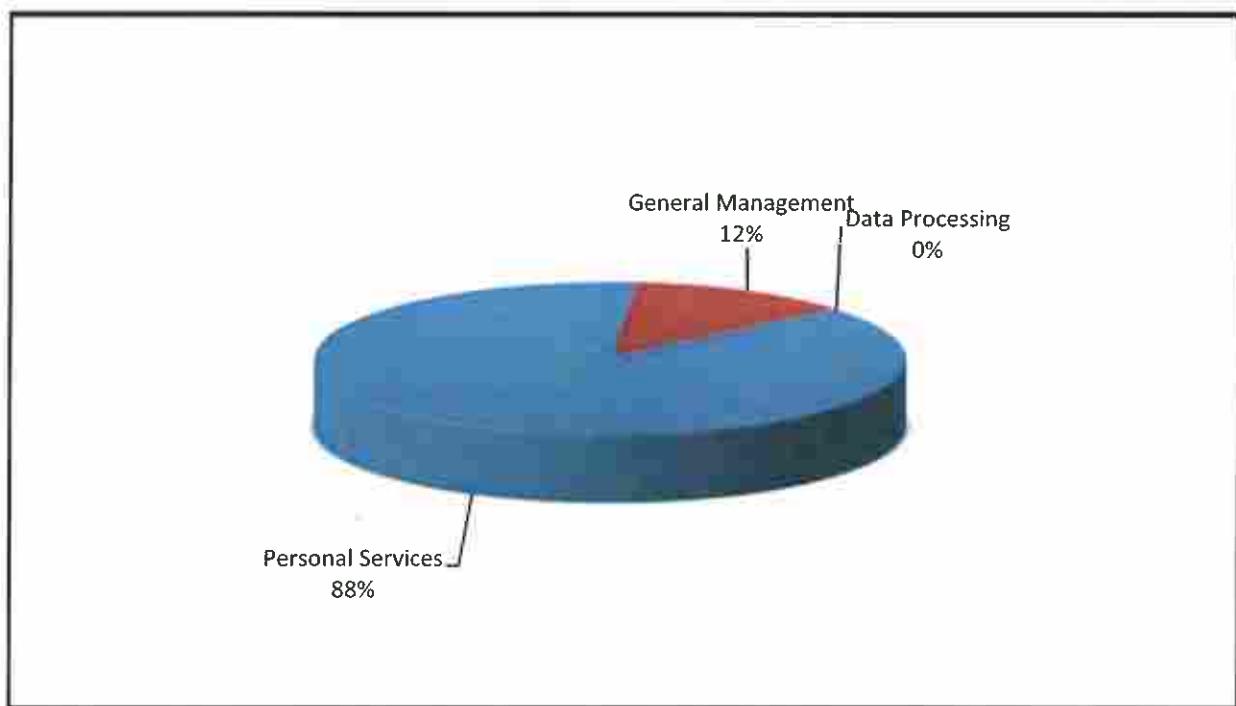
**General Fund**  
**Expenditure Summary by Department**

<b>Department</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>		
	<b>Budget</b>	<b>Budget</b>	<b>% Change</b>	<b>\$ Change</b>
Village Board & Clerk	\$ 90,188	\$ 76,614	-15.05%	\$ (13,574)
Board of Police Commissioners	37,920	31,898	-15.88%	(6,022)
Administration	1,692,615	1,244,051	-26.50%	(448,564)
Planning & Econ. Development	180,089	181,824	0.96%	1,735
Parks & Recreation	442,033	370,336	-16.22%	(71,697)
Finance	436,805	353,128	-19.16%	(83,677)
Police	5,478,699	5,443,609	-0.64%	(35,090)
Public Works	1,401,542	1,233,202	-12.01%	(168,340)
Building & Zoning	392,652	427,864	8.97%	35,212
Hotel/Motel	-	6,000	#DIV/0!	6,000
Fund Transfers *	<u>398,873</u>	<u>279,851</u>	-29.84%	<u>(119,022)</u>
<b>Total</b>	<b><u>\$ 10,551,416</u></b>	<b><u>\$ 9,648,377</u></b>		<b><u>\$ (903,039)</u></b>

\* Included in Administration Department

## Village Board and Clerk Budget Fiscal Year 2020-21

<u>Program</u>	<u>Description</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>
		<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
400	Personal Services	\$ 60,670	\$ 69,281	\$ 66,648
410	General Management	9,017	14,407	9,466
417	Data Processing	-	6,000	-
420	Community Relations	500	500	500
430	Contingencies	-	-	-
Total		<u>\$ 70,187</u>	<u>\$ 90,188</u>	<u>\$ 76,614</u>
Percent Difference			28.50%	-15.05%

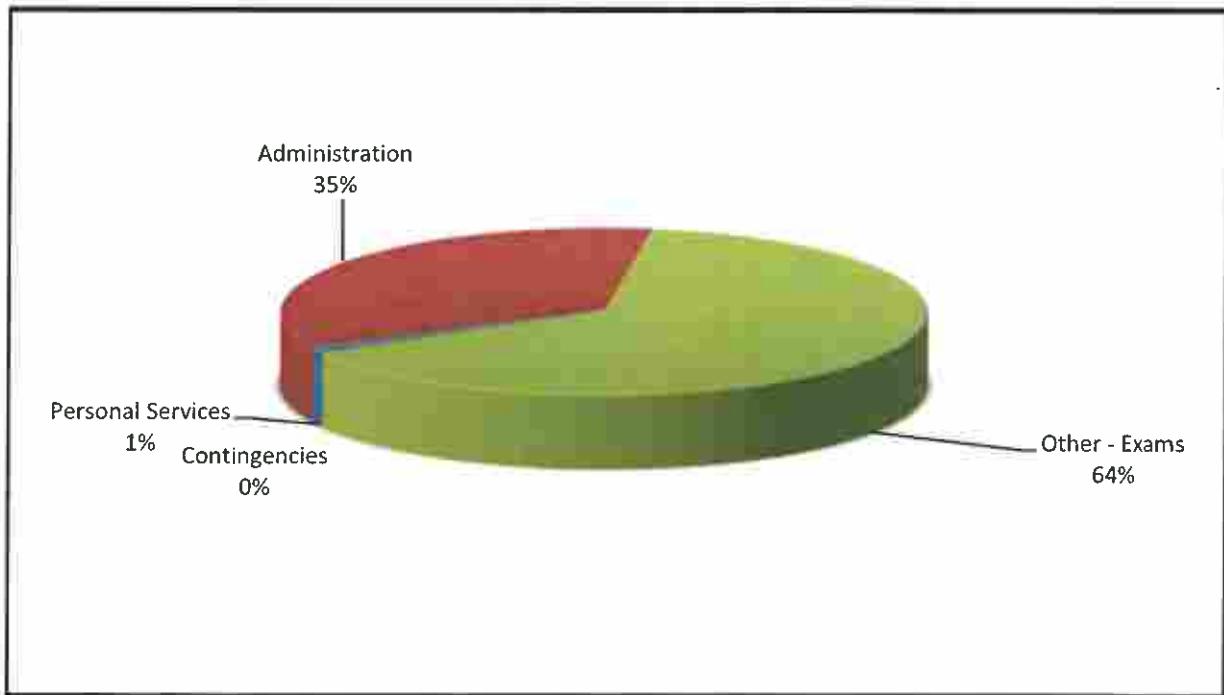


BUDGET REPORT FOR WILLOWBROOK  
 GENERAL FUND DETAIL  
 FY 2020/21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 05 - VILLAGE BOARD &amp; CLERK</b>						
PERSONAL SERVICES						
01-05-400-147	MEDICARE	922	922	887	(3.80)	(35)
01-05-400-161	SOCIAL SECURITY	3,943	3,943	3,794	(3.78)	(149)
01-05-410-101	SALARY - MAYOR & VILLAGE BOARD	56,400	56,400	54,000	(4.26)	(2,400)
01-05-410-125	SALARY - VILLAGE CLERK	7,200	7,200	7,200		
01-05-410-141	LIFE INSURANCE - ELECTED OFFICIALS	816	778	767	(6.00)	(49)
PERSONAL SERVICES		69,281	69,243	66,648	(3.80)	(2,633)
GENERAL MANAGEMENT						
01-05-410-201	PHONE - TELEPHONES	696	696	696		
01-05-410-301	OFFICE SUPPLIES	500	200	500		
01-05-410-302	PRINTING & PUBLISHING		40			
01-05-410-303	FUEL/MILEAGE/WASH	100	100	100		
01-05-410-304	SCHOOLS/CONFERENCES/TRAVEL	5,770	5,770	5,770		
01-05-410-305	STRATEGIC PLANNING	5,000			(100.00)	(5,000)
01-05-410-307	FEES/DUES/SUBSCRIPTIONS	2,341	2,000	2,400	2.52	59
GENERAL MANAGEMENT		14,407	8,806	9,466	(34.30)	(4,941)
DATA PROCESSING						
01-05-417-212	EDP EQUIPMENT/SOFTWARE	6,000	1,635		(100.00)	(6,000)
DATA PROCESSING		6,000	1,635		(100.00)	(6,000)
COMMUNITY RELATIONS						
01-05-420-365	PUBLIC RELATIONS	500	500	500		
01-05-420-368	VILLAGE ANNIVERSARY CELEBRATION					
COMMUNITY RELATIONS		500	500	500		
<b>Totals for dept 05 - VILLAGE BOARD &amp; CLERK</b>		<b>90,188</b>	<b>80,184</b>	<b>76,614</b>	<b>(15.05)</b>	<b>(13,574)</b>

## Board of Police Commissioners Budget Fiscal Year 2020-21

<u>Program</u>	<u>Description</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>
		<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
400	Personal Services	\$ 305	\$ 320	\$ 298
435	Administration	10,100	12,100	11,100
440	Other - Exams	15,000	25,500	20,500
445	Contingencies	-	-	-
	<b>Total</b>	<b>\$ 25,405</b>	<b>\$ 37,920</b>	<b>\$ 31,898</b>
	Percent Difference		49.26%	-15.88%

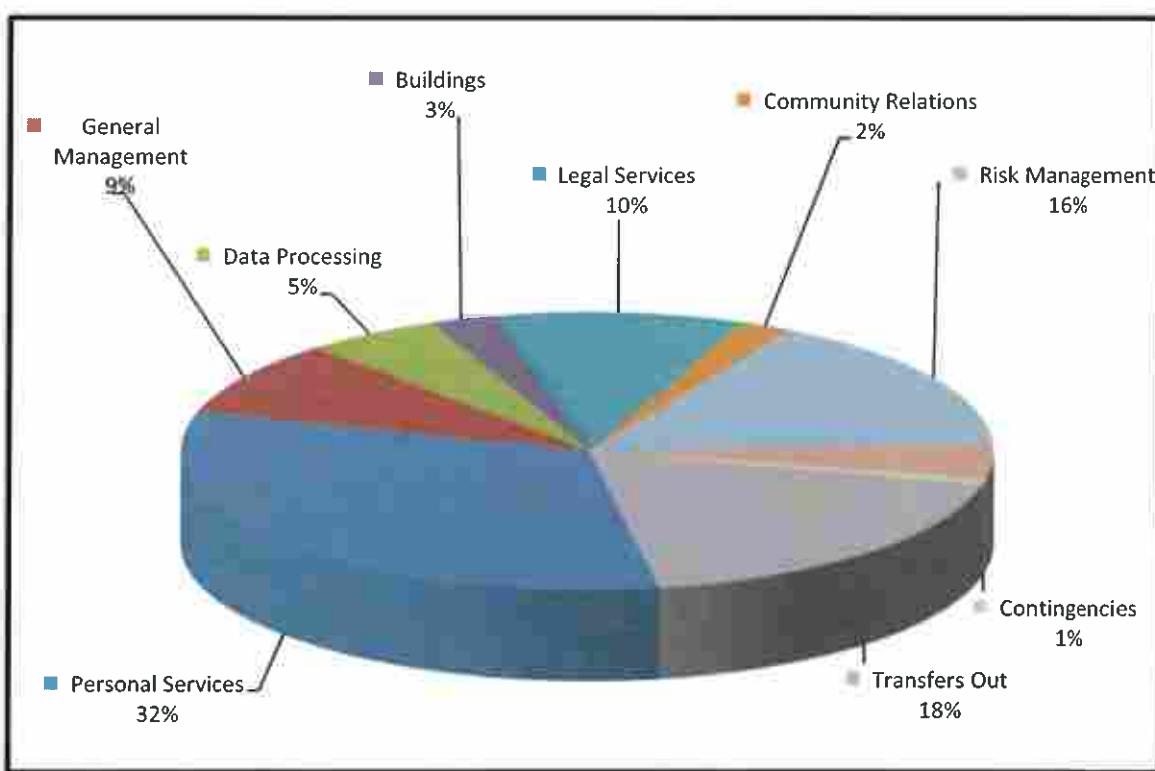


BUDGET REPORT FOR WILLOWBROOK  
 GENERAL FUND DETAIL  
 FY 2020/21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 07 - BOARD OF POLICE COMMISSIONERS</b>						
PERSONAL SERVICES						
01-07-400-147	MEDICARE	9	7	7	{22.22}	{2}
01-07-400-161	SOCIAL SECURITY	37	31	31	{16.22}	{6}
01-07-435-148	LIFE INSURANCE - COMMISSIONERS	274	260	260	{5.11}	{14}
PERSONAL SERVICES		320	298	298	{6.88}	{22}
ADMINISTRATION						
01-07-435-239	FEES - BOPC ATTORNEY	6,000		5,000	(16.67)	(1,000)
01-07-435-301	OFFICE SUPPLIES	100		100		
01-07-435-302	PRINTING & PUBLISHING	4,000	600	4,000		
01-07-435-304	SCHOOLS/CONFERENCES/TRAVEL	1,000		1,000		
01-07-435-307	FEES/DUES/SUBSCRIPTIONS	500	375	500		
01-07-435-311	POSTAGE & METER RENT	500		500		
ADMINISTRATION		12,100	975	11,100	(8.26)	(1,000)
OTHER						
01-07-440-542	EXAMS - WRITTEN	20,000	15,500	15,000	(25.00)	(5,000)
01-07-440-543	EXAMS - PHYSICAL	2,000	907	2,000		
01-07-440-544	EXAMS - PSYCHOLOGICAL	2,500	1,500	2,500		
01-07-440-545	EXAMS - POLYGRAPH	1,000	480	1,000		
OTHER		25,500	18,387	20,500	(19.61)	(5,000)
<b>Totals for dept 07 - BOARD OF POLICE COMMISSIONERS</b>		<b>37,920</b>	<b>19,660</b>	<b>31,898</b>	<b>(15.88)</b>	<b>(6,022)</b>

## Administration Department Budget Fiscal Year 2020-21

<u>Program</u>	<u>Description</u>	<u>FY 2018-19 Budget</u>	<u>FY 2019-20 Budget</u>	<u>FY 2020-21 Budget</u>
400	Personal Services	\$ 319,198	\$ 422,356	\$ 492,877
455	General Management	75,919	72,351	132,434
460	Data Processing	12,013	42,271	81,782
466	Buildings	73,837	61,800	38,995
470	Legal Services	67,000	77,500	152,000
475	Community Relations	14,000	307,500	32,000
480	Risk Management	249,114	245,830	243,463
485	Capital Improvements	10,300	463,007	60,500
490	Contingencies	-	-	10,000
900	Transfers Out	<u>661,927</u>	<u>398,873</u>	<u>279,851</u>
Total		<u>\$ 1,483,308</u>	<u>\$ 2,091,488</u>	<u>\$ 1,523,902</u>
Percent Difference			41.00%	-27.14%
Personnel (FTEs):				
2.5                    3.5                    3.0				



BUDGET REPORT FOR WILLOWBROOK  
 GENERAL FUND DETAIL  
 FY 2020/21

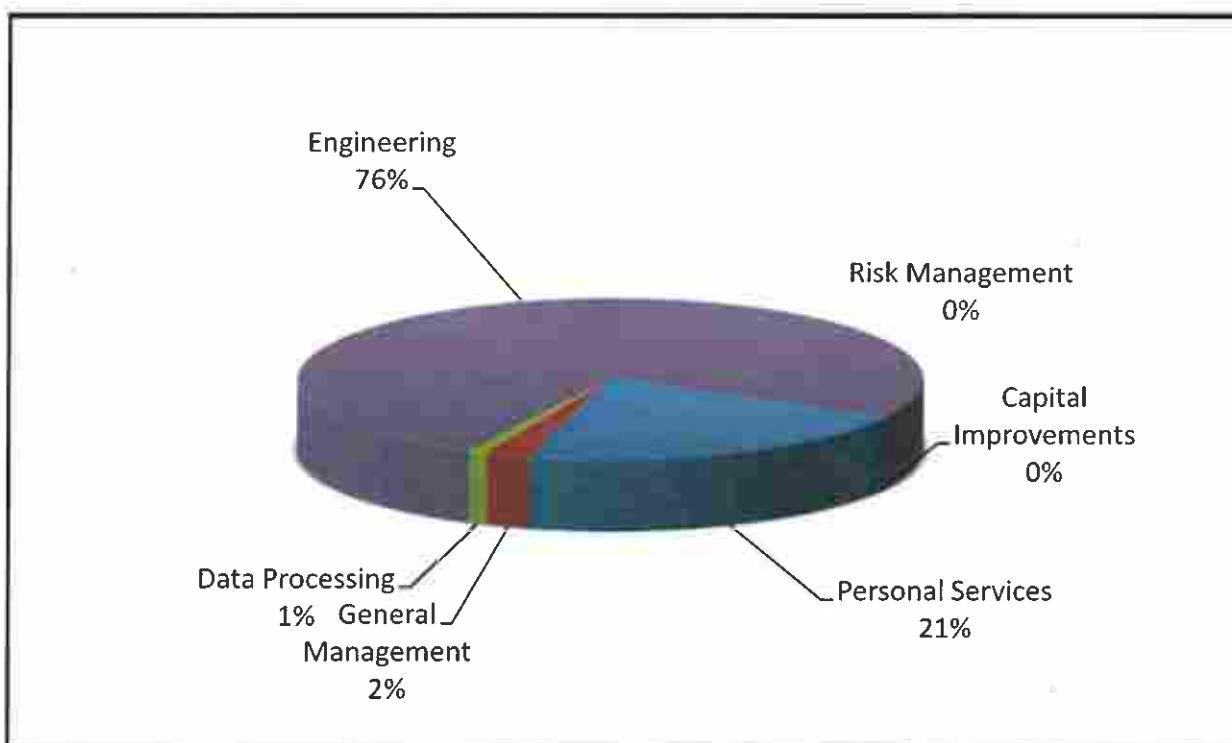
GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 10 - ADMINISTRATION</b>						
<b>PERSONAL SERVICES</b>						
01-10-400-147	MEDICARE	4,299	5,843	5,322	23.80	1,023
01-10-400-151	IMRF	35,038	51,343	49,218	40.47	14,180
01-10-400-161	SOCIAL SECURITY	15,738	22,431	20,435	29.84	4,697
01-10-400-171	SUI - UNEMPLOYMENT	233	900	774	232.19	541
01-10-455-101	SALARIES - MANAGEMENT STAFF	134,137	205,646	175,125	30.56	40,988
01-10-455-102	OVERTIME	5,000	2,500	5,000		
01-10-455-105	ASSISTANT VILLAGE ADMINISTRATOR	91,750	107,500	130,175	41.88	38,425
01-10-455-107	ADMINISTRATIVE INTERN	9,984			(100.00)	(9,984)
01-10-455-126	SALARIES - CLERICAL	55,342	55,342	56,726	2.50	1,384
01-10-455-131	PERSONNEL RECRUITMENT	700	6,545	500	(28.57)	(200)
01-10-455-141	HEALTH/DENTAL/LIFE INSURANCE	70,135	46,518	49,602	(29.28)	(20,533)
PERSONAL SERVICES		422,356	504,568	492,877	16.70	70,521
<b>GENERAL MANAGEMENT</b>						
01-10-455-201	PHONE - TELEPHONES	25,051	14,640	12,684	(49.37)	(12,367)
01-10-455-265	CENSUS		2,000			
01-10-455-266	CODIFY ORDINANCES	2,500	10,500	5,000	100.00	2,500
01-10-455-301	OFFICE SUPPLIES	10,000	7,000	8,000	(20.00)	(2,000)
01-10-455-302	PRINTING, PUBLISHING & TRANSCRIPTION	2,500	2,300	2,500		
01-10-455-303	FUEL/MILEAGE/WASH	1,500	522	750	(50.00)	(750)
01-10-455-304	SCHOOLS/CONFERENCES/TRAVEL	2,000	500	2,000		
01-10-455-305	STRATEGIC PLANNING	2,000		2,000		
01-10-455-306	CONSULTING		34,134	71,000		71,000
01-10-455-307	FEES/DUES/SUBSCRIPTIONS	13,000	12,000	13,000		
01-10-455-311	POSTAGE & METER RENT	5,000	5,000	5,000		
01-10-455-315	COPY SERVICE	4,800	6,300	7,000	45.83	2,200
01-10-455-355	COMMISSARY PROVISION	1,500	3,000	3,000	100.00	1,500
01-10-455-409	MAINTENANCE - VEHICLES	2,000			(100.00)	(2,000)
01-10-455-411	MAINTENANCE - EQUIPMENT	500		500		
GENERAL MANAGEMENT		72,351	97,896	132,434	83.04	60,083
<b>DATA PROCESSING</b>						
01-10-460-212	EDP EQUIPMENT/SOFTWARE	27,863	37,731	1,000	(96.41)	(26,863)
01-10-460-225	INTERNET/WEBSITE HOSTING	8,343	10,391	14,347	71.96	6,004
01-10-460-263	EDP LICENSES	2,325	15,164	43,435	1,768.17	41,110
01-10-460-265	CYBER DISRUPTION					
01-10-460-267	DOCUMENT STORAGE/SCANNING	2,740	4,400	5,000	82.48	2,260
01-10-460-305	EDP PERSONNEL TRAINING	500	200		(100.00)	(500)
01-10-460-306	CONSULTING SERVICES - IT			18,000		18,000
01-10-460-331	OPERATING SUPPLIES	500			(100.00)	(500)
DATA PROCESSING		42,271	67,886	81,782	93.47	39,511
<b>COMMUNITY RELATIONS</b>						
01-10-475-365	PUBLIC RELATIONS	5,000	4,000	5,000		
01-10-475-366	NEWSLETTER	500			(100.00)	(500)
01-10-475-367	CRISIS MANAGEMENT	300,000	190,000	25,000	(91.67)	(275,000)
01-10-475-370	MEALS-ON-WHEELS	2,000	2,000	2,000		
01-10-475-372	SENIOR CITIZEN TAXI PROGRAM		10			
COMMUNITY RELATIONS		307,500	196,010	32,000	(89.59)	(275,500)
<b>BUILDINGS</b>						
01-10-466-228	MAINTENANCE - BUILDING	50,000	71,500	30,545	(38.91)	(19,455)
01-10-466-236	NICOR GAS (835 MIDWAY)	2,000	2,000	2,000		
01-10-466-240	ENERGY/COMED (835 MIDWAY)	2,500	3,900	3,000	20.00	500
01-10-466-251	SANITARY (835 MIDWAY)	800	200	450	(43.75)	(350)
01-10-466-293	LANDSCAPE - VILLAGE HALL	1,500	300	1,000	(33.33)	(500)
01-10-466-351	BUILDING MAINTENANCE SUPPLIES	5,000	1,200	2,000	(60.00)	(3,000)
BUILDINGS		61,800	79,100	38,995	(36.90)	(22,805)
<b>LEGAL</b>						
01-10-470-239	FEES - VILLAGE ATTORNEY	70,000	155,000	140,000	100.00	70,000
01-10-470-241	FEES - SPECIAL ATTORNEY	7,500	3,500	10,000	33.33	2,500
01-10-470-242	FEES - LABOR COUNSEL		11,290	2,000		2,000
LEGAL		77,500	169,790	152,000	96.13	74,500
<b>RISK MANAGEMENT</b>						
01-10-480-272	INSURANCE - IRMA	230,960	234,001	233,463	1.08	2,503
01-10-480-273	SELF INSURANCE - DEDUCTIBLE	10,000	21,112	10,000		

BUDGET REPORT FOR WILLOWBROOK  
 GENERAL FUND DETAIL  
 FY 2020/21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
01-10-480-276	WELLNESS	4,870			(100.00)	(4,870)
RISK MANAGEMENT		245,830	255,113	243,463	(0.96)	(2,367)
CAPITAL IMPROVEMENTS						
01-10-485-602	BUILDING IMPROVEMENTS	460,507	24,500	60,000	(86.97)	(400,507)
01-10-485-611	FURNITURE & OFFICE EQUIPMENT	2,500		500	(80.00)	(2,000)
CAPITAL IMPROVEMENTS		463,007	24,500	60,500	(86.93)	(402,507)
CONTINGENCIES						
01-10-490-799	CONTINGENCIES			10,000		10,000
CONTINGENCIES				10,000		10,000
TRANSFERS OUT						
01-10-900-112	TRANSFER TO DEBT SERVICE - 2015	278,873	278,873	279,851	0.35	978
01-10-900-114	TRANSFER TO LAFER	120,000	39,770		(100.00)	(120,000)
TRANSFERS OUT		398,873	318,643	279,851	(29.84)	(119,022)
<b>Totals for dept 10 - ADMINISTRATION</b>		<b>2,091,488</b>	<b>1,713,506</b>	<b>1,523,902</b>	<b>(27.14)</b>	<b>(567,586)</b>

## Planning & Economic Development Department Budget Fiscal Year 2020-21

<u>Program</u>	<u>Description</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>
		<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
400	Personal Services	\$ 38,121	\$ 36,789	\$ 37,824
510	General Management	51,500	49,250	4,250
515	Data Processing	1,600	1,800	1,800
520	Engineering	119,750	92,250	137,950
535	Risk Management	-	-	-
540	Capital Improvements	-	-	-
544	Contingencies	-	-	-
<hr/>		<hr/>	<hr/>	<hr/>
Total		<u>\$ 210,971</u>	<u>\$ 180,089</u>	<u>\$ 181,824</u>
Percent Difference				
-14.64% 0.96%				
[ Personnel (FTEs) 1.0 1.0 1.0 ]				

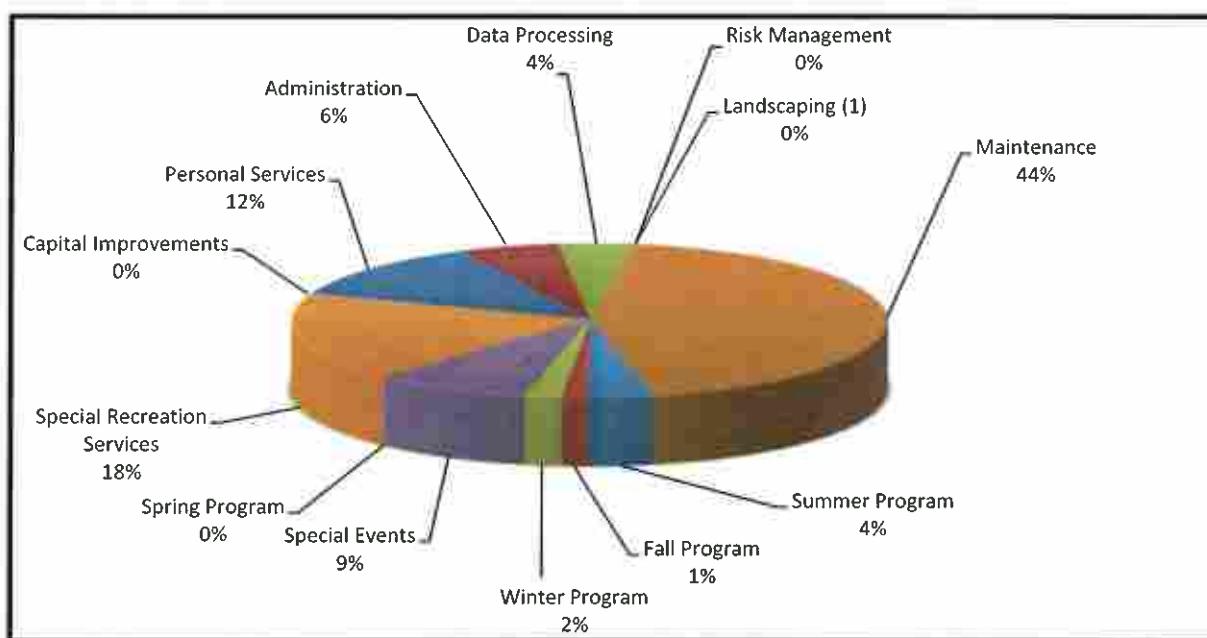


BUDGET REPORT FOR WILLOWBROOK  
 GENERAL FUND DETAIL  
 FY 2020/21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 15 - PLANNING &amp; ECONOMIC DEVELOPMENT</b>						
<b>PERSONAL SERVICES</b>						
01-15-400-147	MEDICARE	338	373	381	12.72	43
01-15-400-151	IMRF	2,852	2,852	3,203	12.31	351
01-15-400-161	SOCIAL SECURITY	1,446	1,596	1,631	12.79	185
01-15-400-171	SUI - UNEMPLOYMENT	31	125	129	316.13	98
01-15-510-102	OVERTIME	500			(100.00)	(500)
01-15-510-126	SALARIES - CLERICAL	22,816	22,816	23,386	2.50	570
01-15-510-141	HEALTH/DENTAL/LIFE INSURANCE	7,804	8,188	8,062	3.31	258
01-15-510-340	LIFE INSURANCE - PLAN COMMISSION	1,002	1,032	1,032	2.99	30
PERSONAL SERVICES		36,789	36,982	37,824	2.81	1,035
<b>GENERAL MANAGEMENT</b>						
01-15-510-232	CONSULTANTS - DESIGN & OTHER	45,000			(100.00)	(45,000)
01-15-510-301	OFFICE SUPPLIES	250	250	250		
01-15-510-302	PRINTING & PUBLISHING	2,000	2,500	2,500	25.00	500
01-15-510-304	SCHOOLS/CONFERENCES/TRAVEL	500			(100.00)	(500)
01-15-510-307	FEES/DUES/SUBSCRIPTIONS	500	323	500		
01-15-510-311	POSTAGE & METER RENT	500	150	500		
01-15-510-401	OPERATING EQUIPMENT	500	500	500		
GENERAL MANAGEMENT		49,250	3,723	4,250	(91.37)	(45,000)
<b>DATA PROCESSING</b>						
01-15-515-212	EDP EQUIPMENT/SOFTWARE		1,635			
01-15-515-305	EDP PERSONNEL TRAINING	1,800		1,800		
DATA PROCESSING		1,800	1,635	1,800		
<b>ENGINEERING</b>						
01-15-520-229	RENT - MEETING ROOM	250		250		
01-15-520-245	FEES - ENGINEERING	2,500	2,000	2,500		
01-15-520-246	FEES - COURT REPORTER	1,500	2,650	2,700		
01-15-520-254	PLAN REVIEW - ENGINEER	5,000	6,000	5,000		
01-15-520-257	PLAN REVIEW - PLANNER	80,000	153,000	125,000	56.25	45,000
01-15-520-258	PLAN REVIEW - TRAFFIC CONSULTANT	3,000	4,000	2,500	(16.67)	(500)
ENGINEERING		92,250	167,650	137,950	49.54	45,700
<b>Totals for dept 15 - PLANNING &amp; ECONOMIC DEVELOPMENT</b>		<b>180,089</b>	<b>209,990</b>	<b>181,824</b>	<b>0.96</b>	<b>1,735</b>

## Parks and Recreation Budget Fiscal Year 2020-21

<u>Program</u>	<u>Description</u>	<u>FY 2018-19</u>		<u>FY 2019-20</u>		<u>FY 2020-21</u>	
		<u>Budget</u>		<u>Budget</u>		<u>Budget</u>	
400	Personal Services	\$ 42,959		\$ 55,483		\$ 45,151	
550	Administration	15,875		20,950		20,508	
555	Data Processing	15,000		13,500		15,500	
560	Risk Management	-		-		-	
565	Landscaping (1)	63,400		62,300		-	
570	Maintenance	111,573		83,436		163,227	
575	Summer Program	13,820		13,333		13,000	
580	Fall Program	6,550		5,883		5,400	
585	Winter Program	7,500		7,833		7,400	
585	Special Events	30,355		28,225		31,500	
586	Spring Program	400		600		200	
590	Special Recreation Services	72,941		145,990		67,250	
595	Capital Improvements	1,500		4,500		1,200	
Total		<u>\$ 381,873</u>		<u>\$ 442,033</u>		<u>\$ 370,336</u>	
Percent Difference						15.75%	-16.22%
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Personnel (FTEs)		1.0		1.0		1.0	
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(1) Collapsed into Maintenance in FY 2020-21.

BUDGET REPORT FOR WILLOWBROOK  
 GENERAL FUND DETAIL  
 FY 2020/21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 20 - PARKS &amp; RECREATION</b>						
PERSONAL SERVICES						
01-20-400-147	MEDICARE	762	613	648	(14.96)	(114)
01-20-400-151	IMRF	4,649	4,649	5,308	14.18	659
01-20-400-161	SOCIAL SECURITY	3,259	2,751	2,772	(14.94)	(487)
01-20-400-171	SUI - UNEMPLOYMENT	131	200	270	106.11	139
01-20-550-101	SALARIES - PERMANENT EMPLOYEES	34,596	31,790	32,585	(5.81)	(2,014)
01-20-550-103	PART TIME - PROGRAM SUPERVISOR			2,500		2,500
01-20-550-104	PART TIME - CLERICAL	10,973			(100.00)	(10,973)
01-20-550-148	LIFE INSURANCE - COMMISSIONERS	1,113	1,068	1,068	(4.04)	(45)
PERSONAL SERVICES		55,483	41,071	45,151	(18.62)	(10,332)
GENERAL MANAGEMENT						
01-20-455-201	PHONE - TELEPHONES	1,600	1,104	2,208	38.00	608
GENERAL MANAGEMENT		1,600	1,104	2,208	38.00	608
DATA PROCESSING						
01-20-555-212	EDP EQUIPMENT/SOFTWARE	6,000	1,635	500	(91.67)	(5,500)
01-20-555-306	CONSULTING SERVICES	7,500	15,000	15,000	100.00	7,500
DATA PROCESSING		13,500	16,635	15,500	14.81	2,000
ADMINISTRATION						
01-20-550-201	EMERGENCY TELEPHONE LINE	100			(100.00)	(100)
01-20-550-301	OFFICE/GENERAL PROGRAM SUPPLIES		529	1,000		1,000
01-20-550-302	PRINTING & PUBLISHING	16,500	12,800	13,500	(18.18)	(3,000)
01-20-550-303	FUEL/MILEAGE/WASH	250			(100.00)	(250)
01-20-550-311	POSTAGE & METER RENT	2,500	2,100	3,800	52.00	1,300
ADMINISTRATION		19,350	15,429	18,300	(5.43)	(1,050)
CAPITAL IMPROVEMENTS						
01-20-595-643	POND IMPROVEMENTS			400		400
01-20-595-692	LANDSCAPING	1,000	5,000		(100.00)	(1,000)
01-20-595-693	COURT IMPROVEMENTS	1,500	800	800	(46.67)	(700)
01-20-595-695	PARK IMPROVEMENTS - NEIGHBORHOOD PARK	2,000	17,099		(100.00)	(2,000)
CAPITAL IMPROVEMENTS		4,500	22,899	1,200	(73.33)	(3,300)
LANDSCAPING						
01-20-565-341	PARK LANDSCAPE SUPPLIES	7,400	4,202		(100.00)	(7,400)
01-20-565-342	LANDSCAPE MAINTENANCE SERVICES	54,900	80,000		(100.00)	(54,900)
LANDSCAPING		62,300	84,202		(100.00)	(62,300)
MAINTENANCE						
01-20-570-102	OVERTIME	7,000	7,000	7,000		
01-20-570-103	PART TIME - LABOR	1,500	3,500	2,541	69.40	1,041
01-20-570-228	MAINTENANCE - PARK BUILDINGS - HVAC	2,386	12,386	12,386	419.11	10,000
01-20-570-234	RENT - EQUIPMENT	300		500	66.67	200
01-20-570-235	NICOR GAS (825 MIDWAY)	1,200	1,200	1,200		
01-20-570-240	ENERGY/COMED (825 MIDWAY)	1,000			(100.00)	(1,000)
01-20-570-250	SANITARY (825 MIDWAY)	50	21	50		
01-20-570-278	SANITARY USER CHARGE - PARKS	3,000	150	150	(95.00)	(2,850)
01-20-570-280	BALLFIELD MAINTENANCE/SUPPLIES	6,500	4,400	10,000	53.85	3,500
01-20-570-281	CONTRACTED MAINTENANCE	46,000	47,280	120,900	162.83	74,900
01-20-570-331	MAINTENANCE SUPPLIES	9,500	5,200	5,000	(47.37)	(4,500)
01-20-570-411	MAINTENANCE - EQUIPMENT	5,000	2,069	3,500	(30.00)	(1,500)
MAINTENANCE		83,436	88,206	163,227	95.63	79,791
SUMMER PROGRAM						
01-20-575-119	SUMMER PROGRAM MATERIALS & SERVICES	8,000	7,700	7,600	(5.00)	(400)
01-20-575-517	SENIORS PROGRAM	5,333	5,333	5,400	1.26	67
SUMMER PROGRAM		13,333	13,033	13,000	(2.50)	(333)
FALL PROGRAM						
01-20-580-118	FALL PROGRAM MATERIALS & SERVICES	550			(100.00)	(550)
01-20-580-517	SENIORS PROGRAM	5,333	5,333	5,400	1.26	67
FALL PROGRAM		5,883	5,333	5,400	(8.21)	(483)
WINTER PROGRAM						
01-20-585-112	RECREATION INSTRUCTORS	500			(100.00)	(500)
01-20-585-121	WINTER PROGRAM MATERIALS & SERVICES	2,000		2,000		
01-20-585-517	SENIORS PROGRAM	5,333	5,333	5,400	1.26	67

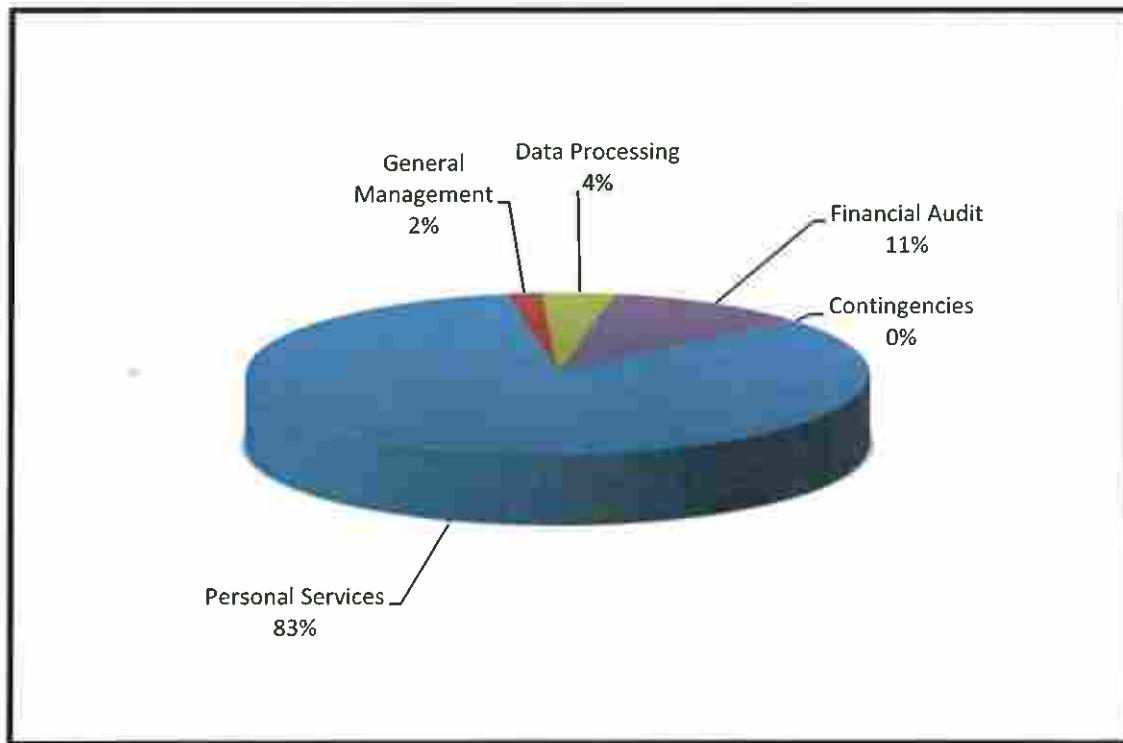
BUDGET REPORT FOR WILLOWBROOK  
 GENERAL FUND DETAIL  
 FY 2020/21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
WINTER PROGRAM		7,833	5,333	7,400	(5.53)	(433)
SPECIAL EVENTS						
01-20-585-150	CHILDRENS SPECIAL EVENTS - OTHER	2,800	1,600	3,000	7.14	200
01-20-585-151	FAMILY SPECIAL EVENT - MOVIE NIGHT	1,800	923	1,500	(16.67)	(300)
01-20-585-152	FAMILY SPECIAL EVENT - TREE LIGHTING	4,000	4,174	4,900	22.50	900
01-20-585-153	FAMILY SPECIAL EVENT - BACK TO SCHOOL	1,500		500	(66.67)	(1,000)
01-20-585-154	FAMILY SPECIAL EVENT - RACE	10,425	8,500	13,600	30.46	3,175
01-20-585-155	CHILDREN'S HOLIDAY PARTY	4,700	4,326	5,000	6.38	300
01-20-585-157	COMMUNITY PICNIC	3,000	2,656	3,000		
SPECIAL EVENTS		28,225	22,179	31,500	11.60	3,275
SPRING PROGRAM						
01-20-586-112	RECREATION INSTRUCTORS - SPRING	200			(100.00)	(200)
01-20-586-121	SPRING PROGRAM MATERIALS & SERVICES	400		200	(50.00)	(200)
SPRING PROGRAM		600		200	(66.67)	(400)
SPECIAL RECREATION SERVICES						
01-20-590-518	SPECIAL RECREATION ASSOC PROGRAM DUES	38,540	39,311	39,310	2.00	770
01-20-590-519	ADA PARK MAINTENANCE	4,750	7,234	4,840	1.89	90
01-20-590-520	ADA RECREATION ACCOMMODATIONS	7,700	7,700	7,700		
01-20-590-521	ADA PARK IMPROVEMENTS	95,000		15,400	(83.79)	(79,600)
SPECIAL RECREATION SERVICES		145,990	54,245	67,250	(53.94)	(78,740)
<b>Totals for dept 20 - PARKS &amp; RECREATION</b>		<b>442,033</b>	<b>369,669</b>	<b>370,336</b>	<b>(16.22)</b>	<b>(71,697)</b>

## Finance Department Budget

### Fiscal Year 2020-21

<u>Program</u>	<u>Description</u>	<u>FY 2018-19 Budget</u>	<u>FY 2019-20 Budget</u>	<u>FY 2020-21 Budget</u>
400	Personal Services	\$ 326,572	\$ 323,389	\$ 294,473
610	General Management	9,805	8,465	6,605
615	Data Processing	76,776	68,738	13,500
620	Financial Audit	30,773	35,713	38,550
625	Capital Improvements	500	500	-
629	Contingencies	-	-	-
Total		<u>\$ 444,426</u>	<u>\$ 436,805</u>	<u>\$ 353,128</u>
Percent Difference				
-1.71%      -19.16%				
Personnel (FTEs)      3.0      3.0      3.0				



BUDGET REPORT FOR WILLOWBROOK  
 GENERAL FUND DETAIL  
 FY 2020/21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 25 - FINANCE DEPARTMENT</b>						
<b>PERSONAL SERVICES</b>						
01-25-400-147	MEDICARE	3,531	3,998	3,373	(4.47)	(158)
01-25-400-151	IMRF	23,675	27,978	23,994	1.35	319
01-25-400-161	SOCIAL SECURITY	14,987	16,575	14,424	(3.76)	(563)
01-25-400-171	SUI - UNEMPLOYMENT	248	850	1,032	316.13	784
01-25-610-101	SALARIES - MANAGEMENT STAFF	134,666	134,666	138,033	2.50	3,367
01-25-610-102	OVERTIME	1,500	400	1,500		
01-25-610-104	PART TIME - CLERICAL	30,202	30,202	31,609	4.66	1,407
01-25-610-126	SALARIES - CLERICAL	77,127	105,980	61,500	(20.26)	(15,627)
01-25-610-141	HEALTH/DENTAL/LIFE INSURANCE	37,453	21,296	19,008	(49.25)	(18,445)
	PERSONAL SERVICES	323,389	341,945	294,473	(8.94)	(28,916)
<b>GENERAL MANAGEMENT</b>						
01-25-610-301	OFFICE SUPPLIES	3,300	900	2,500	(24.24)	(800)
01-25-610-302	PRINTING & PUBLISHING	1,000	1,000	1,000		
01-25-610-303	FUEL/MILEAGE/WASH	250	196	250		
01-25-610-304	<del>SCHOOLS/CONFERENCES/TRAVEL</del>	2,000	500	1,000	(50.00)	(1,000)
01-25-610-307	FEES/DUES/SUBSCRIPTIONS	1,415	1,180	1,605	13.43	190
01-25-610-311	POSTAGE & METER RENT	500	125	250	(50.00)	(250)
	GENERAL MANAGEMENT	8,465	3,901	6,605	(21.97)	(1,860)
<b>DATA PROCESSING</b>						
01-25-615-212	EDP EQUIPMENT/SOFTWARE	2,400	7,314	500	(79.17)	(1,900)
01-25-615-263	EDP LICENSES	36,738	30,043	12,000	(67.34)	(24,738)
01-25-615-267	DOCUMENT STORAGE/SCANNING	2,000		1,000	(50.00)	(1,000)
01-25-615-305	EDP PERSONNEL TRAINING	2,600			(100.00)	(2,600)
01-25-615-306	IT - CONSULTING SERVICES	25,000	37,500		(100.00)	(25,000)
	DATA PROCESSING	68,738	74,857	13,500	(80.36)	(55,238)
<b>CAPITAL IMPROVEMENTS</b>						
01-25-625-611	FURNITURE & OFFICE EQUIPMENT	500			(100.00)	(500)
	CAPITAL IMPROVEMENTS	500			(100.00)	(500)
<b>FINANCIAL AUDIT</b>						
01-25-620-251	AUDIT SERVICES	28,488	33,017	34,000	19.35	5,512
01-25-620-252	FINANCIAL SERVICES	7,225	8,825	4,550	(37.02)	(2,675)
	FINANCIAL AUDIT	35,713	41,842	38,550	7.94	2,837
<b>Totals for dept 25 - FINANCE DEPARTMENT</b>		<b>436,805</b>	<b>462,545</b>	<b>353,128</b>	<b>(19.16)</b>	<b>(83,677)</b>

# Police Department Budget

## Fiscal Year 2020-21

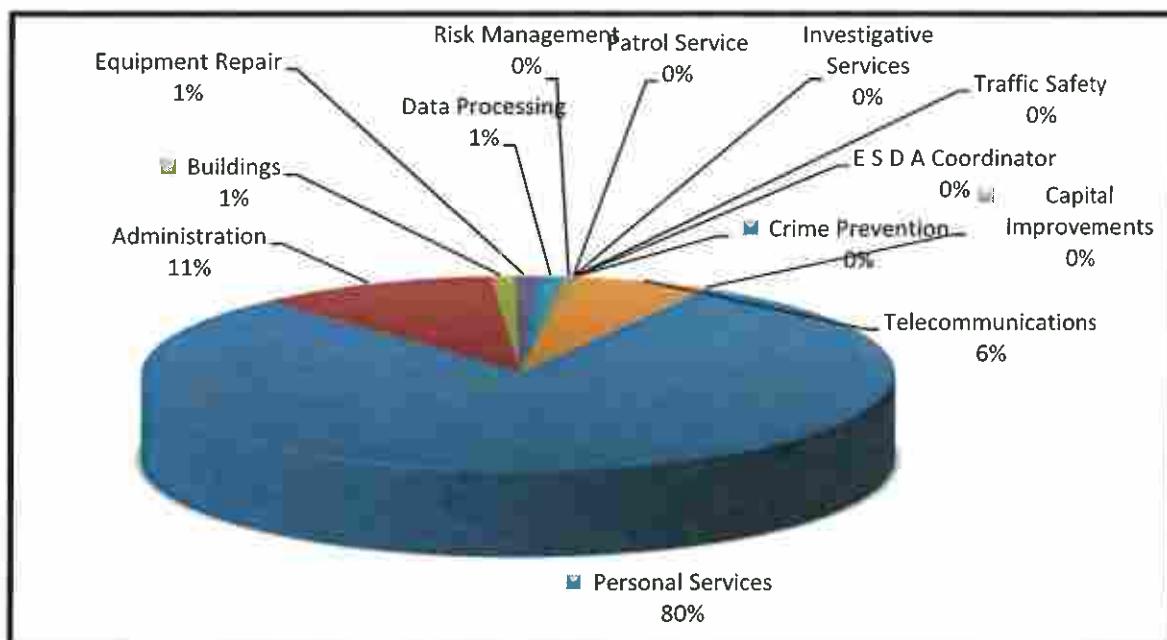
<u>Program</u>	<u>Description</u>	<u>FY 2018-19</u>		<u>FY 2019-20</u>		<u>FY 2020-21</u>	
		<u>Budget</u>		<u>Budget</u>		<u>Budget</u>	
400	Personal Services	\$ 4,024,351		\$ 4,052,667		\$ 4,348,547	
630	Administration	618,889		621,888		571,945	
630	Buildings	-		10,580		54,127	
630	Equipment Repair	85,250		82,250		56,500	
640	Data Processing	57,123		70,283		65,367	
645	Risk Management	20,000		20,000		20,000	
650	Patrol Service	39,793		14,300		3,300	
655	Investigative Services	1,000		1,000		-	
660	Traffic Safety	5,300		5,300		5,323	
665	E S D A Coordinator	500		500		-	
670	Crime Prevention	6,000		6,000		5,000	
675	Telecommunications	289,421		308,058		312,000	
680	Capital Improvements	85,627		285,873		1,500	
	Total	\$ 5,233,254		\$ 5,478,699		\$ 5,443,609	

### Percent Difference

4.69%

-0,64%

Personnel (FTEs) 26.5 26.0 26.0



BUDGET REPORT FOR WILLOWBROOK  
 GENERAL FUND DETAIL  
 FY 2020/21

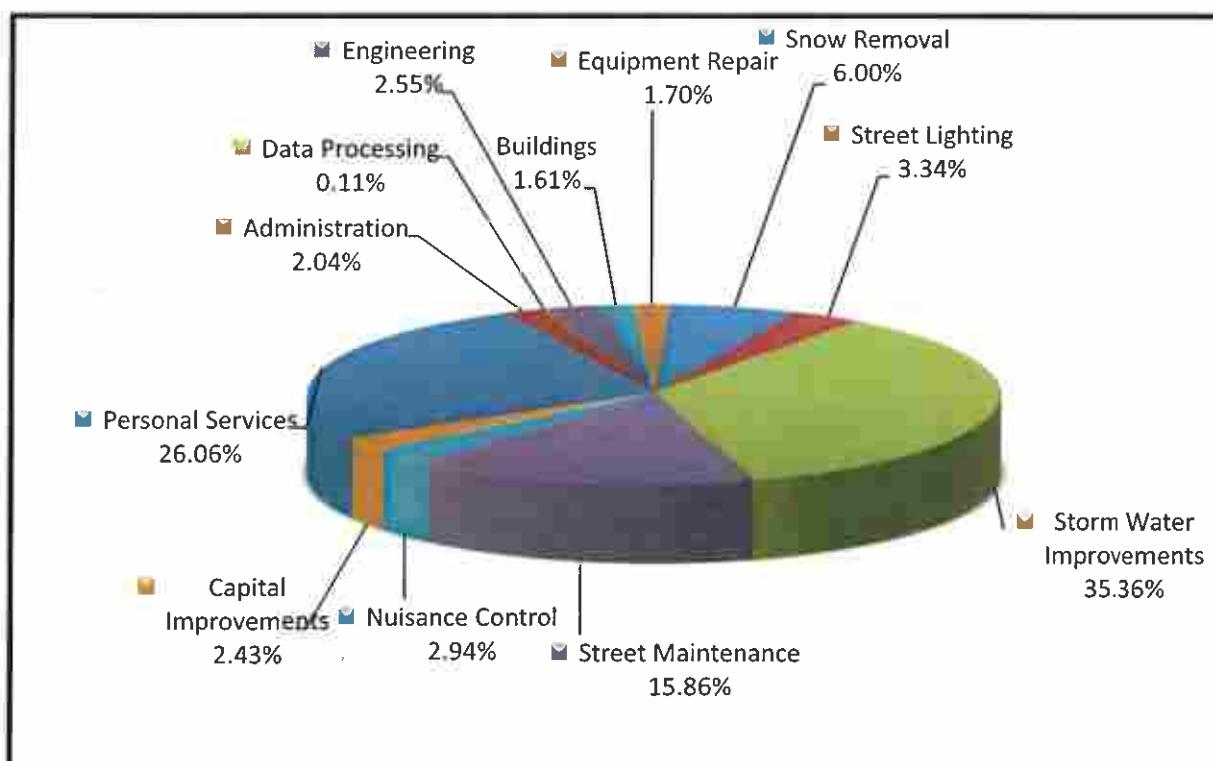
GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 30 - POLICE DEPARTMENT</b>						
<b>PERSONAL SERVICES</b>						
01-30-400-147	MEDICARE	39,257	40,287	41,024	4.50	1,767
01-30-400-151	IMRF	21,075	22,473	25,270	19.91	4,195
01-30-400-161	SOCIAL SECURITY	10,684	11,393	11,683	9.35	999
01-30-400-171	SUI - UNEMPLOYMENT	1,612	7,000	6,708	316.13	5,096
01-30-630-101	SALARIES - PERMANENT EMPLOYEES	2,150,593	2,248,654	2,289,826	6.47	139,233
01-30-630-102	OVERTIME	285,000	305,000	336,000	17.89	51,000
01-30-630-103	OVERTIME - SPECIAL DETAIL & GRANTS	8,000	8,000	15,000	87.50	7,000
01-30-630-126	SALARIES - CLERICAL	163,325	174,087	178,439	9.25	15,114
01-30-630-127	OVERTIME - CLERICAL	9,000	9,670	10,000	11.11	1,000
01-30-630-131	PERSONNEL RECRUITMENT	2,500	2,500	1,000	(60.00)	(1,500)
01-30-630-141	HEALTH/DENTAL/LIFE INSURANCE	374,763	362,049	358,884	(4.24)	(15,879)
01-30-630-155	POLICE PENSION	986,858	986,858	1,074,713	8.90	87,855
PERSONAL SERVICES		4,052,667	4,177,971	4,348,547	7.30	295,880
<b>DATA PROCESSING</b>						
01-30-640-212	EDP EQUIPMENT/SOFTWARE	22,000	59,749	3,732	(83.04)	(18,268)
01-30-640-225	INTERNET/WEBSITE HOSTING	1,968	3,360	6,760	243.50	4,792
01-30-640-263	EDP LICENSES	28,315	27,000	30,000	5.95	1,685
01-30-640-267	DOCUMENT STORAGE/SCANNING	18,000	10,702	2,000	(88.89)	(16,000)
01-30-640-306	CONSULTING SERVICES		2,375	22,875		22,875
DATA PROCESSING		70,283	103,186	65,367	(6.99)	(4,916)
<b>ADMINISTRATION</b>						
01-30-630-201	PHONE - TELEPHONES	27,000	20,000	27,000		
01-30-630-202	ACCREDITATION	8,000	7,500	4,645	(41.94)	(3,355)
01-30-630-238	FIAT (INACTIVE AFTER 19/20)	3,500	4,000		(100.00)	(3,500)
01-30-630-241	FEES - FIELD COURT ATTORNEY	12,000	16,000	16,000	33.33	4,000
01-30-630-242	DUPAGE CHILDREN'S CENTER (INACTIVE AFTER	3,000	3,000		(100.00)	(3,000)
01-30-630-245	FIRING RANGE	2,500	332	2,500		
01-30-630-246	RED LIGHT - ADJUDICATOR	6,000	4,800	6,000		
01-30-630-247	RED LIGHT - CAMERA FEES	275,000	269,700	275,000		
01-30-630-248	RED LIGHT - COM ED	2,000	1,700	2,000		
01-30-630-249	RED LIGHT - MISC FEE	22,000	32,000	35,000	59.09	13,000
01-30-630-301	OFFICE SUPPLIES	7,000	3,500	4,000	(42.86)	(3,000)
01-30-630-302	PRINTING & PUBLISHING	5,450	3,200	4,000	(26.61)	(1,450)
01-30-630-303	FUEL/MILEAGE/WASH	65,000	50,000	50,000	(23.08)	(15,000)
01-30-630-304	SCHOOL/CONFERENCES/TRAVEL	30,207	20,000	40,000	32.42	9,793
01-30-630-305	TUITION REIMBURSEMENT	6,000	2,439	6,000		
01-30-630-306	REIMB PERSONNEL EXPENSES		64			
01-30-630-307	FEES/DUES/SUBSCRIPTIONS	17,485	12,000	20,500	17.24	3,015
01-30-630-308	CADET PROGRAM	4,000	1,000	500	(87.50)	(3,500)
01-30-630-309	EMPLOYEE RECOGNITION			3,000		3,000
01-30-630-311	POSTAGE & METER RENT	4,000	4,100	4,200	5.00	200
01-30-630-315	COPY SERVICE	4,000	4,500	4,100	2.50	100
01-30-630-331	OPERATING SUPPLIES (INACTIVE AFTER 19/20)	3,500	4,000		(100.00)	(3,500)
01-30-630-345	UNIFORMS	33,000	22,000	28,500	(13.64)	(4,500)
01-30-630-346	AMMUNITION	13,000	9,000	14,000	7.69	1,000
01-30-630-401	OPERATING EQUIPMENT	26,900	25,000	25,000	(7.06)	(1,900)
01-30-630-402	BODY CAMERAS	33,846			(100.00)	(33,846)
01-30-630-405	FURNITURE & OFFICE EQUIPMENT	1,500	5,273		(100.00)	(7,500)
ADMINISTRATION		621,888	525,108	571,945	(8.03)	(49,943)
<b>RISK MANAGEMENT</b>						
01-30-645-273	SELF INSURANCE - DEDUCTIBLE	20,000	22,000	20,000		
RISK MANAGEMENT		20,000	22,000	20,000		
<b>CAPITAL IMPROVEMENTS</b>						
01-30-635-288	BUILDING CONSTR & REMODEL	112,900	1,049	1,500	(98.67)	(111,400)
01-30-680-622	RADIO EQUIPMENT	5,200			(100.00)	(5,200)
01-30-680-625	NEW VEHICLES	167,773	158,476		(100.00)	(167,773)
CAPITAL IMPROVEMENTS		285,873	159,525	1,500	(99.48)	(284,373)
<b>BUILDINGS</b>						
01-30-630-228	MAINTENANCE - BUILDING	7,180	42,000	44,927	525.72	37,747
01-30-630-235	NICOR GAS (7760 QUINCY)	3,000	4,300	5,000	66.67	2,000
01-30-630-250	SANITARY (7760 QUINCY)	400	700	1,200	200.00	800
01-30-630-350	LANDSCAPING - POLICE DEPT					
01-30-630-351	BUILDING MAINTENANCE SUPPLIES			3,000		3,000

BUDGET REPORT FOR WILLOWBROOK  
 GENERAL FUND DETAIL  
 FY 2020/21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
BUILDINGS		10,580	47,000	54,127	411.60	43,547
EQUIPMENT REPAIR						
01-30-630-409	MAINTENANCE - VEHICLES	70,000	45,000	50,000	(28.57)	(20,000)
01-30-630-421	MAINTENANCE - RADIO EQUIPMENT	12,250	3,000	6,500	(46.94)	(5,750)
	EQUIPMENT REPAIR	82,250	54,000	56,500	(31.31)	(25,750)
PATROL						
01-30-650-268	ANIMAL CONTROL	800	300	800		
01-30-650-340	K-9 PROGRAM (INACTIVE AFTER 19/20)	1,000	160		(100.00)	(1,000)
01-30-650-343	JAIL SUPPLIES	1,500	1,140	1,500		
01-30-650-348	DRUG FORFEITURE EXP - STATE	5,000	500		(90.00)	(4,500)
01-30-650-349	DRUG FORFEITURE EXP - FEDERAL	6,000	500		(91.67)	(5,500)
	PATROL	14,300	1,600	3,300	(76.92)	(11,000)
INVESTIGATIVE						
01-30-655-339	CONFIDENTIAL FUNDS	1,000			(100.00)	(1,000)
	INVESTIGATIVE	1,000			(100.00)	(1,000)
TRAFFIC SAFETY						
01-30-660-105	PART TIME - CROSSING GUARD	5,300	5,323	5,323	0.43	23
	TRAFFIC SAFETY	5,300	5,323	5,323	0.43	23
ESDA COORDINATOR						
01-30-665-263	SIREN MAINTENANCE	500			(100.00)	(500)
	ESDA COORDINATOR	500			(100.00)	(500)
CRIME PREVENTION						
01-30-670-302	PRINTING & PUBLISHING	1,000			(100.00)	(1,000)
01-30-670-331	COMMODITIES	5,000	3,500	5,000		
	CRIME PREVENTION	6,000	3,500	5,000	(16.67)	(1,000)
TELECOMMUNICATIONS						
01-30-675-235	RADIO DISPATCHING	308,058	289,565	312,000	1.28	3,942
	TELECOMMUNICATIONS	308,058	289,565	312,000	1.28	3,942
<b>Totals for dept 30 - POLICE DEPARTMENT</b>		<b>5,478,699</b>	<b>5,388,778</b>	<b>5,443,609</b>	<b>(0.64)</b>	<b>(35,090)</b>

## Public Works Budget Fiscal Year 2020-21

<u>Program</u>	<u>Description</u>	FY 2018-19		FY 2019-20		FY 2020-21	
		Budget		Budget		Budget	
400	Personal Services	\$ 345,394		\$ 425,149		\$ 321,331	
710	Administration	24,100		25,860		25,134	
715	Data Processing	1,373		5,070		1,296	
720	Engineering	66,500		56,500		31,500	
725	Buildings	21,486		19,700		19,900	
735	Equipment Repair	20,000		20,500		21,000	
740	Snow Removal	66,200		64,200		74,000	
745	Street Lighting	41,340		42,000		41,141	
750	Storm Water Improvements	277,000		329,500		436,000	
755	Street Maintenance	171,400		168,900		195,600	
760	Nuisance Control	34,100		36,300		36,300	
765	Capital Improvements	30,000		207,863		30,000	
Total		<u>\$ 1,098,893</u>		<u>\$ 1,401,542</u>		<u>\$ 1,233,202</u>	
Percent Difference							
27.54%							
Personnel (FTEs)							
2.25							
3.00							



BUDGET REPORT FOR WILLOWBROOK  
 GENERAL FUND DETAIL  
 FY 2020/21

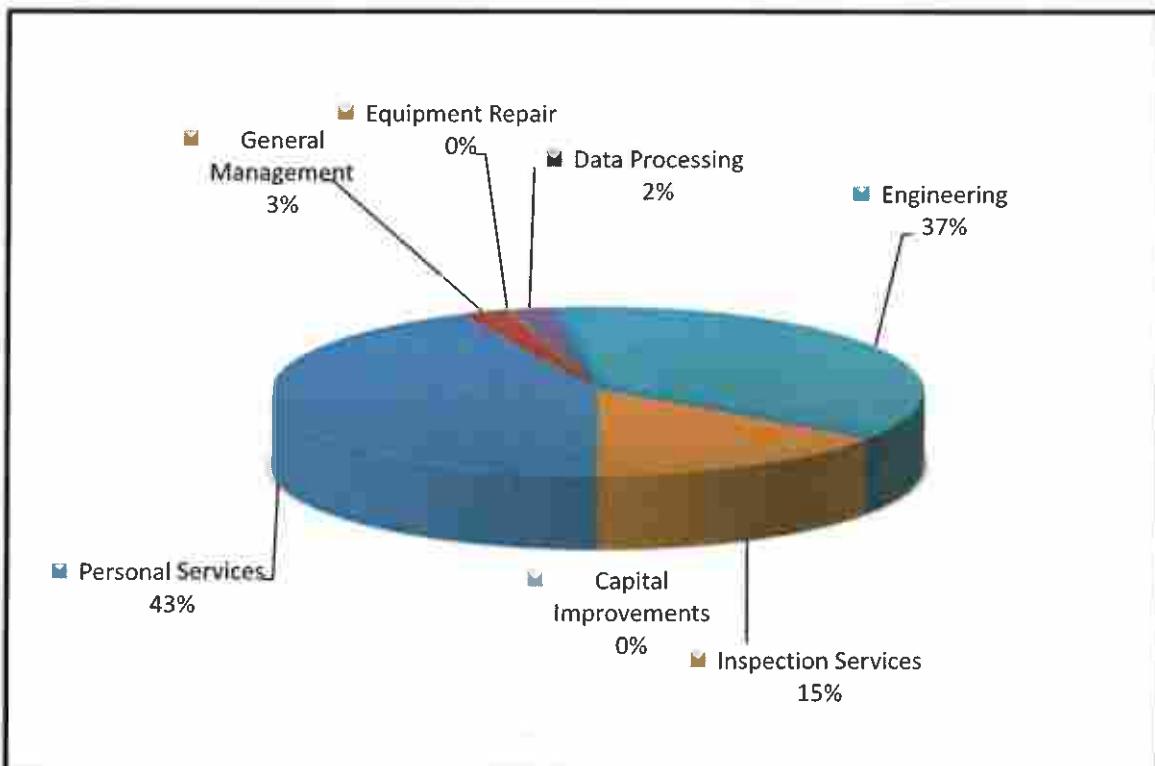
GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 35 - PUBLIC WORKS DEPARTMENT</b>						
<b>PERSONAL SERVICES</b>						
01-35-400-147	MEDICARE	4,322	3,100	3,204	(25.87)	(1,118)
01-35-400-151	IMRF	33,766	26,333	28,147	(16.64)	(5,619)
01-35-400-161	SOCIAL SECURITY	17,062	13,000	13,700	(19.70)	(3,362)
01-35-400-171	SUI - UNEMPLOYMENT	186	950	998	436.56	812
01-35-710-101	SALARIES - PERMANENT EMPLOYEES	251,109	182,394	163,587	(34.85)	(87,522)
01-35-710-102	OVERTIME	22,500	20,000	20,000	(11.11)	(2,500)
01-35-710-103	PART TIME - LABOR	25,000	8,000	11,072	(55.71)	(13,928)
01-35-710-126	SALARIES - CLERICAL	25,666	25,667	26,308	2.50	642
01-35-710-141	HEALTH/DENTAL/LIFE INSURANCE	45,538	52,685	54,315	19.27	8,777
PERSONAL SERVICES		425,149	332,129	321,331	(24.42)	(103,818)
<b>DATA PROCESSING</b>						
01-35-715-212	EDP EQUIPMENT/SOFTWARE	3,700	3,946		(100.00)	(3,700)
01-35-715-225	INTERNET/WEBSITE HOSTING	1,370	1,296	1,296	(5.40)	(74)
DATA PROCESSING		5,070	5,242	1,296	(74.44)	(3,774)
<b>ADMINISTRATION</b>						
01-35-710-201	TELEPHONES	2,500	2,784	2,784	11.36	284
01-35-710-301	OFFICE SUPPLIES	500	500	500		
01-35-710-302	PRINTING & PUBLISHING	600	560	750	25.00	150
01-35-710-303	FUEL/MILEAGE/WASH	9,150	9,000	10,400	13.66	1,250
01-35-710-304	SCHOOLS/CONFERENCES/TRAVEL	2,000	500	2,000		
01-35-710-306	REIMB PERSONNEL EXPENSES-DELETE	300			(100.00)	(300)
01-35-710-307	FEES/DUES/SUBSCRIPTIONS	310	300	400	29.03	90
01-35-710-311	POSTAGE & METER RENT	1,500	1,000	1,500		
01-35-710-345	UNIFORMS	5,000	3,000	3,800	(24.00)	(1,200)
01-35-710-401	OPERATING SUPPLIES & EQUIPMENT	3,500	3,500	2,500	(28.57)	(1,000)
01-35-710-405	FURNITURE & OFFICE EQUIPMENT	500	200	500		
ADMINISTRATION		25,860	21,344	25,134	(2.81)	(726)
<b>BUILDINGS</b>						
01-35-725-413	MAINTENANCE - GARAGE	5,000	5,000	5,000		
01-35-725-414	MAINTENANCE - SALT BINS	1,500	1,500	1,500		
01-35-725-415	NICOR GAS	3,000	3,150	3,200	6.67	200
01-35-725-417	SANITARY USER CHARGE	200	130	200		
01-35-725-418	MAINTENANCE - PW BUILDING	10,000	9,400	10,000		
BUILDINGS		19,700	19,180	19,900	1.02	200
<b>CAPITAL IMPROVEMENTS</b>						
01-35-765-625	VEHICLES - NEW & OTHER	56,196	59,000		(100.00)	(56,196)
01-35-765-640	VILLAGE ENTRY SIGNS	66,667			(100.00)	(66,667)
01-35-765-685	STREET IMPROVEMENTS	85,000	18,000	30,000	(64.71)	(55,000)
CAPITAL IMPROVEMENTS		207,863	77,000	30,000	(85.57)	(177,863)
<b>ENGINEERING</b>						
01-35-720-245	FEES - ENGINEERING	55,000	80,000	30,000	(45.45)	(25,000)
01-35-720-254	PLAN REVIEW - ENGINEER	1,500	564	1,500		
ENGINEERING		56,500	80,564	31,500	(44.25)	(25,000)
<b>EQUIPMENT REPAIR</b>						
01-35-735-409	MAINTENANCE - VEHICLES	20,000	17,000	20,000		
01-35-735-411	MAINTENANCE - EQUIPMENT	500	1,000	1,000		
EQUIPMENT REPAIR		20,500	18,000	21,000	2.44	500
<b>SNOW REMOVAL</b>						
01-35-740-287	SNOW REMOVAL CONTRACT	60,000	45,000	70,000	16.67	10,000
01-35-740-306	REIMB PERSONAL EXPENSES-DELETE	200			(100.00)	(200)
01-35-740-411	MAINTENANCE - EQUIPMENT	4,000	3,500	4,000		
SNOW REMOVAL		64,200	48,500	74,000	15.26	9,800
<b>STREET LIGHTING</b>						
01-35-745-207	ENERGY - STREET LIGHTS	21,000	19,800	21,000		
01-35-745-223	MAINTENANCE - STREET LIGHTS	17,000	23,000	17,000		
01-35-745-224	MAINTENANCE - TRAFFIC SIGNALS	4,000	3,696	3,141	(21.48)	(859)
STREET LIGHTING		42,000	46,496	41,141	(2.05)	(859)
<b>STORM WATER IMPROVEMENTS</b>						
01-35-750-286	JET CLEANING CULVERT	15,000	16,000	20,000	33.33	5,000

BUDGET REPORT FOR WILLOWBROOK  
 GENERAL FUND DETAIL  
 FY 2020/21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
01-35-750-289	SITE IMPROVEMENTS	15,000		10,000	(33.33)	(5,000)
01-35-750-290	EQUIPMENT RENTAL	2,500	72	3,500	40.00	1,000
01-35-750-328	STREET & ROW MAINTENANCE	160,000	155,000	160,000		
01-35-750-329	MAINTENANCE - SAW MILL CREEK	2,000	1,755		(100.00)	(2,000)
01-35-750-338	TREE MAINTENANCE	85,000	182,000	150,000	76.47	65,000
01-35-750-381	STORM WATER IMPROVEMENTS MAINTENANCE	50,000	55,000	92,500	85.00	42,500
	STORM WATER IMPROVEMENTS	329,500	409,827	436,000	32.32	106,500
<b>STREET MAINTENANCE</b>						
01-35-755-279	TRASH REMOVAL	1,250	1,870	2,000	60.00	750
01-35-755-281	ROUTE 83 BEAUTIFICATION	52,500	30,000	52,000	(0.95)	(500)
01-35-755-282	REIMB EXP - CONSTRUCTION	500	500		(100.00)	(500)
01-35-755-283	REIMB EXP - OTHER	5,000			(100.00)	(5,000)
01-35-755-284	REIMB EXP - BRUSH PICKUP	20,000	31,800	35,000	75.00	15,000
01-35-755-290	EQUIPMENT RENTAL	750			(100.00)	(750)
01-35-755-328	STREET & ROW MAINTENANCE OTHER	20,000	15,000	15,000	(25.00)	(5,000)
01-35-755-331	SALT	55,000	75,000	80,000	45.45	25,000
01-35-755-332	J.U.L.I.E.	2,400	2,250	2,400		
01-35-755-333	ROAD SIGNS	10,000	10,000	7,700	(23.00)	(2,300)
01-35-755-401	OPERATING EQUIPMENT	1,500	1,350	1,500		
	STREET MAINTENANCE	168,900	167,770	195,600	15.81	26,700
<b>NUISANCE CONTROL</b>						
01-35-760-258	PEST CONTROL	1,000		1,000		
01-35-760-259	MOSQUITO ABATEMENT	35,300	35,000	35,300		
	NUISANCE CONTROL	36,300	35,000	36,300		
<b>Totals for dept 35 - PUBLIC WORKS DEPARTMENT</b>						
		1,401,542	1,261,052	1,233,202	(12.01)	(168,340)

## Building & Zoning Budget Fiscal Year 2020-21

<u>Program</u>	<u>Description</u>	<u>FY 2018-19 Budget</u>	<u>FY 2019-20 Budget</u>	<u>FY 2020-21 Budget</u>
400	Personal Services	\$ 170,164	\$ 182,412	\$ 183,738
810	General Management	6,050	8,590	10,626
810	Equipment Repair	3,000	2,250	500
815	Data Processing	31,700	12,400	9,000
820	Engineering	114,000	130,500	159,000
830	Inspection Services	59,500	56,500	65,000
835	Capital Improvements	-	-	-
Total		<u>\$ 384,414</u>	<u>\$ 392,652</u>	<u>\$ 427,864</u>
Percent Difference				2.14%
8.97%				
Personnel (FTEs) 1.0 1.0 1.0				



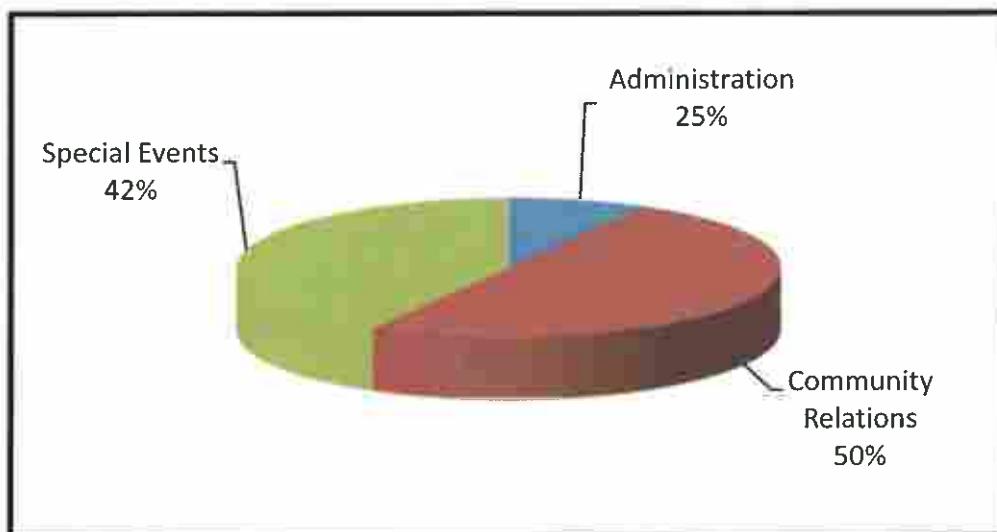
BUDGET REPORT FOR WILLOWBROOK  
 GENERAL FUND DETAIL  
 FY 2020/21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 40 - BUILDING &amp; ZONING DEPARTMENT</b>						
<b>PERSONAL SERVICES</b>						
01-40-400-147	MEDICARE	1,921	1,921	1,905	(0.83)	(16)
01-40-400-151	IMRF	16,200	16,200	17,621	8.77	1,421
01-40-400-161	SOCIAL SECURITY	8,213	8,213	8,147	(0.80)	(66)
01-40-400-171	SUI - UNEMPLOYMENT	93	400	387	316.13	294
01-40-810-101	SALARIES - PERMANENT EMPLOYEES	94,648	94,648	97,014	2.50	2,366
01-40-810-102	OVERTIME	15,000	10,000	11,000	(26.67)	(4,000)
01-40-810-126	SALARIES - CLERICAL	22,816	22,816	23,386	2.50	570
01-40-810-141	HEALTH/DENTAL/LIFE INSURANCE	23,521	23,521	24,278	3.22	757
PERSONAL SERVICES		182,412	177,719	183,738	0.73	1,326
<b>GENERAL MANAGEMENT</b>						
01-40-810-201	TELEPHONES	500	876	876	75.20	376
01-40-810-301	OFFICE SUPPLIES	1,000	500	1,000		
01-40-810-302	PRINTING & PUBLISHING	750	2,100	750		
01-40-810-303	FUEL/MILEAGE/WASH	1,000	900	1,000		
01-40-810-304	SCHOOLS/CONFERENCES/TRAVEL	1,000	1,200	1,200	20.00	200
01-40-810-307	FEES/DUES/SUBSCRIPTIONS	1,000	500	500	(50.00)	(500)
01-40-810-311	POSTAGE & METER RENT	350	400	400	14.29	50
01-40-810-315	COPY SERVICE	2,640	4,763	4,500	70.45	1,860
01-40-810-345	UNIFORMS	350	400	400	14.29	50
GENERAL MANAGEMENT		8,590	11,639	10,626	23.70	2,036
<b>DATA PROCESSING</b>						
01-40-815-212	EDP EQUIPMENT/SOFTWARE		7,664			
01-40-815-267	DOCUMENT STORAGE/SCANNING	9,800	3,500	9,000	(8.16)	(800)
01-40-815-305	EDP PERSONNEL TRAINING	2,600			(100.00)	(2,600)
DATA PROCESSING		12,400	11,164	9,000	(27.42)	(3,400)
<b>CAPITAL IMPROVEMENTS</b>						
01-40-835-625	VEHICLES - NEW & OTHER					
CAPITAL IMPROVEMENTS						
<b>ENGINEERING</b>						
01-40-815-306	CONSULTING SERVICES		2,081			
01-40-820-245	FEES - ENGINEERING	5,000	2,500		(100.00)	(5,000)
01-40-820-246	FEES - DRAINAGE ENGINEER	10,000	3,000		(100.00)	(10,000)
01-40-820-247	REIMB EXP - ENGINEERING	500			(100.00)	(500)
01-40-820-254	PLAN REVIEW - CIVIL ENGINEER	5,000	14,142	12,000	140.00	7,000
01-40-820-255	PLAN REVIEW - STRUCTURAL	5,000	10,500	7,000	40.00	2,000
01-40-820-258	PLAN REVIEW - BUILDING CODE	90,000	185,200	140,000	55.56	50,000
01-40-820-259	PLAN REVIEW - DRAINAGE ENGINEER	15,000	2,777		(100.00)	(15,000)
ENGINEERING		130,500	220,200	159,000	21.84	28,500
<b>EQUIPMENT REPAIR</b>						
01-40-810-401	OPERATING EQUIPMENT	250			(100.00)	(250)
01-40-810-409	MAINTENANCE - VEHICLES	2,000	2,000	500	(75.00)	(1,500)
EQUIPMENT REPAIR		2,250	2,000	500	(77.78)	(1,750)
<b>INSPECTION</b>						
01-40-830-109	PART TIME - INSPECTOR	40,000	42,147	40,000		
01-40-830-115	PLUMBING INSPECTION	7,500	19,088	15,000	100.00	7,500
01-40-830-117	ELEVATOR INSPECTION	5,000	6,091	5,000		
01-40-830-119	CODE ENFORCEMENT INSPECTION	4,000	4,500	5,000	25.00	1,000
INSPECTION		56,500	71,826	65,000	15.04	8,500
<b>Totals for dept 40 - BUILDING &amp; ZONING DEPARTMENT</b>						
		392,652	494,548	427,864	8.97	35,212

## **Hotel/Motel Department Budget Fiscal Year 2020-21**

<b>Program</b>	<b>Description</b>	<b>FY 2020-21</b>
		<b><u>Budget</u></b>
401	Administration	\$ 500
435	Community Relations	3,000
436	Special Events	<u>2,500</u>
 Total		 <u>\$ 6,000</u>

Note: The Hotel/Motel Department became a new department of the General Fund in Fiscal Year 2020-21.



BUDGET REPORT FOR WILLOWBROOK  
 GENERAL FUND DETAIL  
 FY 2020/21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 53 - HOTEL/MOTEL</b>						
COMMUNITY RELATIONS						
01-53-435-319	CHAMBER DIRECTORY			3,000		3,000
	COMMUNITY RELATIONS			3,000		3,000
ADMINISTRATION						
01-53-401-307	FEES DUES SUBSCRIPTIONS			500		500
	ADMINISTRATION			500		500
SPECIAL EVENTS						
01-53-436-379	SPECIAL PROMOTIONAL EVENTS			2,500		2,500
	SPECIAL EVENTS			2,500		2,500
<b>Totals for dept 53 - HOTEL/MOTEL</b>						
				6,000		6,000

**WATER FUND**  
**FINANCIAL SUMMARY FY 2020-21**  
**CURRENT YEAR AND 5 YEAR FORECAST**

	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	Year 1 FY 20-21 Proposed	Year 2 FY 21-22 Proposed	Year 3 FY 22-23 Proposed	Year 4 FY 23-24 Proposed	Year 5 FY 24-25 Proposed
Total Net Assets, Beginning	\$ 5,098,065	\$ 5,110,581	\$ 4,773,994	\$ 4,460,559	\$ 4,315,802	\$ 4,318,566	\$ 4,240,054	\$ 4,078,479
Revenues	3,382,941	3,231,500	3,284,279	3,245,000	3,236,500	3,236,500	3,236,500	3,236,500
% change				0.42%	-0.26%	0.00%	0.00%	0.00%
Operating Expenses	3,260,411	3,101,699	3,078,047	3,100,198	3,179,093	3,259,283	3,342,917	3,428,902
Capital Expenses	-	68,996	72,196	42,864	8,725	8,957	9,195	9,441
Transfers Out	446,601	447,471	447,471	246,695	45,918	46,772	45,963	46,359
Total Expenses/Transfers Out	3,707,012	3,618,166	3,597,714	3,389,757	3,233,736	3,315,011	3,398,075	3,484,702
% change				-6.31%	-4.60%	2.51%	2.51%	2.55%
<b>Net Surplus (Deficit)</b>	<b>(1,240,011)</b>	<b>(100,000)</b>	<b>(131,455)</b>	<b>(142,777)</b>	<b>2,764</b>	<b>(1,511)</b>	<b>(161,575)</b>	<b>(248,202)</b>
Net Assets Restated								
Total Net Assets, Ending	\$ 4,773,994	\$ 4,723,915	\$ 4,460,559	\$ 4,315,802	\$ 4,318,566	\$ 4,240,054	\$ 4,078,479	\$ 3,830,277
Cost Per Day to Operate Fund	\$ 8,933	\$ 9,231	\$ 9,166	\$ 9,227	\$ 9,443	\$ 9,662	\$ 9,892	\$ 10,127
Working Capital	1,847,478	1,029,064	1,534,043	1,389,286	1,392,050	1,313,538	1,151,963	903,761
Days Operating Expense (Goal = 90)*	207	111	167	151	147	136	116	89

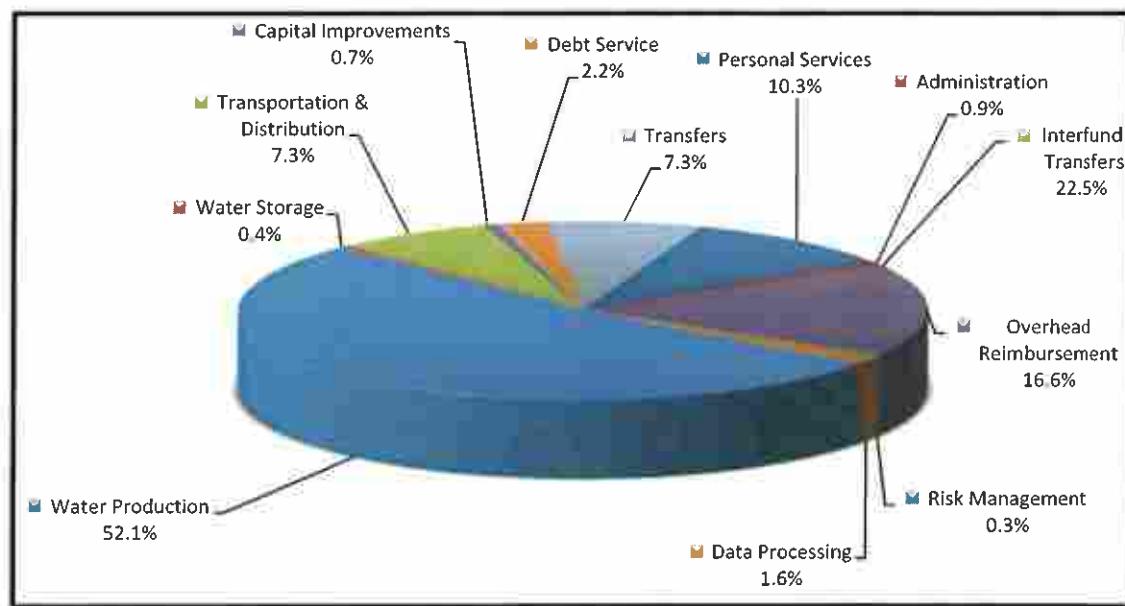
\*Calculated as Working Capital Divided by Daily Cost to Operate Water Fund

**BUDGET REPORT FOR WILLOWBROOK  
REVENUES & EXPENDITURES DETAIL  
FY 2020-21**

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>FUND 02-WATER FUND</b>						
<b>ESTIMATED REVENUES</b>						
Dept 00 - NON-DEPARTMENTAL						
CHARGES & FEES						
02-00-310-712	WATER USAGE	3,200,000	3,224,554	3,200,000		
02-00-310-713	WATER PENALTIES	5,000	11,500	8,000	60.00	3,000
02-00-310-718	SHUTOFF/NSF FEE	2,500	8,000	5,000	100.00	2,500
CHARGES & FEES		3,207,500	3,244,054	3,213,000	0.17	5,500
OTHER REVENUE						
02-00-310-714	WATER METER SALES	3,000	7,226	5,000	66.67	2,000
02-00-310-716	WATER METER READING FEES	5,000	6,033	5,000		
02-00-310-717	CONSTRUCTION USAGE	1,000	1,835	1,000		
OTHER REVENUE		9,000	15,094	11,000	22.22	2,000
NON-OPERATING REVENUE						
02-00-320-108	INTEREST INCOME	12,000	19,131	18,000	50.00	6,000
02-00-320-713	WATER CONNECTION FEES	3,000	6,000	3,000		
NON-OPERATING REVENUE		15,000	25,131	21,000	40.00	6,000
Totals for dept 00 - NON-DEPARTMENTAL		3,231,500	3,284,279	3,245,000	0.42	13,500
<b>TOTAL ESTIMATED REVENUES</b>		<b>3,231,500</b>	<b>3,284,279</b>	<b>3,245,000</b>	<b>0.42</b>	<b>13,500</b>

## Water Fund Fiscal Year 2020-21

<u>Program</u>	<u>Description</u>	FY 2018-19 <u>Budget</u>	FY 2019-20 <u>Budget</u>	FY 2020-21 <u>Budget</u>
400	Personal Services	\$ 319,409	\$ 396,832	\$ 350,201
401	Administration	28,400	30,500	31,702
405	Engineering	2,500	2,500	2,500
410	Overhead Reimbursement	498,805	575,667	562,288
415	Risk Management	10,000	10,000	10,000
417	Data Processing	11,741	12,100	54,719
420	Water Production	1,747,500	1,762,500	1,764,900
425	Water Storage	9,000	10,000	14,800
430	Transportation & Distribution	162,750	199,000	248,000
435	Meters & Billing	21,500	30,746	21,500
440	Capital Improvements	10,000	66,196	7,500
449	Debt Service	74,870	74,654	74,952
900	Transfers	446,601	447,471	246,695
Total	Water Fund	<u>\$ 3,343,076</u>	<u>\$ 3,618,166</u>	<u>\$ 3,389,757</u>
	Percent Difference		8.23%	-6.31%
	Personnel (FTEs)	2.25	3.00	3.00



BUDGET REPORT FOR WILLOWBROOK  
REVENUES & EXPENDITURES DETAIL  
FY 2020-21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 50 - WATER DEPARTMENT</b>						
PERSONAL SERVICES						
02-50-400-147	MEDICARE	3,968	3,138	3,523	(11.21)	(445)
02-50-400-151	IMRF	32,246	27,297	31,969	(0.86)	(277)
02-50-400-161	SOCIAL SECURITY	16,967	13,216	15,062	(11.23)	(1,905)
02-50-400-171	SUI - UNEMPLOYMENT	186	750	866	365.59	680
02-50-401-101	SALARIES - PERMANENT EMPLOYEES	221,179	180,894	162,087	(26.72)	(59,092)
02-50-401-102	OVERTIME	40,000	33,000	50,000	25.00	10,000
02-50-401-103	PART TIME - LABOR	10,000	6,000	4,538	(54.62)	(5,462)
02-50-401-126	SALARIES - CLERICAL	25,666	25,667	26,308	2.50	642
02-50-401-141	HEALTH/DENTAL/LIFE INSURANCE	46,620	53,695	55,848	19.79	9,228
PERSONAL SERVICES		396,832	343,657	350,201	(11.75)	(46,631)
ADMINISTRATION						
02-50-401-201	PHONE - TELEPHONES	7,500	6,092	5,592	(25.44)	(1,908)
02-50-401-239	FEES - VILLAGE ATTORNEY	1,000		1,000		
02-50-401-301	OFFICE SUPPLIES	750	650	500	(33.33)	(250)
02-50-401-302	PRINTING & PUBLISHING	4,000	5,200	5,200	30.00	1,200
02-50-401-303	FUEL/MILEAGE/WASH	8,500	10,300	11,000	29.41	2,500
02-50-401-304	SCHOOLS CONFERENCE TRAVEL	1,500	1,250	1,500		
02-50-401-306	REIMB PERSONNEL EXPENSES	150			(100.00)	(150)
02-50-401-307	FEES DUES SUBSCRIPTIONS	600	410	410	(31.67)	(190)
02-50-401-311	POSTAGE & METER RENT	6,000	5,000	6,000		
02-50-401-405	FURNITURE & OFFICE EQUIPMENT	500		500		
ADMINISTRATION		30,500	28,902	31,702	3.94	1,202
ENGINEERING						
02-50-405-245	FEES - ENGINEERING	2,500	500	2,500		
ENGINEERING		2,500	500	2,500		
TRANSFERS OUT						
02-50-410-501	REIMBURSE OVERHEAD GENERAL FUND	575,667	575,667	562,288	(2.32)	(13,379)
02-50-900-109	TRANSFER TO WATER CAPITAL IMPROVEMEI	400,000	400,000	200,000	(50.00)	(200,000)
02-50-900-112	TRANSFER TO DEBT SERVICE - 2015	47,471	47,471	46,695	(1.63)	(776)
TRANSFERS OUT		1,023,138	1,023,138	808,983	(20.93)	(214,155)
RISK MANAGEMENT						
02-50-415-273	SELF INSURANCE - DEDUCTIBLE	10,000		10,000		
RISK MANAGEMENT		10,000		10,000		
DATA PROCESSING						
02-50-417-212	EDP EQUIPMENT/SOFTWARE	2,800	5,696	35,364	1,163.00	32,564
02-50-417-263	EDP LICENSES	8,000	7,711	15,605	95.06	7,605
02-50-417-305	EDP PERSONNEL TRAINING	1,300			(100.00)	(1,300)
02-50-417-306	IT CONSULTING			3,750		3,750
DATA PROCESSING		12,100	13,407	54,719	352.22	42,619
WATER PRODUCTION						
02-50-420-206	ENERGY - ELECTRIC PUMP	14,000	18,000	18,900	35.00	4,900
02-50-420-294	LANDSCAPING - WELLS 1 & 3 - DELETE	500			(100.00)	(500)
02-50-420-297	LANDSCAPING - STANDPIPE - DELETE	1,000			(100.00)	(1,000)
02-50-420-361	CHEMICALS	1,500	1,250	1,500		
02-50-420-362	SAMPLING ANALYSIS	5,000	4,000	4,000	(20.00)	(1,000)
02-50-420-488	MAINTENANCE - PUMPS & WELL 3	500	500	500		
02-50-420-491	PUMP INSPECTION REPAIR MAINTAIN STA	500	300	500		
02-50-420-575	PURCHASE OF WATER	1,739,500	1,739,500	1,739,500		
WATER PRODUCTION		1,762,500	1,763,550	1,764,900	0.14	2,400
WATER STORAGE						
02-50-425-473	WELLHOUSE REPAIRS & MAINTENANCE - L.H	1,500	2,400	1,500		
02-50-425-474	WELLHOUSE REPAIRS & MAIN - WB EXEC PLI	1,000	1,200	1,500	50.00	500
02-50-425-475	MATERIALS & SUPPLIES- STANDPIPE/PUMPH	2,500	2,500	5,500	120.00	3,000
02-50-425-485	REPAIRS & MAINTENANCE STANDPIPE/PUM	5,000	6,230	6,300	26.00	1,300
WATER STORAGE		10,000	12,330	14,800	48.00	4,800

TRANSPORTATION/DISTRIBUTION

BUDGET REPORT FOR WILLOWBROOK  
 REVENUES & EXPENDITURES DETAIL  
 FY 2020-21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
02-50-430-276	LEAK SURVEYS	9,000	9,000	9,000		
02-50-430-277	WATER DISTRIBUTION REPAIRS/MAINTENAN	150,000	200,000	200,000	33.33	50,000
02-50-430-299	LANDSCAPING - OTHER	1,500		1,500		
02-50-430-401	OPERATING EQUIPMENT	3,000	3,480	2,000	(33.33)	(1,000)
02-50-430-425	J. U. L. I. E. MAINTENANCE & SUPPLY	500	350	500		
02-50-430-476	MATERIAL & SUPPLIES - DISTRIBUTION	35,000	35,000	35,000		
TRANSPORTATION/DISTRIBUTION		199,000	247,830	248,000	24.62	49,000
<b>METERS &amp; BILLING</b>						
02-50-435-278	METERS FLOW TESTING	11,746	11,746	2,500	(78.72)	(9,246)
02-50-435-461	NEW METERING EQUIPMENT	15,000	10,000	15,000		
02-50-435-462	METER REPLACEMENT	1,500	1,500	1,500		
02-50-435-463	MAINTENANCE - METER EQUIPMENT	2,500		2,500		
METERS & BILLING		30,746	23,246	21,500	(30.07)	(9,246)
<b>CAPITAL IMPROVEMENTS</b>						
02-50-440-626	VEHICLES - NEW & OTHER	56,196	59,000		(100.00)	(56,196)
02-50-440-694	DISTRIBUTION SYSTEM REPLACEMENT	10,000	7,500	7,500	(25.00)	(2,500)
CAPITAL IMPROVEMENTS		66,196	66,500	7,500	(88.67)	(58,696)
<b>OTHER</b>						
02-50-449-102	INTEREST EXPENSE	9,406	9,406	9,190	(2.30)	(216)
02-50-449-104	BOND PRINCIPAL EXPENSE	10,800	10,800	11,314	4.76	514
02-50-449-105	INTEREST EXPENSE - IEPA LOAN	14,885	14,885	14,146	(4.96)	(739)
02-50-449-106	PRINCIPAL EXPENSE - IEPA LOAN	39,563	39,563	40,302	1.87	739
OTHER		74,654	74,654	74,952	0.40	298
<b>Totals for dept 50 - WATER DEPARTMENT</b>		<b>3,618,166</b>	<b>3,597,714</b>	<b>3,389,757</b>	<b>(6.31)</b>	<b>(228,409)</b>

VILLAGE OF WILLOWSBROOK

WATER OVERHEAD ALLOCATION (ADMINISTRATIVE SERVICES CHARGEBACK)

A/C 02-00-410-501

FY 2020-21

GL NUMBER	DESCRIPTION	TOTAL	TOTAL	% APP	OVERHEAD
		2019-20	2020-21		
		ORIGINAL BUDGET	FINAL BUDGET		
<b>Fund 01 - GENERAL FUND</b>					
01-05-400-147	MEDICARE	922	887	10%	89
01-05-400-161	SOCIAL SECURITY	3,943	3,794	10%	379
01-05-410-101	SALARIES - MAYOR & VILLAGE BOARD	56,400	54,000	10%	5,400
01-05-410-125	SALARY - VILLAGE CLERK	7,200	7,200	10%	720
01-05-410-141	LIFE INSURANCE - ELECTED OFFICIALS	816	767	10%	77
01-05-410-304	SCHOOLS/CONFERENCES/TRAVEL	5,770	5,770	10%	577
01-05-410-305	STRATEGIC PLANNING	5,000		10%	-
01-10-400-147	MEDICARE	4,299	5,322	25%	1,331
01-10-400-151	IMRF	35,038	49,218	25%	12,305
01-10-400-161	SOCIAL SECURITY	15,738	20,435	25%	5,109
01-10-400-171	SUI - UNEMPLOYMENT	233	774	25%	194
01-10-455-101	SALARIES - MANAGEMENT STAFF	134,137	175,125	25%	43,781
01-10-455-102	OVERTIME	5,000	5,000	25%	1,250
01-10-455-104	PART TIME - CLERICAL			25%	-
01-10-455-105	ASSISTANT VILLAGE ADMINISTRATOR	91,750	130,175	25%	32,544
01-10-455-106	ASST TO VILLAGE ADMINISTRATOR			25%	-
01-10-455-107	ADMINISTRATIVE INTERN	9,984		25%	-
01-10-455-126	SALARIES - CLERICAL	55,342	56,726	25%	14,182
01-10-455-131	PERSONNEL RECRUITMENT	700	500	25%	125
01-10-455-141	HEALTH/DENTAL/LIFE INSURANCE	70,135	49,602	25%	12,401
01-10-455-201	PHONE - TELEPHONES	25,051	12,684	10%	1,268
01-10-455-266	CODIFY ORDINANCES	2,500	5,000	10%	500
01-10-455-301	OFFICE SUPPLIES	10,000	8,000	10%	800
01-10-455-302	PRINTING, PUBLISHING & TRANSCRIPTION	2,500	2,500	10%	250
01-10-455-303	FUEL/MILEAGE/WASH	1,500	750	10%	75
01-10-455-304	SCHOOLS/CONFERENCES/TRAVEL	2,000	2,000	10%	200
01-10-455-305	STRATEGIC PLANNING	2,000	2,000	10%	200
01-10-455-307	FEES/DUES/SUBSCRIPTIONS	13,000	13,000	10%	1,300
01-10-455-311	POSTAGE & METER RENT	5,000	5,000	10%	500
01-10-455-315	COPY SERVICE	4,800	7,000	10%	700
01-10-455-355	COMMISSARY PROVISION	1,500	3,000	10%	300
01-10-455-409	MAINTENANCE - VEHICLES	2,000		20%	-
01-10-455-411	MAINTENANCE - EQUIPMENT	500	500	20%	100
01-10-460-212	EDP EQUIPMENT/SOFTWARE	27,863	1,000	20%	200
01-10-460-213	GIS			20%	-
01-10-460-225	INTERNET/WEBSITE HOSTING	8,343	14,347	25%	3,587
01-10-460-263	EDP LICENSES		43,435	25%	10,859
01-10-460-265	CYBER DISRUPTION			25%	-
01-10-460-306	CONSULTING SERVICES - IT		18,000	25%	4,500
01-10-466-228	MAINTENANCE - BUILDING	50,000	30,545	10%	3,055
01-10-466-236	NICOR GAS (835 MIDWAY)	2,000	2,000	10%	200
01-10-466-240	ENERGY/COMED (835 MIDWAY)	2,500	3,000	10%	300
01-10-466-251	SANITARY (835 MIDWAY)	800	450	10%	45
01-10-466-293	LANDSCAPE - VILLAGE HALL	1,500	1,000	10%	100
01-10-466-351	BUILDING MAINTENANCE SUPPLIES	5,000	2,000	10%	200
01-10-470-239	FEES - VILLAGE ATTORNEY	70,000	140,000	15%	21,000
01-10-471-252	FINANCIAL SERVICES			10%	-
01-10-475-365	PUBLIC RELATIONS	5,000	5,000	10%	500
01-10-475-366	NEWSLETTER	500		10%	-
01-10-480-272	INSURANCE - IRMA	230,960	233,463	40%	93,385
01-10-485-602	BUILDING IMPROVEMENTS	460,507	60,000	10%	6,000
01-10-485-611	FURNITURE & OFFICE EQUIPMENT	2,500	500	20%	100

**VILLAGE OF WILLOWBROOK**

**WATER OVERHEAD ALLOCATION (ADMINISTRATIVE SERVICES CHARGEBACK)**

**A/C 02-00-410-501**

**FY 2020-21**

GL NUMBER	DESCRIPTION	TOTAL	TOTAL	% APP	OVERHEAD
		2019-20	2020-21		
		ORIGINAL BUDGET	FINAL BUDGET		
01-25-400-147	MEDICARE	3,531	3,373	25%	843
01-25-400-151	IMRF	23,675	23,994	25%	5,999
01-25-400-161	SOCIAL SECURITY	14,987	14,424	25%	3,606
01-25-400-171	SUI - UNEMPLOYMENT	248	1,032	25%	258
01-25-610-101	SALARIES - MANAGEMENT STAFF	134,666	138,033	25%	34,508
01-25-610-102	OVERTIME	1,500	1,500	25%	375
01-25-610-104	PART TIME - CLERICAL	30,202	31,609	25%	7,902
01-25-610-126	SALARIES - CLERICAL	77,127	61,500	25%	15,375
01-25-610-141	HEALTH/DENTAL/LIFE INSURANCE	37,453	19,008	25%	4,752
01-25-610-304	SCHOOLS/CONFERENCES/TRAVEL	2,000	1,000	25%	250
01-25-615-212	EDP EQUIPMENT/SOFTWARE	2,400	500	25%	125
01-25-615-263	EDP LICENSES	36,738	12,000	25%	3,000
01-25-615-305	EDP PERSONNEL TRAINING	2,600		25%	-
01-25-615-306	IT - CONSULTING SERVICES	25,000		25%	-
01-25-620-251	AUDIT SERVICES	28,488	34,000	20%	6,800
01-25-620-252	FINANCIAL SERVICES	7,225	4,550	20%	910
01-30-400-147	MEDICARE	39,257	41,024	4%	1,641
01-30-400-151	IMRF	21,075	25,270	4%	1,011
01-30-400-161	SOCIAL SECURITY	10,684	11,683	4%	467
01-30-400-171	SUI - UNEMPLOYMENT	1,612	6,708	4%	268
01-30-630-101	SALARIES - PERMANENT EMPLOYEES	2,150,593	2,289,826	4%	91,593
01-30-630-102	OVERTIME	285,000	336,000	4%	13,440
01-30-630-103	OVERTIME - SPECIAL DETAIL & GRANTS	8,000	15,000	4%	600
01-30-630-104	PART TIME - CLERICAL			4%	-
01-30-630-126	SALARIES - CLERICAL	163,325	178,439	4%	7,138
01-30-630-127	OVERTIME - CLERICAL	9,000	10,000	4%	400
01-30-630-141	HEALTH/DENTAL/LIFE INSURANCE	374,763	358,884	4%	14,355
01-30-630-155	POLICE PENSION	986,858	1,074,713	4%	42,989
01-35-400-147	MEDICARE	4,322	3,204	0%	-
01-35-400-151	IMRF	33,765	28,147	0%	-
01-35-400-161	SOCIAL SECURITY	17,062	13,700	0%	-
01-35-400-171	SUI - UNEMPLOYMENT	186	998	0%	-
01-35-710-345	UNIFORMS	5,000	3,800	50%	1,900
01-35-715-212	EDP EQUIPMENT/SOFTWARE	3,700		50%	-
01-35-715-225	INTERNET/WEBSITE HOSTING	1,370	1,296	50%	648
01-35-715-305	EDP PERSONNEL TRAINING			50%	-
01-35-725-413	MAINTENANCE - GARAGE	5,000	5,000	50%	2,500
01-35-725-414	MAINTENANCE - SALT BINS	1,500	1,500	50%	750
01-35-725-415	NICOR GAS	3,000	3,200	50%	1,600
01-35-725-416	ENERGY			50%	-
01-35-725-417	SANITARY USER CHARGE	200	200	50%	100
01-35-725-418	MAINTENANCE - PW BUILDING	10,000	10,000	50%	5,000
01-35-735-409	MAINTENANCE - VEHICLES	20,000	20,000	50%	10,000
01-35-735-411	MAINTENANCE - EQUIPMENT	500	1,000	50%	500
<b>TOTAL APPROPRIATIONS</b>		<b>6,025,844</b>	<b>5,967,584</b>		<b>562,288</b>

**HOTEL/MOTEL TAX FUND**  
**FINANCIAL SUMMARY FY 2020-21**  
**CURRENT YEAR AND NEXT YEAR'S FORECAST**

	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	Year 1* FY 20-21 Proposed
Beginning Fund Balance	\$ 344,962	\$ 500,440	\$ 516,655	\$ 715,941
Revenues	262,314	254,000	250,500	-
% change				-100.00%
Operating Expenses	90,621	111,410	51,214	-
Transfer Out (to General Fund)	-	-	-	715,941
Total Expenses	90,621	111,410	51,214	715,941
% change				542.62%
Net Surplus (Deficit)	171,693	142,590	199,286	(715,941)
Ending Fund Balance	\$ 516,655	\$ 643,030	\$ 715,941	\$ -

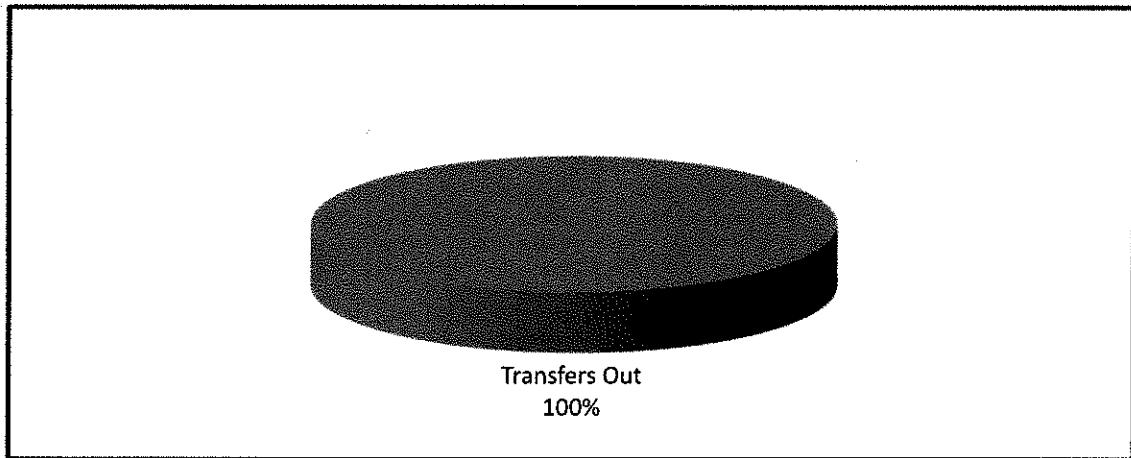
\*This fund is expected to be closed on May 1, 2020 and the remaining balance transferred to the General Fund

BUDGET REPORT FOR WILLOWBROOK  
 REVENUES & EXPENDITURES DETAIL  
 FY 2020-21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Fund 03 - HOTEL/MOTEL TAX FUND</b>						
<b>ESTIMATED REVENUES</b>						
Dept 00 - NON-DEPARTMENTAL						
NON-OPERATING REVENUE						
03-00-320-108	INTEREST INCOME	6,000	10,500		(100.00)	(6,000)
	NON-OPERATING REVENUE	6,000	10,500		(100.00)	(6,000)
OTHER TAXES						
03-00-310-205	HOTEL/MOTEL TAX	248,000	240,000		(100.00)	(248,000)
	OTHER TAXES	248,000	240,000		(100.00)	(248,000)
Totals for dept 00 - NON-DEPARTMENTAL		254,000	250,500		(100.00)	(254,000)
<b>TOTAL ESTIMATED REVENUES</b>		<b>254,000</b>	<b>250,500</b>		<b>(100.00)</b>	<b>(254,000)</b>

**Hotel Motel Tax Fund**  
**Fiscal Year 2020-21**

<b>Program</b>	<b>Description</b>	<b>FY 2018-19</b>		<b>FY 2019-20</b>		<b>FY 2020-21</b>	
		<b><u>Budget</u></b>		<b><u>Budget</u></b>		<b><u>Budget</u></b>	
401	Administration	\$ 13,435		\$ 13,450		\$ -	
435	Community Relations	92,261		93,460		-	
436	Special Events	4,500		4,500		-	
900	Transfers Out	-				715,941	
<b>Total</b>		<b>\$ 110,196</b>		<b>\$ 111,410</b>		<b>\$ 715,941</b>	
	Percent Difference			1.10%		542.62%	



BUDGET REPORT FOR WILLOWBROOK  
REVENUES & EXPENDITURES DETAIL  
FY 2020-21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 53 - HOTEL/MOTEL</b>						
ADMINISTRATION						
03-53-401-307	FEES DUES SUBSCRIPTIONS	12,000	12,000		(100.00)	(12,000)
03-53-401-311	POSTAGE & METER RENT	250	10		(100.00)	(250)
03-53-435-303	WILLOWBROOK MOBILE PHONE APP	1,200	1,244		(100.00)	(1,200)
ADMINISTRATION		13,450	13,254		(100.00)	(13,450)
TRANSFERS OUT						
03-53-900-101	TRANSFER TO GENERAL			715,941		715,941
TRANSFERS OUT				715,941		715,941
COMMUNITY RELATIONS						
03-53-435-308	GRANT PILOT PROGRAM	5,000			(100.00)	(5,000)
03-53-435-316	LANDSCAPE BEAUTIFICATION	10,460	7,460		(100.00)	(10,460)
03-53-435-317	ADVERTISING - DCVB	25,000	25,000		(100.00)	(25,000)
03-53-435-318	ADVERTISING - VILLAGE	50,000			(100.00)	(50,000)
03-53-435-319	CHAMBER DIRECTORY	3,000	3,000		(100.00)	(3,000)
COMMUNITY RELATIONS		93,460	35,460		(100.00)	(93,460)
SPECIAL EVENTS						
03-53-436-378	WINE & DINE INTELLIGENTLY	2,000			(100.00)	(2,000)
03-53-436-379	SPECIAL PROMOTIONAL EVENTS	2,500	2,500		(100.00)	(2,500)
SPECIAL EVENTS		4,500	2,500		(100.00)	(4,500)
<b>Totals for dept 53 - HOTEL/MOTEL</b>		<b>111,410</b>	<b>51,214</b>	<b>715,941</b>	<b>542.62</b>	<b>604,531</b>

**MFT FUND**
**FINANCIAL SUMMARY FY 2020-21**  
**CURRENT YEAR AND 5 YEAR FORECAST**

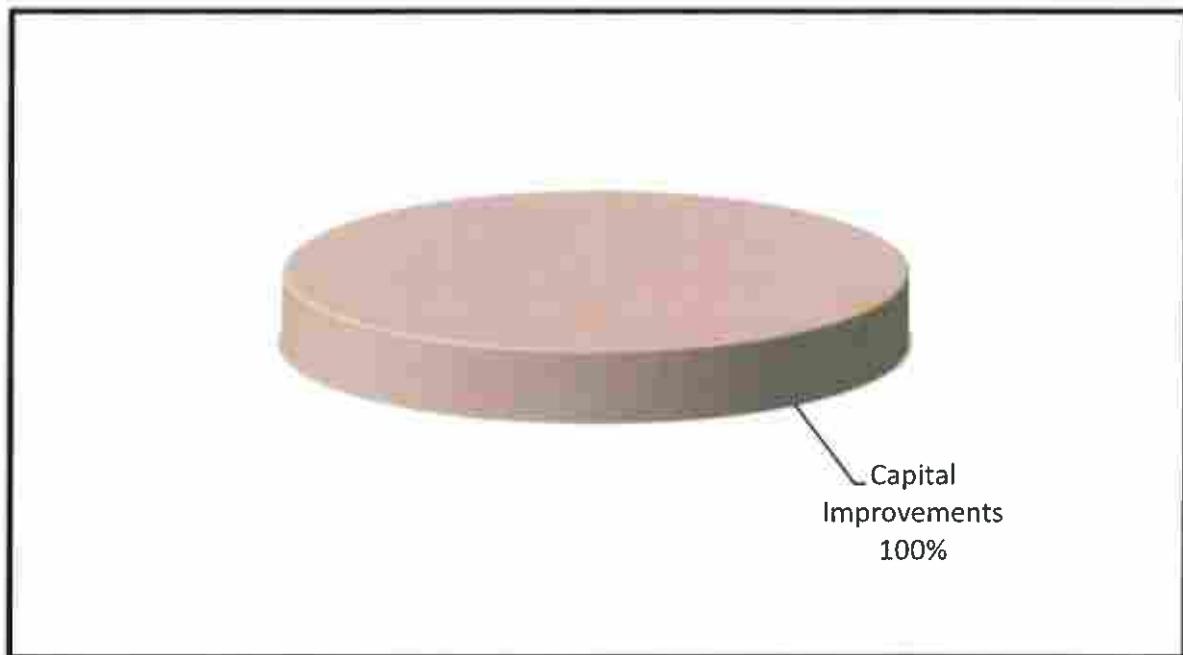
	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	Year 1 FY 20-21 Proposed	Year 2 FY 21-22 Proposed	Year 3 FY 22-23 Proposed	Year 4 FY 23-24 Proposed	Year 5 FY 24-25 Proposed
Beginning Fund Balance	\$ 291,487	\$ 346,858	\$ 331,680	\$ 486,862	\$ 478,291	\$ 522,884	\$ 570,674	\$ 621,691
Revenues	223,678	221,843	302,773	316,429	319,593	322,789	326,017	329,277
% change				42.64%	1.00%	1.00%	1.00%	1.00%
Operating Expenses	-	-	-	-	-	-	-	-
Capital Expenses	183,485	265,448	147,591	325,000	275,000	275,000	275,000	275,000
Total Expenses	183,485	265,448	147,591	325,000	275,000	275,000	275,000	275,000
% change				22.43%	-15.38%	0.00%	0.00%	0.00%
Net Surplus (Deficit)	40,193	(43,605)	155,182	(8,571)	44,593	47,789	51,017	54,277
Ending Fund Balance	\$ 331,680	\$ 303,253	\$ 486,862	\$ 478,291	\$ 522,884	\$ 570,674	\$ 621,691	\$ 675,968

BUDGET REPORT FOR WILLOWBROOK  
 REVENUES & EXPENDITURES DETAIL  
 FY 2020-21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Fund 04 - MOTOR FUEL TAX FUND</b>						
<b>ESTIMATED REVENUES</b>						
Dept 00 - NON-DEPARTMENTAL						
NON-OPERATING REVENUE						
04-00-320-108	INTEREST INCOME	4,500	8,117	6,000	33.33	1,500
	NON-OPERATING REVENUE	4,500	8,117	6,000	33.33	1,500
OTHER TAXES						
04-00-310-216	MFT RECEIPTS	217,343	294,656	310,429	42.83	93,086
	OTHER TAXES	217,343	294,656	310,429	42.83	93,086
Totals for dept 00 - NON-DEPARTMENTAL						
		221,843	302,773	316,429	42.64	94,586
<b>TOTAL ESTIMATED REVENUES</b>						
		221,843	302,773	316,429	42.64	94,586

**Motor Fuel Tax Fund**  
**Fiscal Year 2020-21**

<b><u>Program</u></b>	<b><u>Description</u></b>	<b><u>FY 2018-19 Budget</u></b>	<b><u>FY 2019-20 Budget</u></b>	<b><u>FY 2020-21 Budget</u></b>
401	Pavement Markings	\$ -	\$ -	\$ -
405	Road Signs	-	-	-
410	Snow Removal	-	-	-
415	Street Lighting	-	-	-
420	Traffic Signals	-	-	-
425	Street Maintenance	-	-	-
430	Capital Improvements	267,382	265,448	325,000
439	Contingencies	<u>-</u>	<u>-</u>	<u>-</u>
Total	Motor Fuel Tax Fund	<u>\$ 267,382</u>	<u>\$ 265,448</u>	<u>\$ 325,000</u>
	Percent Difference		-0.72%	22.43%



BUDGET REPORT FOR WILLOWBROOK  
 REVENUES & EXPENDITURES DETAIL  
 FY 2020-21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 56 - MOTOR FUEL TAX</b>						
ENGINEERING						
04-56-430-245	ENGINEERING			25,000		25,000
ENGINEERING				25,000		25,000
CAPITAL IMPROVEMENTS						
04-56-430-684	STREET MAINTENANCE CONTRACT	265,448	147,591	300,000	13.02	34,552
CAPITAL IMPROVEMENTS		265,448	147,591	300,000	13.02	34,552
<b>Totals for dept 56 - MOTOR FUEL TAX</b>		<b>265,448</b>	<b>147,591</b>	<b>325,000</b>	<b>22.43</b>	<b>59,552</b>

**SSA BOND & INTEREST FUND**  
**FINANCIAL SUMMARY FY 2020-21**  
**CURRENT YEAR AND 5 YEAR FORECAST**

	FY 18-19	FY 19-20	FY 19-20	Year 1	Year 2	Year 3	Year 4	Year 5
	Actual	Budget	Projected	FY 20-21 Proposed	FY 21-22 Proposed	FY 22-23 Proposed	FY 23-24 Proposed	FY 24-25 Proposed
Beginning Fund Balance	\$ 8,686	\$ 13,861	\$ 13,898	\$ 18,551	\$ 19,551	\$ 20,051	\$ 20,551	\$ 21,051
Revenues	327,437	322,965	327,118	322,925	321,085	323,925	320,600	321,410
% change				-0.01%	-0.57%	0.88%	-1.03%	0.25%
Operating Expenses	322,225	322,465	322,465	321,925	320,585	323,425	320,100	320,910
Capital Expenses	-	-	-	-	-	-	-	-
Total Expenses	322,225	322,465	322,465	321,925	320,585	323,425	320,100	320,910
% change				-0.17%	-0.42%	0.89%	-1.03%	0.25%
Net Surplus (Deficit)	5,212	500	4,653	1,000	500	500	500	500
Ending Fund Balance	\$ 13,898	\$ 14,361	\$ 18,551	\$ 19,551	\$ 20,051	\$ 20,551	\$ 21,051	\$ 21,551

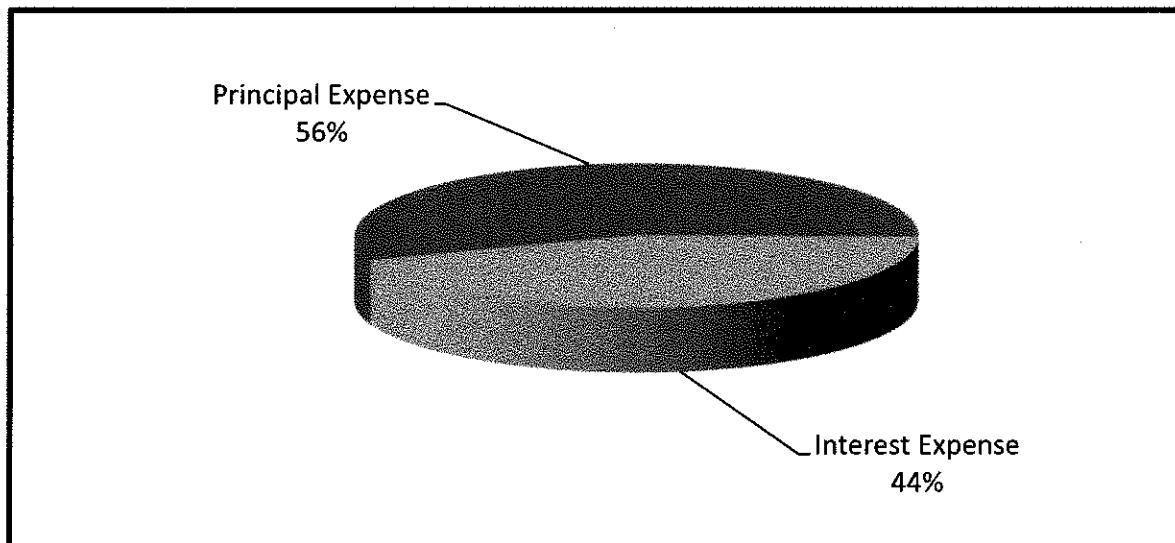
Note: Final SSA bond payment is due 1/1/2029 (FY 2028-29)

BUDGET REPORT FOR WILLOWBROOK  
REVENUES & EXPENDITURES DETAIL  
FY 2020-21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Fund 06 - SSA ONE BOND &amp; INTEREST FUND</b>						
<b>ESTIMATED REVENUES</b>						
Dept 00 - NON-DEPARTMENTAL						
NON-OPERATING REVENUE						
06-00-320-108	INTEREST INCOME	500	1,300	1,000	100.00	500
NON-OPERATING REVENUE		500	1,300	1,000	100.00	500
PROPERTY TAXES						
06-00-310-101	PROPERTY TAX RECEIPTS	322,465	325,818	321,925	(0.17)	(540)
PROPERTY TAXES		322,465	325,818	321,925	(0.17)	(540)
Totals for dept 00 - NON-DEPARTMENTAL		322,965	327,118	322,925	(0.01)	(40)
<b>TOTAL ESTIMATED REVENUES</b>		<b>322,965</b>	<b>327,118</b>	<b>322,925</b>	<b>(0.01)</b>	<b>(40)</b>

**SSA Bond & Interest Fund**  
**Fiscal Year 2020-21**

<b>Program</b>	<b>Description</b>	<b>FY 2018-19</b> <u><b>Budget</b></u>	<b>FY 2019-20</b> <u><b>Budget</b></u>	<b>FY 2020-21</b> <u><b>Budget</b></u>
550-401	Principal Expense	\$ 160,000	\$ 170,000	\$ 180,000
550-402	Interest Expense	<u>\$ 162,225</u>	<u>\$ 152,465</u>	<u>\$ 141,925</u>
 Total		<u> \$ 322,225</u>	<u> \$ 322,465</u>	<u> \$ 321,925</u>
	Percent Difference		0.07%	-0.17%



BUDGET REPORT FOR WILLOWBROOK  
 REVENUES & EXPENDITURES DETAIL  
 FY 2020-21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 60 - SSA BOND</b>						
DEBT SERVICE						
06-60-550-401	BOND PRINCIPAL EXPENSE	170,000	170,000	180,000	5.88	10,000
06-60-550-402	BOND INTEREST EXPENSE	152,465	152,465	141,925	(6.91)	(10,540)
DEBT SERVICE		322,465	322,465	321,925	(0.17)	(540)
<b>Totals for dept 60 - SSA BOND</b>		<b>322,465</b>	<b>322,465</b>	<b>321,925</b>	<b>(0.17)</b>	<b>(540)</b>

**WATER CAPITAL IMPROVEMENT FUND**  
**FINANCIAL SUMMARY FY 2020-21**  
**CURRENT YEAR AND 5 YEAR FORECAST**

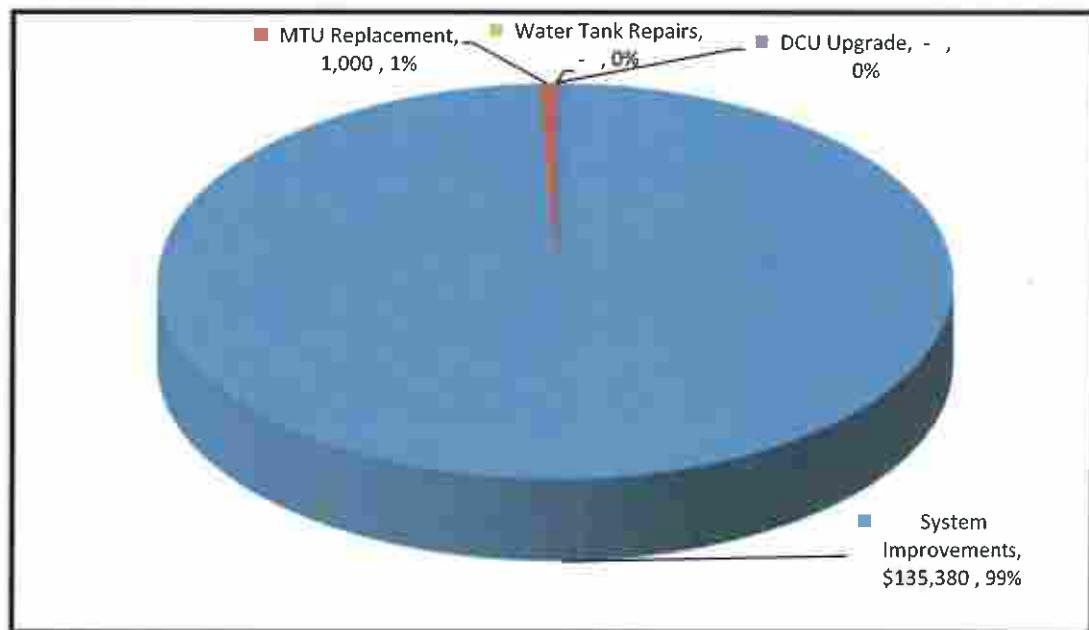
	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	Year 1 FY 20-21 Proposed	Year 2 FY 21-22 Proposed	Year 3 FY 22-23 Proposed	Year 4 FY 23-24 Proposed	Year 5 FY 24-25 Proposed
Beginning Fund Balance	\$ 44,641	\$ 436,794	\$ 435,891	\$ 785,520	\$ 855,140	\$ 810,140	\$ 765,140	\$ 719,140
Revenues	408,102	406,000	409,629	206,000	\$,000	5,000	4,000	4,000
% change				-49.26%	-97.57%	0.00%	-20.00%	0.00%
Operating Expenses	16,852	-	-	-	-	-	-	-
Capital Expenses	-	61,000	60,000	136,380	50,000	50,000	50,000	50,000
Total Expenses	16,852	61,000	60,000	136,380	50,000	50,000	50,000	50,000
% change				123.57%	-63.34%	0.00%	0.00%	0.00%
<b>Net Surplus (Deficit)</b>	<b>391,250</b>	<b>345,000</b>	<b>349,629</b>	<b>69,620</b>	<b>(45,000)</b>	<b>(45,000)</b>	<b>(46,000)</b>	<b>(46,000)</b>
Ending Fund Balance	\$ 435,891	\$ 781,794	\$ 785,520	\$ 855,140	\$ 810,140	\$ 765,140	\$ 719,140	\$ 673,140

BUDGET REPORT FOR WILLOWBROOK  
 REVENUES & EXPENDITURES DETAIL  
 FY 2020-21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Fund 09 - WATER CAPITAL IMPROVEMENTS FUND</b>						
<b>ESTIMATED REVENUES</b>						
Dept 00 - NON-DEPARTMENTAL						
NON-OPERATING REVENUE						
09-00-320-108	INTEREST INCOME	6,000	9,629	6,000		
	NON-OPERATING REVENUE	6,000	9,629	6,000		
<b>TRANSFERS IN</b>						
09-00-330-102	TRANSFER FROM WATER	400,000	400,000	200,000	(50.00)	(200,000)
	TRANSFERS IN	400,000	400,000	200,000	(50.00)	(200,000)
<b>Totals for dept 00 - NON-DEPARTMENTAL</b>						
		406,000	409,629	206,000	(49.26)	(200,000)
<b>TOTAL ESTIMATED REVENUES</b>						
		406,000	409,629	206,000	(49.26)	(200,000)

## Water Capital Improvements Fund Fiscal Year 2020-21

<b>Program</b>	<b>Description</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
		<u><b>Budget</b></u>	<u><b>Budget</b></u>	<u><b>Budget</b></u>
440-600	System Improvements	\$ 6,315	\$ 60,000	\$ 135,380
440-602	MTU Replacement	1,500	1,000	1,000
440-604	Water Tank Repairs	-	-	-
440-606	DCU Upgrade	<u>8,400</u>	<u>-</u>	<u>-</u>
<b>Total</b>		<b><u>\$ 16,215</u></b>	<b><u>\$ 61,000</u></b>	<b><u>\$ 136,380</u></b>
	Percent Difference		276.19%	123.57%



BUDGET REPORT FOR WILLOWBROOK  
 REVENUES & EXPENDITURES DETAIL  
 FY 2020-21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 65 - WATER CAPITAL IMPROVEMENTS</b>						
CAPITAL IMPROVEMENTS						
09-65-440-600	WATER SYSTEM IMPROVEMENTS	60,000	60,000	135,380	125.63	75,380
09-65-440-602	MTU REPLACEMENT	1,000		1,000		
CAPITAL IMPROVEMENTS		61,000	60,000	136,380	123.57	75,380
<b>Totals for dept 65 - WATER CAPITAL IMPROVEMENTS</b>		<b>61,000</b>	<b>60,000</b>	<b>136,380</b>	<b>123.57</b>	<b>75,380</b>

**CAPITAL PROJECTS FUND**  
**FINANCIAL SUMMARY FY 2020-21**  
**CURRENT YEAR AND 5 YEAR FORECAST**

	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	Year 1 FY 20-21 Proposed	Year 2 FY 21-22 Proposed	Year 3 FY 22-23 Proposed	Year 4 FY 23-24 Proposed	Year 5 FY 24-25 Proposed
Beginning Fund Balance	\$ 423	\$ 628	\$ 667	\$ 680	\$ 680	\$ 680	\$ 680	\$ 680
Revenues	244	-	13	-	-	-	-	-
% change				#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Operating Expenses	-	-	-	-	-	-	-	-
Capital Expenses	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
% change				#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Net Surplus (Deficit)	244	-	13	-	-	-	-	-
Ending Fund Balance	\$ 667	\$ 628	\$ 680	\$ 680	\$ 680	\$ 680	\$ 680	\$ 680

BUDGET REPORT FOR WILLOWBROOK  
 REVENUES & EXPENDITURES DETAIL  
 FY 2020-21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Fund 10 - CAPITAL PROJECT FUND</b>						
<b>ESTIMATED REVENUES</b>						
Dept 00 - NON-DEPARTMENTAL						
NON-OPERATING REVENUE						
10-00-320-108	INTEREST INCOME			13		
NON-OPERATING REVENUE				13		
Totals for dept 00 - NON-DEPARTMENTAL				13		
<b>TOTAL ESTIMATED REVENUES</b>				<b>13</b>		

**DEBT SERVICE FUND**  
**FINANCIAL SUMMARY FY 2020-21**  
**CURRENT YEAR AND 5 YEAR FORECAST**

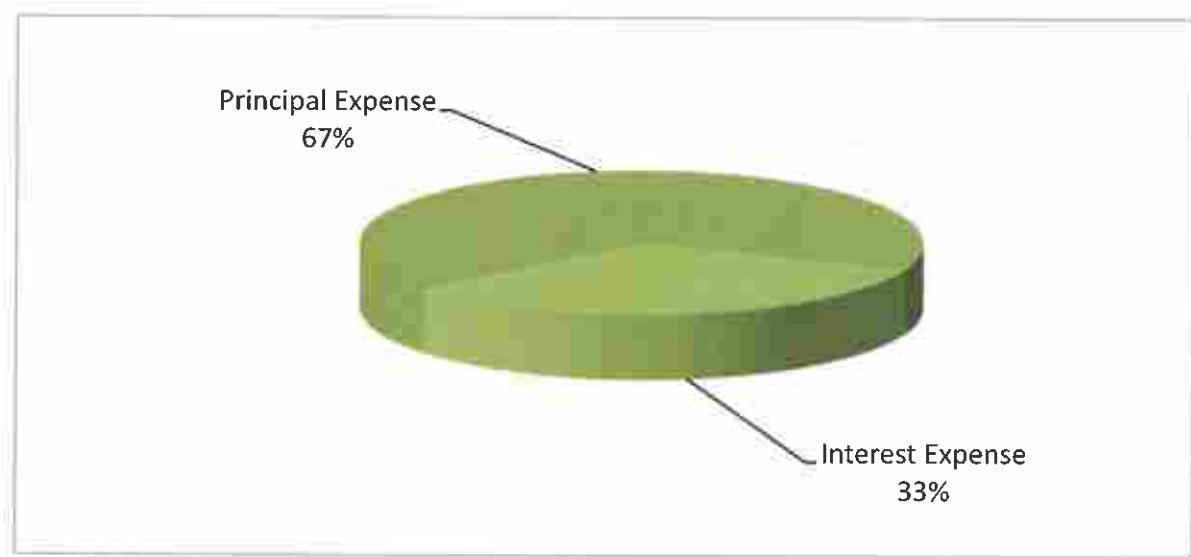
	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	Year 1 FY 20-21 Proposed	Year 2 FY 21-22 Proposed	Year 3 FY 22-23 Proposed	Year 4 FY 23-24 Proposed	Year 5 FY 24-25 Proposed
Beginning Fund Balance	\$ 6	\$ 6	\$ 11	\$ 11	\$ 11	\$ 11	\$ 11	\$ 11
Revenues/Transfers In	325,533	326,344	326,344	326,546	326,657	322,709	322,720	325,361
% change				0.06%	0.03%	-1.21%	0.00%	0.82%
Debt Service Expense	325,528	326,344	326,344	326,546	326,657	322,709	322,720	325,361
% change				0.06%	0.03%	-1.21%	0.00%	0.82%
Net Surplus (Deficit)	5	-	-	-	-	-	-	-
Ending Fund Balance	\$ 11	\$ 6	\$ 11	\$ 11	\$ 11	\$ 11	\$ 11	\$ 11

BUDGET REPORT FOR WILLOWBROOK  
 REVENUES & EXPENDITURES DETAIL  
 FY 2020-21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Fund 11 - DEBT SERVICE FUND</b>						
<b>ESTIMATED REVENUES</b>						
Dept 00 - NON-DEPARTMENTAL						
TRANSFERS IN						
11-00-330-101	TRANSFER FROM GENERAL FUND	278,873	278,873	279,851	0.35	978
11-00-330-102	TRANSFER FROM WATER	47,471	47,471	46,695	(1.63)	(776)
TRANSFERS IN		326,344	326,344	326,546	0.06	202
Totals for dept 00 - NON-DEPARTMENTAL						
		326,344	326,344	326,546	0.06	202
<b>TOTAL ESTIMATED REVENUES</b>						
		326,344	326,344	326,546	0.06	202

**Debt Service Fund**  
**Fiscal Year 2020-21**

<b>Program</b>	<b>Description</b>	<b>FY 2018-19</b>		<b>FY 2019-20</b>		<b>FY 2020-21</b>	
		<b><u>Budget</u></b>		<b><u>Budget</u></b>		<b><u>Budget</u></b>	
550 - 401	Principal Expense	\$ 209,200		\$ 214,200		\$ 218,686	
550 - 402	Interest Expense	116,328		112,144		107,860	
550 - 404	Bond Costs	-		-		-	
<b>Total</b>		<b><u>\$ 325,528</u></b>		<b><u>\$ 326,344</u></b>		<b><u>\$ 326,546</u></b>	
	<b>Percent Difference</b>				0.25%		0.06%



BUDGET REPORT FOR WILLOWBROOK  
 REVENUES & EXPENDITURES DETAIL  
 FY 2020-21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 70 - DEBT SERVICE FUND</b>						
DEBT SERVICE						
11-70-550-401	BOND PRINCIPAL EXPENSE	214,200	214,200	218,686	2.09	4,486
11-70-550-402	BOND INTEREST EXPENSE	112,144	112,144	107,860	(3.82)	(4,284)
DEBT SERVICE		326,344	326,344	326,546	0.06	202
<b>Totals for dept 70 - DEBT SERVICE FUND</b>		<b>326,344</b>	<b>326,344</b>	<b>326,546</b>	<b>0.06</b>	<b>202</b>

**LAND ACQUISITION, FACILITY EXPANSION & RENOVATION FUND**  
**FINANCIAL SUMMARY FY 2020-21**  
**CURRENT YEAR AND 5 YEAR FORECAST**

	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	Year 1 FY 20-21 Proposed	Year 2 FY 21-22 Proposed	Year 3 FY 22-23 Proposed	Year 4 FY 23-24 Proposed	Year 5 FY 24-25 Proposed
Beginning Fund Balance	\$ 11,441	\$ 8,572	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues/Transfers In	365,183	120,000	39,770	-	-	-	-	-
% change				-100.00%	0.00%	0.00%	0.00%	0.00%
Operating Expenses	-	-	-	-	-	-	-	-
Capital Expenses	376,624	120,000	39,770	-	-	-	-	-
Total Expenses	376,624	120,000	39,770	-	-	-	-	-
% change				-100.00%	0.00%	0.00%	0.00%	0.00%
Net Surplus (Deficit)	(11,441)	-	-	-	-	-	-	-
Ending Fund Balance	\$ -	\$ 8,572	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

BUDGET REPORT FOR WILLOWBROOK  
 REVENUES & EXPENDITURES DETAIL  
 FY 2020-21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION &amp; RENOVATION FUND</b>						
<b>ESTIMATED REVENUES</b>						
Dept 00 - NON-DEPARTMENTAL						
TRANSFERS IN						
14-00-330-101	TRANSFER FROM GENERAL FUND	120,000	39,770		(100.00)	(120,000)
TRANSFERS IN		120,000	39,770		(100.00)	(120,000)
Totals for dept 00 - NON-DEPARTMENTAL		120,000	39,770		(100.00)	(120,000)
<b>TOTAL ESTIMATED REVENUES</b>		<b>120,000</b>	<b>39,770</b>		<b>(100.00)</b>	<b>(120,000)</b>

**Land Acquisition, Facility Expansion & Renovation Fund**  
**Fiscal Year 2020-21**

<b>Program</b>	<b>Description</b>	<b>FY 2018-19</b> <u>Budget</u>	<b>FY 2019-20</b> <u>Budget</u>	<b>FY 2020-21</b> <u>Budget</u>
920	Engineering	\$ -	\$ -	\$ -
930-411	Police Station Remodel	\$ -	\$ -	\$ -
930-412	Community Resource Center Remodel	383,000	120,000	\$ -
930-415	Park Improvements/Facilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total</b>		<b><u>\$ 383,000</u></b>	<b><u>\$ 120,000</u></b>	<b><u>\$ -</u></b>
	<b>Percent Difference</b>		<b>-68.67%</b>	<b>-100.00%</b>

BUDGET REPORT FOR WILLOWBROOK  
 REVENUES & EXPENDITURES DETAIL  
 FY 2020-21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 75 - LAND ACQUISITION/EXPANSION/RENOVATION</b>						
CAPITAL IMPROVEMENTS						
14-75-930-412	CRC REMODEL (825 MIDWAY DR)	120,000	39,770		(100.00)	(120,000)
	CAPITAL IMPROVEMENTS	120,000	39,770		(100.00)	(120,000)
<b>Totals for dept 75 - LAND ACQUISITION/EXPANSION/RENOVATION</b>		<b>120,000</b>	<b>39,770</b>		<b>(100.00)</b>	<b>(120,000)</b>

**RT. 83/PLAINFIELD ROAD BUSINESS DISTRICT TAX FUND**  
**FINANCIAL SUMMARY FY 2020-21**  
**CURRENT YEAR AND 5 YEAR FORECAST**

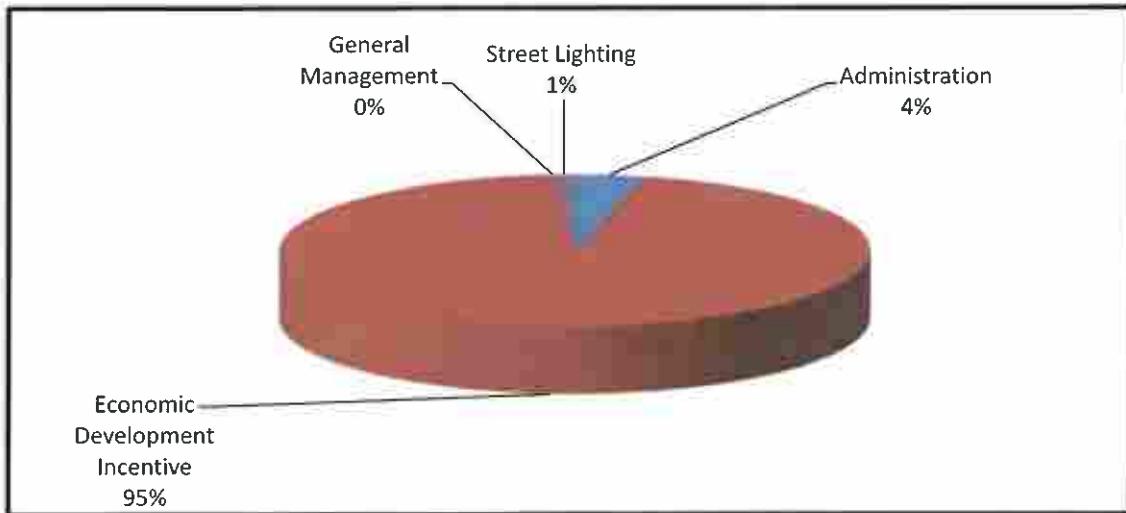
	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Projected	Year 1 FY 20-21 Proposed	Year 2 FY 21-22 Proposed	Year 3 FY 22-23 Proposed	Year 4 FY 23-24 Proposed	Year 5 FY 24-25 Proposed
Beginning Fund Balance	\$ 535,153	\$ 998,317	\$ 1,099,568	\$ 1,704,005	\$ 2,041,349	\$ 2,387,349	\$ 2,739,409	\$ 3,097,590
Revenues	588,862	485,000	662,961	600,000	606,000	612,060	618,181	624,362
% change				23.71%	1.00%	1.00%	1.00%	1.00%
Operating Expenses	24,447	16,500	8,141	13,141	10,000	10,000	10,000	10,000
Capital Expenses (Incentive)	-	270,000	50,383	249,515	250,000	250,000	250,000	250,000
Total Expenses	24,447	286,500	58,524	262,656	260,000	260,000	260,000	260,000
% change				-8.32%	-1.01%	0.00%	0.00%	0.00%
<b>Net Surplus (Deficit)</b>	<b>564,415</b>	<b>198,500</b>	<b>604,437</b>	<b>337,344</b>	<b>346,000</b>	<b>352,060</b>	<b>358,181</b>	<b>364,362</b>
Ending Fund Balance	\$ 1,099,568	\$ 1,196,817	\$ 1,704,005	\$ 2,041,349	\$ 2,387,349	\$ 2,739,409	\$ 3,097,590	\$ 3,461,952

BUDGET REPORT FOR WILLOWBROOK  
 REVENUES & EXPENDITURES DETAIL  
 FY 2020-21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX</b>						
<b>ESTIMATED REVENUES</b>						
Dept 00 - NON-DEPARTMENTAL						
OTHER TAXES						
15-00-310-201	BUSINESS DISTRICT SALES TAX TOWN CENTI	485,000	662,961	600,000	23.71	115,000
OTHER TAXES		485,000	662,961	600,000	23.71	115,000
Totals for dept 00 - NON-DEPARTMENTAL		485,000	662,961	600,000	23.71	115,000
<b>TOTAL ESTIMATED REVENUES</b>		<b>485,000</b>	<b>662,961</b>	<b>600,000</b>	<b>23.71</b>	<b>115,000</b>

**Rt. 83/Plainfield Road Business District Tax Fund**  
**Fiscal Year 2020-21**

<b>Program</b>	<b>Description</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
		<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>
401	Administration	\$ 7,500	\$ 10,000	\$ 10,000
455	Economic Development Incentive	900,000	270,000	249,515
510	General Management	7,500	2,500	-
745	Street Lighting	<u>4,000</u>	<u>4,000</u>	<u>3,141</u>
<b>Total</b>		<b>\$ 919,000</b>	<b>\$ 286,500</b>	<b>\$ 262,656</b>
	Percent Difference		-68.82%	-8.32%



BUDGET REPORT FOR WILLOWBROOK  
 REVENUES & EXPENDITURES DETAIL  
 FY 2020-21

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 APPROVED BUDGET	2020-21 APPROVED % CHANGE	2020-21 APPROVED AMT CHANGE
<b>Dept 15 - PLANNING &amp; ECONOMIC DEVELOPMENT</b>						
<b>ADMINISTRATION</b>						
15-15-401-242	LEGAL FEES	10,000	5,000	10,000		
ADMINISTRATION		10,000	5,000	10,000		
<b>GENERAL MANAGEMENT</b>						
15-15-455-513	SALES TAX REBATE- TOWN CENTER	100,000	50,383	84,515	(15.49)	(15,485)
15-15-455-514	SALES TAX REBATE - PFM	170,000		165,000	(2.94)	(5,000)
15-15-510-232	CONSULTANTS-DESIGN & OTHER	2,500			(100.00)	(2,500)
GENERAL MANAGEMENT		272,500	50,383	249,515	(8.43)	(22,985)
<b>STREET LIGHTING</b>						
15-15-745-224	MAINT TRAFFIC SIGNALS	4,000	3,141	3,141	(21.48)	(859)
STREET LIGHTING		4,000	3,141	3,141	(21.48)	(859)
<b>Totals for dept 15 - PLANNING &amp; ECONOMIC DEVELOPMENT</b>		<b>286,500</b>	<b>58,524</b>	<b>262,656</b>	<b>(8.32)</b>	<b>(23,844)</b>

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

**RECEIVE – GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING AWARD FOR THE VILLAGE'S FISCAL YEAR 2018/19**

AGENDA NO. 7

AGENDA DATE: 4/27/2020

**STAFF REVIEW:** Carrie Dittman, Director of Finance

SIGNATURE: C. Dittman /mm

**LEGAL REVIEW:** Thomas Bastian, Village Attorney

SIGNATURE: T. Bastian /mm

**RECOMMENDED BY:** Brian Pabst, Village Administrator SIGNATURE: B. Pabst /mm

**REVIEWED & APPROVED BY COMMITTEE:** YES  NO  N/A

### ITEM HISTORY (ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY, ETC.)

October 2019, the Village submitted its audited financial statements for the year ended April 30, 2019 to the Government Finance Officers Association (GFOA) for consideration of the Certificate of Achievement for Excellence in Financial Reporting (CAFR) Award. The award program was established in 1945 to encourage and assist state and local governments to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The goal of the program is not to assess the financial health of participating governments, but rather to ensure that users of their financial statements have the information they need to do so themselves.

Reports submitted to the CAFR program are reviewed by selected members of the GFOA professional staff and the GFOA Special Review Committee (SRC), which comprises individuals with expertise in public sector financial reporting and includes financial statement preparers, independent auditors, academics, and other finance professionals.

The Village was notified in April that it has received the CAFR Award for the FY 2018/19 fiscal year. This was the **31st consecutive CAFR award** the Village has received.

Upon conclusion of the audit of the FY 2019/20, which will occur in early fall, the Village will submit the audited financial statements to GFOA for consideration of the award program as well.

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

N/A

### ACTION PROPOSED

RECEIVE REPORT



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Village of Willowbrook  
Illinois**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**April 30, 2019**

*Christopher P. Morill*

Executive Director/CEO



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

April 17, 2020

Carrie Dittman  
Director of Finance  
Village of Willowbrook  
835 Midway Drive  
Willowbrook, IL 60527

Dear Ms. Dittman:

We are pleased to notify you that your 2019 fiscal year end comprehensive annual financial report (CAFR) qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Congratulations for having satisfied the high standards of the program. We hope that your example will encourage others in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements are enclosed. We want to strongly encourage the recommended improvements be made in the next report, and that the report be submitted to the program within six months of your next fiscal year end. Certificate of Achievement Program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. The written responses should provide details about how each item is addressed within this report. These responses will be provided to those Special Review Committee members participating in the review. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

When a Certificate of Achievement for Excellence in Financial Reporting is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. An AFRA is enclosed for the preparer as designated on the application.

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive a plaque in about 10 weeks. We hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.

A current holder of a Certificate of Achievement may include a reproduction of the Certificate in its immediately subsequent CAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year.

Over the course of the year, we are anticipating some changes to our application process. We will still be asking governments for the same documents we asked for in the past, but we are encouraging electronic submissions to [cafrprogram@gfoa.org](mailto:cafrprogram@gfoa.org) and expect to be making other changes going forward. We will keep members informed of any changes via email, and application instructions will be updated on our website.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink, appearing to read "Michele Mark Levine".

Michele Mark Levine  
Director, Technical Services Center

## Certificate of Achievement For Excellence in Financial Reporting

### Summary of Grading

Name of Unit: Village of Willowbrook

Fiscal Year of Report FY2019 Report #

140.00

GFOA Member ID Number

234162001

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The Certificate of Achievement Program Special Review Committee (SRC) has completed its review of your comprehensive annual financial report (CAFR). Listed below are the grading categories used and a summary of the SRC's evaluation of your CAFR. The detailed comments and suggestions for reporting improvements on the attached listing are grouped under similar grading categories. Any category which received a grade of "Needs Significant Improvement" indicates an area of particular concern to the SRC and the related comments and suggestions for improvement in this category should be given special attention. An indication is provided on the list by the specific comments(s) or category(ies) that were the cause of receiving this grade. For each item, the notation also states whether it is 1) the basis or part of the basis for the CAFR not receiving the Certificate of Achievement, 2) a serious deficiency which will almost certainly preclude the awarding of the Certificate of Achievement if it is not corrected in your next CAFR, or 3) a deficiency, that if not corrected in future CAFRs, could result in the Certificate of Achievement not being awarded.

<u>Grading Category</u>	<u>Grade</u>
Cover, table of contents, and formatting	Proficient
Introductory section	Proficient
Report of the independent auditor	Proficient
Management's discussion and analysis (MD&A)	Proficient
Basic financial statements (preliminary considerations)	Proficient
Government-wide financial statements	Proficient
Fund financial statements (general considerations)	Proficient
Governmental fund financial statements	Proficient
Proprietary fund financial statements	Proficient
Fiduciary fund financial statements	Proficient
Summary of significant accounting policies (SSAP)	Proficient
Note disclosure (other than the SSAP and pension-related disclosures)	Proficient
Pension-related note disclosures	Proficient
Required supplementary information (RSI)	Proficient
Combining and individual fund information and other supplementary information	Proficient
Statistical section	Proficient
Other considerations	Proficient

**Certificate of Achievement For Excellence in Financial Reporting**  
**Detailed Listing of Comments and Suggestions for Improvement**  
**Please call GFOA's Technical Services Center at 312-977-9700 regarding comment questions**

Name of Unit:	Village of Willowbrook			
Fiscal Year of Report	FY2019	Report #	140.00	GFOA Member ID Number 234162001

**112 - Note disclosure (other than the SSAP and pension-related disclosures)**

**Additional Comment:**

Pages 50, 56, 55 - The net pension liability for the IMRF-Regular. Refer to pages 17 and 43.

Amounts reported in the notes to the financial statements should be consistent with amounts reported on the face of the financial statements.

**120 - New Pronouncements**

**Additional Comment:**

The GASB has issued the following statements and implementation guide:

1. Statement No. 84, "Fiduciary Activities." The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends December 31, 2019.
2. Statement No. 90, "Majority Equity Interests—an amendment of GASB Statements No. 14 and No. 61." The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends December 31, 2019.
3. Implementation Guide No. 2019-2, "Fiduciary Activities." The requirements of this Implementation Guide will take effect for financial statements starting with the fiscal year that ends December 31, 2019.

Earlier application of these statements is encouraged. For the original pronouncements and the implementation guides, please visit the GASB's website, [www.gasb.org](http://www.gasb.org).

**120 - New Pronouncements**

**Additional Comment:**

The GASB has issued the following statements and implementation guides:

1. Statement No. 87, "Leases." The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends December 31, 2020.
2. Statement No. 89, "Accounting for Interest Cost Incurred before the End of a Construction Period." The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends December 31, 2020.
3. Statement No. 91, "Conduit Debt Obligations." The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends December 31, 2021.
4. Implementation Guide No. 2019-1, "Implementation Guidance Update—2019." The requirements of this Implementation Guide will take effect for financial statements starting with the fiscal year that ends June 30, 2020.
5. Implementation Guide No. 2019-3, "Leases." The requirements of this Implementation Guide will take effect for financial statements starting with the fiscal year that ends December 31, 2020.

Earlier application of these statements is encouraged. For the original pronouncements and the implementation guides, please visit the GASB's website, [www.gasb.org](http://www.gasb.org).

## 120 - New Pronouncements

### **Additional Comment:**

The GASB has issued the following statements and implementation guide:

1. Statement No. 83, "Certain Asset Retirement Obligations." The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends June 30, 2019.
2. Statement No. 88, "Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements." The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends June 30, 2019.
3. Implementation Guide No. 2018-1, "Implementation Guidance Update—2018." The requirements of this Implementation Guide will take effect for financial statements starting with the fiscal year that ends June 30, 2019.

Earlier application of these statements is encouraged. For the original pronouncements and the implementation guides, please visit the GASB's website, [www.gasb.org](http://www.gasb.org).

\*\*\*\*\* END OF COMMENTS FOR REPORT # 140.00 / FY2019 \*\*\*\*\*

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE AN AGREEMENT WITH D-RYAN TREE & LANDSCAPE SERVICE, LLC TO CONDUCT THE 2020 VILLAGE-WIDE SPRING AND FALL BRUSH COLLECTION PROGRAM**

AGENDA NO 8

AGENDA DATE:  
04/27/20

STAFF REVIEW: Joe Coons, Superintendent of Public Works

SIGNATURE: J. Coons /m

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: T. Bastian /m

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /m

REVIEWED & APPROVED BY COMMITTEE: YES  NO  N/A

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

This past Fall, the Village's tree contractor, D. Ryan Tree & Landscape, LLC, completed the Village-wide brush collection program. The program included curb-side collection of piled brush throughout town with the resulting chipped hauled away. The program is intended for regular annual tree maintenance purposes and not lot-clearing from construction activities. The program was completed on-time and without incident, and the Village also received several compliments from residents commenting on the good site clean-up practices of the contractor.

The Spring and Fall 2020 program will also consist of a curb-side chipping program. D. Ryan Tree & Landscape, LLC. has offered a proposal to complete the program at the same price as the 2019 program. Staff has attempted to solicit proposals from other local landscape maintenance contractors; however, they have been largely unresponsive, likely since in the past they have been unable to come in lower than D. Ryan's price.

### STAFF RECOMMENDATION

The cost of the Spring and Fall brush collection program would be \$15,900 for each event. This includes two (2) chipping crews working 40 hours each to complete the collection. The F.Y. 2020/21 Budget includes the following funding to conduct both the Spring and Fall Brush Collection Programs:

<u>FUND</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
PW – Street Maint.	01-35-755-284	Brush Pick-Up	\$35,000

This item was presented to the Municipal Services Committee on April 27, 2020 held prior to the Village Board meeting. If approved by the Village Board a post card mailer will be sent to all single-family properties along with notification on our Village website, Social Media, and Channel 6. The Spring brush collection program is planned for the week of May 25 – May 29<sup>th</sup>, 2020 and the Fall program is planned for the week of September 21<sup>st</sup> – September 25<sup>th</sup>, 2020.

**ACTION PROPOSED:** Adopt Resolution.

**RESOLUTION NO. 20-R-\_\_\_\_\_**

**A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO  
EXECUTE AN AGREEMENT WITH D-RYAN TREE &  
LANDSCAPE SERVICE, LLC TO CONDUCT THE 2020 VILLAGE-WIDE  
SPRING AND FALL BRUSH COLLECTION PROGRAM**

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**WHEREAS**, the Village of Willowbrook (“Village”) advertised for proposals for the “Spring and Fall 2020” Village-Wide Brush Collection Program; and

**WHEREAS**, the only proposal received by the Village was the proposal of D-Ryan Tree and Landscape Service, LLC of DeKalb, Illinois.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor and Village Clerk be and the same are hereby authorized and directed to execute the Agreement and attest to an Agreement with D-Ryan Tree & Landscape Service, LLC, at a cost of \$15,600.00 for the Spring brush pick-up and \$15,600.00 for the Fall brush pick-up, to complete the 2020 Spring and Fall Village-Wide Brush Collection Program in the Village of Willowbrook, at a total amount not to exceed of \$31,200.00 as set forth in the Agreement attached hereto as Exhibit “A”, which Agreement is hereby approved.

ADOPTED and APPROVED this 27<sup>th</sup> day of April, 2020.

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

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Frank A. Trilla, Mayor

ATTEST:

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Leroy R. Hansen, Village Clerk

**EXHIBIT A**

## **D. Ryan Tree & Landscape**

Date: April 2, 2020

Bid Proposal for:  
Village of Willowbrook  
Willowbrook, Illinois 60527

Attn: AJ Passero  
[apassero@willowbrook.il.gov](mailto:apassero@willowbrook.il.gov)

\* Spring brush collection May 25th - May 29th 2020

Total: \$15,600

Thank you for your consideration.

DaRin Ryan  
630-800-8767

D. Ryan Tree & Landscape  
17271 Route 23  
DeKalb, IL 60115

## **D. Ryan Tree & Landscape**

Date: April 2, 2020

Bid Proposal for:  
Village of Willowbrook  
Willowbrook, Illinois 60527

Attn: AJ Passero  
[apassero@willowbrook.il.gov](mailto:apassero@willowbrook.il.gov)

\* Fall brush collection September 21st - September 25th 2020

Total: \$15,600

Thank you for your consideration.

DaRin Ryan  
630-800-8767

D. Ryan Tree & Landscape  
17271 Route 23  
DeKalb, IL 60115

**AGREEMENT BY AND BETWEEN THE VILLAGE OF WILLOWBROOK  
AND D-RYAN TREE & LANDSCAPE SERVICE, LLC  
FOR THE VILLAGE OF WILLOWBROOK 2020 SPRING AND FALL  
VILLAGE-WIDE BRUSH PICK-UP**

THIS AGREEMENT ENTERED INTO THIS 27th day of April, 2020 between D-Ryan Tree & Landscape Service, LLC, an Illinois limited liability corporation (“Contractor”), and the Village of Willowbrook, a municipal corporation of the State of Illinois (“Village”), and in consideration of the following and other valuable consideration the sufficiency of which is hereby acknowledged, the Village and Contractor agree as follows:

1. The Village of Willowbrook has found it to be in the best interests of the Village to contract for 2020 Spring and Fall Village-wide residential brush pick-up.
2. Contractor has submitted an acceptable proposal to the Village for 2020 Spring and Fall 2020 Village-wide residential brush pick-up. Such proposal, dated April 2, 2020, is expressly incorporated herein.
3. Contractor agrees to commence the Spring 2020 Village-wide residential brush pick-up from May 25, 2020 through May 29, 2020 and the Fall 2020 Village-wide residential brush pick-up from September 21, 2020 through September 25, 2020. Contractor shall complete all such work in a good and workmanlike manner. All residential brush shall be placed in the Village parkway commencing May 25, 2020 through May 29, 2020 for the Spring brush pick-up and September 21, 2020 through September 25, 2020 for the Fall brush pick-up. Brush shall be defined, for purposes of this Agreement, as branches and trimmings from bushes and trees. Brush shall be loosely placed on the parkway, no items shall exceed eight (8') feet in length and no item may exceed eight (8") inches in diameter. Logs, stumps, grass clippings, flowers, weeds, plants, leaves and lumber shall not be collected.
4. The Contractor certifies that the Contractor is not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1.

5. Contractor certifies that it is not barred from bidding on state, municipal or other contracts by reason of Sections 33E-3 (bid rigging) or 33E-4 (bid totaling) of the Criminal Code of 1961 (720 ILCS 5/33E-3 and 5/33E-4), and further certifies that it is not barred from bidding on State, municipal and other contracts by reason of conviction of State laws regarding bid rigging or bid rotation.

6. The Village of Willowbrook agrees to pay Contractor for the performance of the work completed in a good and workmanlike manner in an amount not to exceed Fifteen Thousand Six Hundred and 00/100 Dollars (\$15,600.00) for the Spring 2020 Village-wide brush pick-up and an amount not to exceed Fifteen Thousand Six Hundred and 00/100 Dollars (\$15,600.00) for the Fall 2020 Village-wide brush pick-up. Payment shall be in conformance with the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 et. seq.).

8. Contractor agrees that it has, will have in place and will enforce a written sexual harassment policy in compliance with 775 ILCS 5/2-105(A)(4).

9. During the performance of this Agreement, the Contractor agrees as follows:

A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service; and, further, that he or she will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.

B. That, if he or she hires additional employees in order to perform this Agreement or any portion of this Agreement, he or she will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the areas from which he or she

may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.

C. That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service.

D. That he or she will send to each labor organization or representative of workers with which he or she has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the Contractor's obligations under the Act and the Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the Contractor in his or her efforts to comply with the Act and Rules and Regulations, the contractor will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the Agreement.

E. That he or she will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Act and the Department's Rules and Regulations.

F. That he or she will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Act and the Department's Rules and Regulations.

G. That he or she will include verbatim or by reference the provisions of this clause in every subcontract that may be awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same

manner as with other provisions of this Agreement, the Contractor will be liable for compliance with applicable provisions of this clause by subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

In the event of the Contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Act or the Rules and Regulations of the Department, the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Agreement may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

10. During the performance of its Agreement with the Village of Willowbrook, Contractor:

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

subcontract or the consummation of material supply agreements, exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that Contractor will retain such certifications in its files.

11. Contractor agrees to assume all risk of loss and to indemnify and hold harmless the Village of Willowbrook, its officers, agents and employees from any and all liabilities, claims, suits, injuries, losses, damages, fines or judgments, including litigation costs and attorneys' fees, arising out of the work performed by Contractor including, to the extent allowed by law, those liabilities, injuries, claims, suits, losses, damages, fines or judgments, including litigation costs and attorneys' fees arising out of, or alleged to arise out of, the intentional, willful, wanton or negligent acts of Contractor, its employees, agents, assigns and/or subcontractors.

12. The Contractor represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Contractor further represents and warrants to the Village that the Contractor and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Contractor hereby agrees to defend, indemnify and hold harmless the Village, the Corporate Authorities, and all Village elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from and related to any breach of the foregoing representations and warranties.

13. Insurance requirements shall be as follows:

A. Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work by the Contractor, its agents, representatives, employees or subcontractors.

B. Coverage shall be at least as broad as:

- (1) Insurance Services Office Commercial General Liability Occurrence form CG 0001 (Ed. 11/85); and
- (2) Insurance Services Office form number CA0001 (Ed. 1/87) covering Automobile Liability, symbol 01 "any auto" and endorsement CA0029 (Ed. 12/88) changes in Business Auto and Truckers coverage forms – Insured Contract; and
- (3) Worker's Compensation as required by the Labor Code of the State of Illinois and Employers' Liability Insurance.

C. Contractor shall maintain limits no less than:

- (1) Commercial General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.
- (2) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Worker's Compensation and Employers' Liability: Worker's Compensation limits as required by the Labor Code of the State of Illinois and Employers' Liability limits of \$1,000,000 per accident.

D. The policies are to contain, or be endorsed to contain the following provisions:

- (1) Commercial General Liability and Automobile Liability Coverages:
  - (a) The Village, its officials and employees are to be covered as additional insureds as respects liability arising out of activities performed by or on

behalf of the Contractor, as well as materials, and equipment procured, owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limits on the scope of the protection afforded to the Village and its officials.

- (b) The Contractor's insurance coverage shall be primary insurance as respects the Village, its officials and employees. Any insurance or self-insurance maintained by the Village, its officials or employees shall be excess of Contractor's insurance and shall not contribute with it.
- (c) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials or employees.
- (d) Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(2) Worker's Compensation and Employers' Liability Coverage:  
The insurer shall agree to waive all rights of subrogation against the Village, its officials, employees or volunteers for losses arising from work performed by the Contractor for the Village.

(3) All Coverages:  
Each insurance policy required by this clause shall be endorsed to state that the coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) day's prior written notice by certified mail, return receipt requested, has been given to the Village.

14. Contractor shall at all times observe and comply with all laws, ordinances, and regulations of the federal, state, local and Village government which may in any manner affect the

performance of this Agreement including but not limited to all laws and ordinances related to the proper disposal of all brush picked-up.

15. No member of the governing body of the Village of Willowbrook or other unit of government and no other officer, employee, or agent of the Village of Willowbrook or other unit of government who exercises any functions or responsibilities in connection with the carrying out of this project to which this Agreement pertains, shall have personal interest, direct or indirect, in the Agreement.

Additionally, the Contractor certifies that no officer or employee of the Village of Willowbrook has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Contractor in violation of Title 1, Chapter 12 of the Village Code of Ordinances of the Village of Willowbrook, adopted by the Village pursuant to the requirements of Article 10 of the State Officials and Employees Ethics Act.

Contractor further certifies that the Contractor has not given to any officer or employee of the Village of Willowbrook any gratuity, discount entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Contractor in violation of Chapter 12 of the Village Code of Ordinances of the Village of Willowbrook adopted by the Village pursuant to the requirements of Article 10 of the State Officials and Employees Ethics Act.

16. In the event that Contractor shall fail to perform such work within a reasonable time after being assigned such work or shall fail to complete such work in a good and workmanlike

manner, the Village of Willowbrook may terminate this Agreement by written notice to Contractor, effective immediately upon mailing.

17. Notice as provided for herein shall be transmitted to the Village of Willowbrook, Village Administrator, 835 Midway Drive, Willowbrook, Illinois 60527 or to D-Ryan Tree & Landscape Service, LLC, 17271 Route 23, DeKalb, Illinois 60115, Attn: Darin Ryan, as may be applicable by first class prepaid mail. Any notice to Contractor shall be deemed received when mailed.

18. Contractor agrees to maintain all records and documents for projects of the Public Body in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Contractor shall produce within three (3) days, without cost to the public body, records which are responsive to a request received by the Public Body under the Freedom of Information Act so that the Public Body may provide records to those requesting them within the required five (5) business day period. If additional time is necessary to compile records in response to a request, then Contractor shall so notify the Public Body within three (3) days in order for the Village shall request an extension so as to comply with the Act. In the event that the Village is found to have not complied with the Freedom of Information Act based upon Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Village harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

19. Time is of the essence of this Agreement.

This Agreement is made and executed in duplicate in Willowbrook, DuPage County, Illinois the day and year first above written.

Contractor:

D-RYAN TREE & LANDSCAPE SERVICE, LLC

By: \_\_\_\_\_  
Darin Ryan, its duly authorized agent

VILLAGE OF WILLOWBROOK

By: \_\_\_\_\_  
Frank A. Trilla, Mayor

ATTEST:

\_\_\_\_\_  
Leroy R. Hansen, Village Clerk

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

A RESOLUTION AUTHORIZING THE PURCHASE OF BULK ROCK SALT FOR USE WITHIN THE VILLAGE OF WILLOWBROOK FOR THE 2020/2021 WINTER SEASON

AGENDA NO. 9

AGENDA DATE: 04/27/20

**STAFF REVIEW:** Joe Coons, Superintendent of Public Works

SIGNATURE: *J. Coons / 4/20*

**LEGAL REVIEW:** Tom Bastian, Village Attorney

SIGNATURE: *T. Bastian / 4/20*

**RECOMMENDED BY:** Brian Pabst, Village Administrator

SIGNATURE: *B. Pabst / 4/20*

**REVIEWED & APPROVED BY COMMITTEE:** YES  NO  N/A

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

The County of DuPage solicited bids by their Central Management Services (CMS) for untreated rock salt. Compass Minerals was the low bid this again this year with a cost of \$81.13 per ton, down from \$82.96 per ton from last year. Group 2 municipalities has the option to make an independent determination on whether to enter into an agreement with the awarded vendor. Vendors will hold their bids for 90 days. The "Standard Buy" would be at the standard minimum purchase of 80% with the option to take up to 130% at the same price for deliveries after 12/1/2020.

Below is a price list of four (4) vendors that we have received prices on this request.

**Compass Minerals  
America Inc.**

\$81.13 / Ton

**Detroit Salt Company**

\$82.63 / Ton

**Morton Salt, Inc.**

\$88.87 / Ton

**Cargill Inc.**

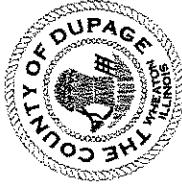
\$93.41 / Ton

### STAFF RECOMMENDATION

The Village currently has approximately 240 tons of untreated rock salt in our salt dome as of April 15, 2020. The salt program for the Village is targeted at 800 tons of untreated salt to be ordered for the year. The Village is required to take 80% of the order with the option to take 130% of the quantity ordered. The cost of the untreated rock salt is \$81.13 per ton, which would be \$51,923.20 for 640 tons (80% of the order), at 100% of the order (800 tons) the amount would be \$64,904.00. The amount budgeted for rock salt for 2020/21 is \$80,000.00.

The staff recommends the initial purchase of 640 tons (80% of the order) of the untreated rock salt for \$51,923.20, with the ability to purchase up to a maximum of 1,040 tons, should the season weather conditions dictate more material for public safety purposes.

**ACTION PROPOSED:** Adopt Resolution.



THE COUNTY OF DUPAGE  
FINANCE - PROCUREMENT

BULK ROCK SALT 20-035-DOT  
BID TABULATION

COMPASS MINERALS AMERICA INC.						DETROIT SALT COMPANY			MORTON SALT, INC.			CARGILL INC	
No.	Item	Unit	Qty	Price	Extended Price	Price	Extended Price	Price	Extended Price	Price	Extended Price		
1	Group 1 - DuPage County Standard Delivery	Ton	15,000	\$ 81.13	\$ 1,216,950.00	\$ 82.63	\$ 1,239,450.00	\$ 88.87	\$ 1,333,050.00	\$ 93.41	\$ 1,401,150.00		
2	130% -150% of Projected Usage	Ton	1	\$ 91.13		\$ 98.35		No Bid		\$ 113.41			
	<b>GRAND TOTAL GROUP 1</b>			<b>\$ 1,216,950.00</b>		<b>\$ 1,239,450.00</b>		<b>\$ 1,333,050.00</b>		<b>\$ 1,401,150.00</b>			
3	Group 2A - Townships/Municipalities Early Delivery	Ton	4,000	\$ 85.11	\$ 340,440.00	\$ 82.63	\$ 330,520.00	\$ 84.23	\$ 336,920.00	\$ 93.41	\$ 373,840.00		
4	Group 2B - Townships/Municipalities Standard Delivery	Ton	55,020	\$ 81.13	\$ 4,463,772.60	\$ 82.63	\$ 4,546,302.60	\$ 88.87	\$ 4,889,627.40	\$ 93.41	\$ 5,139,418.20		
5	130% -150% of Projected Usage	Ton	1	\$ 91.13		\$ 98.35		No Bid		\$ 113.41			
	<b>GRAND TOTAL GROUP 2</b>			<b>\$ 4,804,212.60</b>		<b>\$ 4,876,822.60</b>		<b>\$ 5,226,547.40</b>		<b>\$ 5,513,058.20</b>			

NOTES

(1) For both Group 1 - DuPage County and Group 2 - Townships/Municipalities, the minimum contract commitment is eighty percent (80%) of the standard delivery quantity.

Invitations Sent	5
Potential Bidders Requesting Bid Documents	15
Total Bid Responses Received	4
Bid Opening Attended	DW, JM

**BID BOND**

Conforms with The American Institute of  
Architects, A.I.A. Document No. A-310

KNOW ALL BY THESE PRESENTS, That we,

Compass Minerals America Inc.

9900 W 109th Street, Ste. 100 Overland Park, KS 66210

as Principal, hereinafter called the Principal,

and the RLI Insurance Company

of 9025 N Lindbergh Dr. Peoria, IL 61615, a corporation duly organized under  
the laws of the State of Illinois, as Surety, hereinafter called the Surety, are held and firmly bound unto

DuPage County Treasurer

as Obligee, hereinafter called the Obligee,

in the sum of Five Percent of Amount Bid

Dollars (\$ 5%), for the payment of which sum well and truly to be made, the said Principal and the said  
Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

Bulk Rock Salt 20-035-DOT

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 31st day of March, 2020

Compass Minerals America Inc.

(Seal)

Principal

Title

Witness

RLI Insurance Company

By

Linda L. Hansen

Attorney-in-Fact

Linda L. Hansen

Witness

State of Utah  
County of Salt Lake } ss:

On March 31, 2020, before me, a Notary Public in and for said County and State, residing therein, duly commissioned and sworn, personally appeared

Tina Davis

known to me to be Attorney-in-Fact of RLI Insurance Company  
the corporation described in and that executed the within and foregoing instrument, and known to me to be the person who executed the said instrument in behalf of the said corporation, and he duly acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year stated in this certificate above.

My Commission Expires

June 9, 2022



Notary Public



**RESOLUTION NO. 20-R-**

**A RESOLUTION AUTHORIZING THE PURCHASE  
OF BULK ROCK SALT FOR USE WITHIN  
THE VILLAGE OF WILLOWBROOK FOR THE 2020/2021 WINTER SEASON**

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WHEREAS, in the opinion of a majority of the corporate authorities of the Village of Willowbrook (the “Village”), it is advisable, necessary, and in the public interest that the Village purchase Rock Salt (“Rock Salt”) for roadway use during the upcoming 2020/2021 winter season; and

WHEREAS, the Village has requested proposals for quotes for Rock Salt for the 2020/2021 winter season; and

WHEREAS, of the proposals received and reviewed, the lowest proposal for the provision of Rock Salt for the 2020/2021 winter season is Compass Minerals of America, Inc. at a price of Eighty-One and 13/100ths Dollars (\$81.13) per ton; and

WHEREAS, it is estimated that the Village will require approximately Eight Hundred (800) tons of Rock Salt for the upcoming 2020-2021 winter season; and

WHEREAS, a majority of the corporate authorities find it in the Village’s best interest to purchase Eight Hundred (800) tons of Rock Salt from Compass Minerals of America, Inc. at a cost of Eighty-One and 13/100ths Dollars (\$81.13) per ton, in the amount not to exceed Sixty-Four Thousand Nine Hundred Four and 00/100ths Dollars (\$64,904.00).

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

Section 1: The corporate authorities hereby incorporate the foregoing preamble clauses into this resolution.

Section 2: It is hereby determined that it is advisable, necessary and in the public interest that the Village purchase the Village’s anticipated Rock Salt requirement for the

2020/2021 winter season from Compass Minerals of America, Inc. in the amount of Eight Hundred (800) tons of Rock Salt at the price of cost of Eighty-One and 13/100ths Dollars (\$81.13) per ton, in the amount not to exceed Sixty-Four Thousand Nine Hundred Four and 00/100ths Dollars (\$64,904.00).

Section 3: That the Village Administrator be and is hereby authorized and directed to execute all necessary purchase orders, invoices, forms, and other documents related to the purchase of the Rock Salt.

Section 4: That this resolution shall take effect upon its passage, approval and publication in accordance with law.

ADOPTED and APPROVED this 27<sup>th</sup> day of April, 2020.

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Frank A. Trilla, Mayor

ATTEST:

\_\_\_\_\_  
Leroy R. Hansen, Village Clerk

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

10

SECTION 8-3-3 ENTITLED "STOP STREETS" OF CHAPTER 3  
ENTITLED "THROUGH STREETS, ONE-WAY STREETS, STOP  
STREETS AND TRUCK ROUTES" OF TITLE 8 ENTITLED  
"TRAFFIC REGULATIONS" OF THE VILLAGE CODE OF THE  
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

AGENDA NO.

AGENDA DATE: 4/27/2020

STAFF REVIEW: Robert Schaller, Police Chief

SIGNATURE: R. Schaller /nm

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: T. Bastian /nm

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /nm

REVIEWED & APPROVED BY COMMITTEE: YES  NO  N/A

#### ITEM HISTORY (ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY, ETC.)

The Chief of Police reviewed a request to consider stop signs within the Stanhope subdivision. Currently the intersection of Canterbury and Windsor have yield signs. The Police Chief finds it beneficial to have the yield signs removed and stop signs installed.

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

This ordinance would provide for the installation and appropriate enforcement of stop signs within the Stanhope subdivision at the following locations:

Stop Street	At Intersection With	Direction of Traffic
Canterbury	Windsor	East
Canterbury	Windsor	North
Canterbury	Windsor	West

#### ACTION PROPOSED

Pass the Ordinance.

**ORDINANCE NO. 20-0-** \_\_\_\_\_

**AN ORDINANCE TO AMEND  
SECTION 8-3-3 ENTITLED "STOP STREETS" OF CHAPTER 3 ENTITLED  
"THROUGH STREETS, ONE-WAY STREETS, STOP STREETS AND TRUCK  
ROUTES" OF TITLE 8 ENTITLED "TRAFFIC REGULATIONS" OF THE VILLAGE  
CODE OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS**

WHEREAS, the corporate authorities of the Village of Willowbrook (hereinafter the "Village") deems it necessary and desirable to amend Section 8-3-3 entitled "Stop Streets" of Chapter 3 entitled "Through Streets, One-Way Streets, Stop Streets and Truck Routes" of Title 8 entitled "Traffic Regulations" of the Village Code of Ordinances of the Village of Willowbrook.

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

Section 1: That the corporate authorities hereby incorporate the foregoing preamble clauses into this ordinance.

Section 2: That Title 8, Chapter 3, Section 8-3-3 of the Village Code, as amended, is hereby further amended by adding the following language to Section 8-3-3 in proper alphabetical order:

Stop Street	At Intersection With	Direction of Traffic
Canterbury	Windsor	East
Canterbury	Windsor	North
Canterbury	Windsor	West

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Section 3: That the remainder of Title 8, Chapter 3, Section 8-3-3 of the Willowbrook Village Code shall remain in full force and effect and unchanged by this ordinance.

Section 4: The Chief of Police or his designee is hereby directed to cause appropriate signage to be erected at the designated intersection.

Section 5: That this ordinance shall be in full force and effect from and after its passage, approval, and publication as required by law.

PASSED and APPROVED this 27<sup>th</sup> day of April, 2020.

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

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Frank A. Trilla, Mayor

ATTEST:

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Leroy R. Hansen,  
Village Clerk

# VILLAGE OF WILLOWBROOK

## BOARD MEETING

### AGENDA ITEM - HISTORY/COMMENTARY

An Ordinance Amending Title 3 Entitled "Business Regulations" of the Village Code of Ordinances by Adding Chapter 22 Entitled "Retail Sale of Dogs, Cats and Rabbits"

AGENDA NO. 11

AGENDA DATE: 4/27/2020

STAFF REVIEW: Mike Mertens, Assistant Vil. Administrator

SIGNATURE: 

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: 

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: 

REVIEWED & APPROVED BY COMMITTEE: YES  NO  N/A

#### ITEM HISTORY (ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY, ETC.)

A significant numbers of dogs, cats and rabbits sold at pet stores come from large-scale commercial breeding facilities where health and welfare of the animals are not adequately provided for ("puppy mills", "kitten mills" and "rabbits mills", respectively). Accordingly the Humane Society of the United States, it is estimated that 10,000 puppy mills produce more than 2,400,000 puppies a year in the United States and that most pet store dogs and cats and many pet store rabbits, come from puppy mills, kitten mills and rabbit mills. The documented abuses in puppy and kitten mills include the following issues: over-breeding, inbreeding, minimal to non-existent veterinary care, lack of adequate and nutritious food, water and shelter, lack of socialization, lack of adequate space, and lack of adequate exercise. The inhumane conditions in puppy, kitten and rabbit mill facilities lead to health and behavioral issues in the animals bred in those facilities, which many customers are unaware of when purchasing animals from pet stores due to both lack of education on the issue and misleading tactics of pet stores in some cases. These health and behavioral issues, which may not present themselves until sometime after the purchase of the animals, can impose exorbitant financial and emotional costs on consumers.

Current Federal, State and County regulations do not properly address the sale of puppy, kitten, and rabbit mill animals in pet stores. Restricting the retail sale of puppies, kittens, and rabbits to only those sourced from animal care facilities, rescue organizations or humane societies, is likely to decrease the demand for mill-bred puppies, kittens, and rabbits. This ordinance will not affect a consumer's ability to obtain a dog, cat or rabbit of his or her choice directly from a breed specific rescue organization or shelter, or from a hobby breeder where the consumer can see directly the conditions in which the dogs, cats, or rabbits are bred, and where the health, temperament and best interest of the animal are placed before profit; and where the breeder is committed to the animal for life.

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

The proposed ordinance has been crafted to meet the following objectives:

1. To protect dogs, cats and rabbits from improper use, abuse, neglect, inhumane treatment, and health hazards.
2. To prevent dogs, cats, and rabbits from being bred and housed in over crowded and unsanitary conditions without adequate care, food, water, shelter, space, exercise, and socialization (mill-bred).
3. To reduce health and behavioral issues as well as congenital and hereditary illness and disease seen in mill-bred dogs, cats, and rabbits.
4. To reduce the financial and emotional costs on consumers who purchase a mill-bred dog, cat, or rabbit which has health or behavioral issues.
5. To fill in gaps in Federal, State and County regulations as they do not properly address the sale of mill-bred dogs, cats, and rabbits in pet stores.
6. To promote community awareness of animal welfare.

The proposed ordinance creates new definitions for animal care facilities, animal rescue shelters/organizations, humane society, offer for sale, and retail pet stores. The ordinance creates restrictions on the retail sale of dogs, cats, and rabbits unless the animals are obtained from an animal care facility, rescue, or humane organization. The ordinance provides for paperwork disclose periods and allows for exemptions and penalties for offenses.

**ACTION PROPOSED** Pass the Ordinance.

**ORDINANCE NO. 20-0-\_\_\_\_\_**

**AN ORDINANCE AMENDING TITLE 3 ENTITLED "BUSINESS REGULATIONS" OF  
THE VILLAGE CODE OF ORDINANCES BY ADDING CHAPTER 22 ENTITLED  
"RETAIL SALE OF DOGS, CATS AND RABBITS"**

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**WHEREAS**, The Village of Willowbrook (the "Village") is a home rule unit of government pursuant to Section 6(a), Article VII of the 1970 Constitution of the State of Illinois and as such may legislate as to matters which pertain to its local government affairs; and

**WHEREAS**, the corporate authorities of the Village, pursuant to its home rule powers, has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and to protect the public health, safety and welfare of its citizens; and

**WHEREAS**, the corporate authorities find that a significant number of young dogs, cats and rabbits sold at pet stores come from large-scale commercial breeding facilities where the health and welfare of the animals are not adequately provided for ("puppy mills", "kitten mills" and "rabbit mills", respectively). According to the Humane Society of the United States, it is estimated that 10,000 puppy mills produce more than 2,400,000 puppies a year in the United States and that most pet store dogs and cats, and many pet store rabbits, come from puppy mills, kitten mills and rabbit mills; and

**WHEREAS**, the documented abuses in puppy and kitten mills include over-breeding; inbreeding; minimal to non-existent veterinary care; lack of adequate and nutritious food, water and shelter; lack of socialization; lack of adequate space; and lack of adequate exercise. The inhumane conditions in puppy, kitten and rabbit mill facilities lead to health and behavioral issues in the animals bred in those facilities, which many consumers are unaware of when purchasing animals from pet stores due to both a lack of education on the issue and misleading tactics of pet stores in some cases. These health and behavioral issues, which may not present themselves until

sometime after the purchase of the animals, can impose exorbitant financial and emotional costs on consumers; and

**WHEREAS**, current Federal, State and County regulations do not properly address the sale of puppy, kitten and rabbit mill animals in pet stores; and

**WHEREAS**, restricting the retail sale of puppies, kittens and rabbits to only those sourced from animal care facilities, rescue organizations or humane societies, is likely to decrease the demand for millbred puppies, kittens and rabbits; and

**WHEREAS**, this Ordinance will not affect a consumer's ability to obtain a dog, cat or rabbit of his or her choice directly from a breed-specific rescue organization or a shelter, or from a hobby breeder where the consumer can see directly the conditions in which the dogs, cats or rabbits are bred, and where the health, temperament and best interests of the animal are placed before profit; and where the breeder is committed to the animal for life; and

**WHEREAS**, the corporate authorities of the Village have determined it is in the best interests of the Village to adopt reasonable regulations to reduce costs to the Village and its residents, protect the residents of the Village who may be inclined to purchase cats, dogs or rabbits from a pet store or other business establishment, help prevent inhumane breeding conditions, promote community awareness of animal welfare, and foster a more humane environment in the Village.

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

**SECTION ONE.** The foregoing recitals are the findings of the corporate authorities of the Village of Willowbrook and are incorporated herein as if fully restated.

**SECTION TWO.** Title 3 entitled "Business Regulations", as amended, is hereby further amended by adding thereto Chapter 22 entitled "Retail Sale of Dogs, Cats and Rabbits" to read as follows:

**Chapter 22**

**Retail Sale of Dogs, Cats and Rabbits.**

**(A) Definitions.**

*Animal care facility* means an animal control center or animal shelter, maintained by or under contract with any state, county, or municipality, whose mission and practice is, in whole, or in significant part, the rescue and placement of animals in permanent homes or rescue organizations.

*Animal rescue organization/animal rescue shelter* means any not-for-profit organization which has tax-exempt status under Section 501(c)(3) of the United States Internal Revenue Code, whose mission and practice is, in whole or in significant part, the rescue and placement of animals in permanent homes. This term does not include any entity which, is or is housed on the premises of, a breeder or broker, obtains dogs, cats or rabbits from a breeder or broker in exchange for payment or compensation, or resells dogs, cats or rabbits obtained from a breeder or broker and provides payment or compensation to such breeder or broker.

*Humane Society* means any chartered, not-for-profit organization authorized to do business in this State and organized for the purpose of preventing cruelty to animals and promoting humane care and treatment of animals.

*Offer for sale* means to sell, offer for sale or adoption, advertise for sale of, barter, auction, give away or otherwise dispose of a dog, cat or rabbit.

*Retail pet store* means a retail establishment where dogs, cats and rabbits are sold, exchanged, bartered or offered for sale as pet animals to the general public at retail. Such definition shall not include an animal care facility or animal rescue organization or animal rescue shelter, as defined herein.

**(B) Restrictions on the Retail Sale of Dogs, Cats or Rabbits.**

No retail pet store shall sell, deliver, offer for sale, barter, auction, give away, or otherwise transfer or otherwise dispose of dogs, cats or rabbits unless said animals are obtained from an animal care facility, animal rescue organization or humane society.

**(C) Disclosures Required.**

Any retail pet store who offers for sale a dog, cat or rabbit shall make the following disclosures to the customer about such animal:

1. For each dog or cat: a written disclosure meeting all of the requirements set forth in Sections 3.5 or 3.15, as applicable, of the Animal Welfare Act, 225 ILCS 605, *et seq.*; and
2. For each rabbit: (i) the breed, approximate age, sex and color of the animal; (ii) the date and description of any inoculation or medical treatment that the animal received while under the possession of the retailer, (iii) the name and address of the location where the rabbit was born, rescued, relinquished or impounded; and (iv) if the rabbit was returned by a customer, the date of and reason for the return.

The disclosure required under this Section shall be provided by the retailer to the customer in written form and shall be signed by both the retailer and customer at the time of sale. The retailer shall retain the original copy of such disclosure and acknowledgment for a period of two (2) years from the date of sale. Upon request by an authorized Village official, the original copy of such disclosure and acknowledgment shall be made immediately available for inspection by such authorized Village official.

The retail pet store shall post, in writing, in a conspicuous place on or near the cage of any dog, cat or rabbit offered for sale all of the information about a dog, cat or rabbit required under this Section and other applicable law.

**(D) Exceptions.**

The restrictions on retail pet stores set forth in Section (B) of this Chapter shall not apply to the following entities:

An animal control center, animal care facility, kennel, pound or training facility operated by any subdivision of local, state or federal government; a humane society or rescue organization; or to any veterinary hospital or clinic licensed pursuant to the Veterinary Medicine and Surgery Practice Act of 2004, 225 ILCS 115, *et seq.*.

**(E) Violation/Penalties.**

Any person or entity who shall be found guilty or liable of a violation of any of the provisions of this Chapter shall be subject to a fine of not less than two hundred fifty dollars (\$250.00) nor more than seven hundred fifty dollars (\$750.00) for each offense. A separate offense shall be deemed committed for every dog, cat or rabbit that is sold in violation of this Chapter.

**(F) Severability.**

If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance shall be declared invalid for any reason whatsoever by a court of competent jurisdiction, such decision shall not affect the remaining portions of this Ordinance which shall continue in full force and effect, and to this end the provisions of this Ordinance are hereby declared to be severable.

**SECTION THREE.** That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION FOUR.** That this ordinance shall be in full force and effect ten (10) days from and after its passage and publication in the manner provided by law.

PASSED and APPROVED this 27<sup>th</sup> day of April, 2020.

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

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Frank A. Trilla, Mayor

ATTEST:

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Leroy R. Hansen,  
Village Clerk

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

12

ITEM TITLE:	AGENDA NO.
AN ORDINANCE AMENDING SPECIAL USE PERMIT NO. 77-2 AS APPROVED IN ORDINANCE NO. 77-0-14 AND AS AMENDED IN ORDINANCE NOS. 78-0-43, 80-0-40, 84-0-12, AND 94-0-29 AND GRANTING CERTAIN VARIATIONS FROM THE ZONING ORDINANCE – PC 20-01: 7000 SOUTH KINGERY – DUCKY’S CAR WASH ADDITION.	AGENDA DATE: 04/27/20
STAFF REVIEW: Ann Choi, Planning Consultant	SIGNATURE: 
LEGAL REVIEW: Tom Bastian, Village Attorney	SIGNATURE: 
RECOMMENDED BY: Brian Pabst, Village Administrator	SIGNATURE: 
REVIEWED & APPROVED BY COMMITTEE:	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

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

Ordinance No. 77-0-14 – Original special use ordinance establishing the use, but without specific bulk standards.

Ordinance No. 78-0-43 – Amended original special use to provide for signage and construction of a canopy within required IL Rt. 83 front yard, without specific standards.

Ordinance No. 80-0-40 – Amended most recent ordinance to permit a canopy encroachment along the IL Rt. 83 front yard to 6'-6" and permit a canopy height of 16'-10".

Ordinance No. 84-0-12 – Amended previous ordinance to revise the bulk standard setback for a canopy to 51 feet along both IL Rt. 83 and Plainfield Road, revise transition yard setback to 30 feet and the accessory use setback to 15 feet for the construction of a car wash facility, and the upgrading of site signage to conform to Village standards.

Ordinance No. 94-0-29 – Further amended the previous ordinance to permit the construction of a food mart and various site and landscaping improvements.

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

David A. Schaefer Architects, on behalf of the property owner, is requesting approval of an amendment to an existing special use in the B-2 zoning district including certain variations to allow for the modernization and enlargement of the existing car wash with associated site improvements at the property located at 7000 S. Kingery Highway, Willowbrook, Illinois. The existing car wash has been operating since the mid-1980s. The property owner acquired the property in 2019 and wishes to modernize the existing car wash that is over 30 years old. The property owner requests an amendment to the special use to replace the existing car wash with an automated car wash tunnel that will accommodate a maximum capacity of six cars. The proposed car wash expansion will replace the existing seven parking spaces with two (2) parking spaces and six (6) vacuum stations. The property owner anticipates a top of the line car wash facility in terms of building appearance and functionality. The property owner proposes using state of the art equipment which appear to lack in many existing local Willowbrook facilities. The car wash is proposed to operate from 8:00 A.M. to 7:00 P.M. Monday through Sunday.

The Plan Commission discussed the car wash addition petition at the February 5, 2020 regular meeting of the Plan Commission and voted a unanimous vote of 6-0 of the members present to forward a positive recommendation to the Village Board. Their motion included thirteen (13) conditions of approval.

**ACTION PROPOSED:** March 9, 2020: Receive Plan Commission Recommendation.

April 27, 2020: Consider Attached Ordinance.

**ORDINANCE NO. 20-O-\_\_\_\_\_**

**AN ORDINANCE AMENDING SPECIAL USE PERMIT NO. 77-2 AS APPROVED IN  
ORDINANCE NO. 77-O-14 AND AS AMENDED IN ORDINANCE NOS. 78-O-43, 80-O-  
40, 84-O-12, AND 94-O-29 AND GRANTING CERTAIN VARIATIONS FROM THE  
ZONING ORDINANCE – PC 20-01: 7000 SOUTH KINGERY – DUCKY’S CAR WASH  
ADDITION**

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**WHEREAS**, on or about January 2, 2020, David Schaefer, as applicant, filed an application with the Village of Willowbrook (“VILLAGE”) on behalf of the owner, Maqpoon Management Inc., of the property legally described as Exhibit “A” attached hereto which is, by this reference, incorporated herein (“SUBJECT REALTY”). Said application requested that the Village grant variations from the requirements of the Zoning Ordinance of the Village to permit the open side of a proposed trash and recycling enclosure to be oriented so that it faces towards an abutting property or street with respect to the SUBJECT REALTY; and

**WHEREAS**, said application requested that the terms and conditions of Special Use Permit No. 77-2 heretofore granted with respect to the SUBJECT REALTY in Ordinance No. 77-O-14, as amended pursuant to Ordinance Nos. 78-O-43, 80-O-40, 84-O-12 and 94-O-29 be further amended so as to permit the modernization and enlargement of the existing car wash with the construction of a one-story, 1,351 square-foot automated car wash tunnel, including six (6) new vacuum stations, a new attendant kiosk and various site and landscaping improvements on the SUBJECT REALTY; and,

**WHEREAS**, said application further requested variations in the application of Section 9-3-7(A)1, Specific Setback, Illinois Route 83; Section 9-3-7(A)4, Specific Setback, Plainfield Road; Section 9-6B-3(E)1, Bulk Regulations, Front Yard Setback; Section 9-6B-3(E)4, Bulk Regulations, Rear Yard Setback; Section 9-10-5(K), Required Spaces; and Section 9-14-2(D)2(c)4, Border Plantings and Foundation Plantings; and,

**WHEREAS**, a public notice was published in compliance with Section 9-15-3(A) of the Willowbrook Municipal Code, in the Doings on January 16, 2020, which is more than fifteen (15) days but less than thirty (30) days prior to the public hearing date; a notice was mailed, via certified mail, return receipt requested, by the Village Zoning Officer to all property owners within two hundred-fifty (250) feet in each direction of the location for which the variations are requested more than fifteen (15) days but less than thirty (30) days prior to public hearing date in compliance with Section 9-15-3(B) of the Willowbrook Municipal Code; and public notice was provided by posting on the property a sign visible to the general public complying with the requirements of Sections 9-15-3(D) of the Willowbrook Municipal Code, for at least fifteen (15) consecutive days prior to the public hearing date; and,

**WHEREAS**, pursuant to the public notice, the Plan Commission of the Village of Willowbrook (the "Plan Commission") conducted a public hearing on February 5, 2020, all as required by the statutes of the State of Illinois and the ordinances of the Village; and,

**WHEREAS**, at the public hearing, the applicant provided testimony in support of the proposed developments, variations and amended special uses to the Zoning Ordinance, and all interested parties had an opportunity to be heard; and,

**WHEREAS**, the Plan Commission forwarded its recommendations, including its Findings of Fact, to the President and Board of Trustees on or about March 9, 2020, a copy of which is attached hereto as Exhibit "B" which is, by this reference, made a part hereof; and,

**WHEREAS**, the Mayor and Board of Trustees of the Village of Willowbrook received the recommendation of the Plan Commission pursuant to a memorandum dated March 9, 2020.

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

**SECTION ONE:** The recitals set forth in the preamble are hereby found to be true and correct and are incorporated herein by reference and made a part of this Ordinance, as if fully recited.

**SECTION TWO:** That the Findings of Fact made by the Plan Commission in its recommendation attached hereto as Exhibit "B" are hereby adopted by the Mayor and Board of Trustees.

**SECTION THREE:** That Special Use Permit No. 77-2, passed and approved by Ordinance No. 77-O-14 and amended by Ordinance Nos. 78-O-43, 80-O-40, 94-O-12 and 94-O-29, is hereby further amended so as to permit the modernization and enlargement of the existing car wash with the construction of a one-story, 1,351 square-foot automated car wash tunnel, including six (6) new vacuum stations, a new attendant kiosk, and various site and landscaping improvements on the SUBJECT REALTY as described in the site plan and application submitted to the Village, subject to the following plans, terms, conditions and provisions:

A. That all construction, use, development and maintenance of the site be in substantial accordance with the "APPROVED PLANS" attached hereto as EXHIBIT "C", except as may be modified by the conditions infra, or as required by the Village Engineer or Village Administrator for compliance with Village Codes prior to the issuance of any construction permits:

1. Site Plan, Sheet A1, prepared by David A. Schaefer Architects PC, and bearing a revision date of 1/16/2020. (1 Sheet)
2. Architectural Drawings, Sheet Nos. A2-A5, prepared by David A. Schaefer Architects PC, and bearing a revision date of 10/4/2019. (4 Sheets)
3. Landscape Plan, prepared by Kestrel Design, and bearing a revision date of January 20, 2020. (1 Sheet)
4. Engineering Plans, Sheet Nos. C0-C, prepared by Bono Consulting Inc., and bearing the latest revision date of 03-16-2020. (5 Sheets)
5. Traffic Control Plan, Sheet No. T1, prepared by David A. Schaefer Architects PC, and bearing a revision date of 2/21/2020. (1 Sheet)

6. Auto Turn and Stacking Exhibit, prepared by Bono Consulting Inc., and bearing the latest revision date of 03-16-2020. (1 Sheet)
7. Photometric Plan, prepared by Red Leonard Associates, and dated 10/28/19 (1 Sheet)

B. Final engineering plans, including an abbreviated storm water submittal, a planting plan for the wetland portion, and a final design packet for the retaining wall, shall be reviewed and approved by the Village Engineer prior to issuance of a building permit by the Village of Willowbrook.

C. The petitioner shall obtain all necessary permits from Illinois Department of Transportation (IDOT) and/or DuPage County Division of Transportation (DuDOT) prior to performing any work within the IL Route 83/Plainfield Road rights-of-way. The petitioner shall provide a copy of IDOT's and/or DuDOT's review of the car wash addition plans and copies of all correspondence with said agencies to Village Staff before final zoning approval, as applicable.

D. The construction and use of the car wash addition shall at all times be in substantial compliance with the site improvement plans, architectural floor plans, landscape plans and building elevations submitted by the petitioner.

E. The landscape plans shall be approved subject to the applicant's compliance with the planning review letter dated January 22, 2020, issued by the Village of Willowbrook, and included as Attachment 13.

F. All landscaped areas shall be constructed and landscape material installed prior to the issuance of any permanent occupancy permit for the subject realty, or such earlier time, as is reasonably practical.

G. A separate sign permit shall be obtained for the proposed building signage, pursuant to the Village Code.

H. The trash enclosure shall be constructed to look like masonry and shall appear similar to the color and style of the building.

I. The special use permit for the proposed development shall be null and void if construction for the proposed use is not commenced within eighteen (18) months of the date of any approval of the special use by the Village Board.

J. Striping along the front of the convenience store shall be added to designate said portion as patron parking.

K. Signage shall be added near the six parking spaces providing vacuum equipment. Signage shall say "Parking" to indicate that the parking spaces are dual purpose, and can be used by convenient store/gas station patrons in addition to individuals using the vacuum equipment.

L. The island median on Plainfield Road shall be modified with striping to enforce the restriction with traffic entering at the easterly curb cut and exiting at the westerly curb cut.

M. "Do Not Block Driveways" sign(s) shall be installed on the Plainfield Road island facing inward (towards the site). Pavement markings/hatchings and pavement markings (arrows/car wash lane) shall be provided between the fueling pumps to guide patrons to the car wash lane to decrease the potential for blocking of the driveways.

**SECTION FOUR:** That the several terms and conditions contained in Special Use Permit No. 77-2, as passed and approved by Ordinance No. 77-O-14, and amended by Ordinance Nos. 78-O-43, 80-O-40, 84-O-12 and 94-O-29, shall, to the extent not expressly modified by the terms and conditions of this Ordinance, remain in full force and effect as therein provided.

**SECTION FIVE:** That pursuant to Title 9, Chapter 14, Section 9-14-4 of the Village Code, the following variations from the provisions of the Zoning Ordinance be and the same are hereby granted for the SUBJECT REALTY:

- A. Approval of a variation from Section 9-3-7(A)1 to reduce the minimum required setback on Illinois Route 83 from one hundred feet (100') to seventy-seven feet, eight inches (77'-8") for the northeast portion of the car wash addition; to fifty-six feet, eight inches (56'-8"), seventy-four feet, nine inches (74'-9"), eighty feet, four inches (80'-4"), eighty-five feet, ten inches (85'-10"), ninety-one feet, four inches (91'-4") and ninety-six feet, eleven inches (96'-11") for the six (6) vacuum stations.
- B. Approval of a variation from Section 9-3-7(A)4 to reduce the minimum required setback on Plainfield Road from one hundred feet (100') to seventy-six feet, seven inches (76'-7") for the refuse storage area.
- C. Approval of a variation from Section 9-6B-3(E)1 to reduce the front yard setback on Illinois Route 83 from sixty feet (60') to fifty-six feet, eight inches (56'-8") for the northernmost vacuum station.
- D. Approval of a variation from Section 9-6B-3(E)4 to reduce the rear yard setback from forty feet (40') to thirteen feet, nine inches (13'-9") for the southwest portion of the car wash addition; to four feet, seven inches (4'-7") for the transformer pad, and to sixteen feet, three inches (16'-3") for the new attendant kiosk.

- E. Approval of a variation from Section 9-10-5(K) to reduce the minimum parking requirements from eighteen (18) parking spaces to fourteen (14) parking spaces, and to reduce the minimum number of stacking spaces for automobile laundries from sixty (60) spaces to ten (10) spaces for the existing automobile laundry.
- F. Approval of a variation from Section 9-14-2(D)2(c)4, "Border Plantings and Foundation Plantings", to reduce the minimum foundation landscape area from seven feet (7') to zero feet along the southern building façade of the automobile laundry.

**SECTION SIX:** 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 SEVEN:** That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

**PASSED** and **APPROVED** this 27th day of April, 2020.

ROLL CALL VOTE:                    AYES: \_\_\_\_\_

    NAYS: \_\_\_\_\_

    ABSTENTIONS: \_\_\_\_\_

    ABSENT: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Frank A. Trilla, Mayor

ATTEST:

\_\_\_\_\_  
Leroy R. Hansen,  
Village Clerk

**EXHIBIT A**

**LEGAL DESCRIPTION OF SUBJECT REALTY**

LOTS 11, 12, 13 AND 14 IN BLOCK 46 IN TRI-STATE VILLAGE UNIT NUMBER 5, BEING A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 23 AND PART OF THE EAST HALF OF THE NORTHWEST QUARTER OF SECTION 26, TOWNSHIP 38 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JULY 20, 1944 AS DOCUMENT 465114, IN DUPAGE COUNTY, ILLINOIS, EXCEPTING THEREFROM ALL THOSE PORTIONS GRANTED, CONVEYED AND DEDICATED TO THE STATE OF ILLINOIS PER DOCUMENTS R61-19732 AND R61-21445.

PINs: 09-23-310-024 and 09-23-310-025

ADDRESS: 7000 South Kingery, Willowbrook, Illinois 60527

## EXHIBIT B

### RECOMMENDATION AND FINDINGS OF FACT

#### MEMORANDUM

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

MEMO FROM: Daniel Kopp, Chairman, Plan Commission

DATE: March 9, 2020

SUBJECT: **Zoning Hearing Case 20-01: Ducky's Car Wash Addition – Maqpoon Management Inc., 7000 South Kingery Highway, Willowbrook, Illinois.** Consideration of a petition requesting approval of an amendment to a special use permit within the B-2 Community Shopping District zoning classification, including certain variations from Title 9 of the Village Code. The applicant seeks to modernize and enlarge the existing car wash with associated site improvements at the property located at the northwest corner of the intersection of Illinois Route 83 and Plainfield Road.

At the regular meeting of the Plan Commission held on February 5, 2020 the above referenced application was discussed and the following motion was made:

MOTION: Made by Remkus seconded by Walec that based on the submitted petition and testimony presented, I move that the Plan Commission forward its Findings of Fact to the Mayor and Village Board for special uses and variations as shown in Attachments 1 and 2 of the Staff Report prepared for the February 5, 2020 Plan Commission for PC 20-01, and recommend approval of an amendment to the existing special use and requested variations, as listed in the Staff Report prepared for PC 20-01 for the February 5, 2020 Plan Commission meeting, subject to the following "Recommended Conditions of Approval" listed in the Staff Report prepared for PC 20-01 for the February 5, 2020 Plan Commission meeting:

1. All plans and documents shall be revised and resubmitted as required by Village staff and the Plan Commission as indicated in the staff report or as discussed during the February 5, 2020 meeting, and approved by staff prior to being forwarded to the Village Board for final consideration. Final documents forwarded to the Village Board shall be newly revision dated and identified "For Village Board Approval".
2. All outstanding comments from the Village Engineer shall be addressed prior to final zoning approval from the Village Board.
3. All outstanding comments from the Village Traffic Engineer shall be addressed prior to final zoning approval from the Village Board. Approval of the variations

for reduced stacking spaces and parking spaces shall be adjusted subject to the recommendation of the Village Traffic Engineer.

4. Final engineering plans shall be reviewed and approved by the Village Engineer prior to issuance of a building permit by the Village of Willowbrook.
5. The petitioner shall obtain all necessary permits from Illinois Department of Transportation (IDOT) and/or DuPage County Division of Transportation (DuDOT) prior to performing any work within the IL Route 83/Plainfield Road rights-of-way. The petitioner shall provide a copy of IDOT's and/or DuDOT's review of the car wash addition plans and copies of all correspondence with said agencies to Village Staff before final zoning approval, as applicable.
6. The construction and use of the car wash addition shall at all times be in substantial compliance with the site improvement plans, architectural floor plans, landscape plans and building elevations submitted by the petitioner.
7. The landscape plans shall be approved subject to the applicant's compliance with the planning review letter dated January 22, 2020, issued by the Village of Willowbrook, and included as Attachment 13.
8. All landscaped areas shall be constructed and landscape material installed prior to the issuance of any permanent occupancy permit for the subject realty, or such earlier time, as is reasonably practical.
9. A separate sign permit shall be obtained for the proposed building signage, pursuant to the Village Code.
10. The trash enclosure shall be constructed to look like masonry and shall appear similar to the color and style of the building.
11. The special use permit for the proposed development shall be null and void if construction for the proposed use is not commenced within eighteen (18) months of the date of any approval of the special use by the Village Board.
12. Striping along the front of the convenience store shall be added to designate said portion as patron parking.
13. Signage shall be added near the six parking spaces providing vacuum equipment. Signage shall say "Parking" to indicate that the parking spaces are dual purpose, and can be used by convenient store/gas station patrons in addition to individuals using the vacuum equipment.
14. The island median on Plainfield Road shall be modified with striping to enforce the restriction with traffic entering at the easterly curb cut and exiting at the westerly curb cut.

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

**MOTION DECLARED CARRIED**

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

DK:jp

## EXHIBIT B (CONTINUED)

### FINDINGS OF FACT

#### **Standards for Special Use**

The Plan Commission shall not recommend and the Board of Trustees shall not grant a Special Use Permit from the regulation of this title unless affirmative findings of fact shall be made as to all of the standards hereinafter set forth, which findings of fact shall be based upon evidence adduced upon the hearing held thereon, that:

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

**Applicant Finding:** The proposed car wash addition will not be detrimental nor endanger the public. When completed, this facility will provide a benefit to the community as a service and visual gateway into Willowbrook.

**Staff Finding:** The Village previously approved a special use permit for a gas station on the subject property in 1977, and subsequently amended the special use permit on several occasions to approve a car wash use and food mart use in 1980, 1984 and 1994, respectively. These facilities have operated on the subject property for many years without endangering the public health, safety, morals, comfort or general welfare.

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

**Applicant Finding:** The proposed car wash addition will not be injurious nor diminish property values. The property is currently established as a gas station and car wash. We are only looking to update and improve the facility. When completed, this updated and renovated facility will improve the neighborhood and property values.

**Staff Finding:** The existing car wash has currently operated in harmony with the surrounding properties. The area to the north of the site is established as retail shops. The area northwest is zoned B-1 and is vacant, and is most likely undevelopable. Illinois Route 83 and Plainfield Road are substantial buffers to the properties located to the east and south. The area to the northeast is zone B-2 and is occupied by the Pete's Fresh Market/Willows Shopping Center, as well as the BP gas station and car wash on the northeast corner of the intersection. The car wash at the BP gas station appears to be similar in scale to the existing car wash in the proposed development as it appears to only accommodate up to a maximum of two cars.

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

**Applicant Finding:** The property is currently established as a gas station and car wash. We are only looking to update and improve the facility.

**Staff Finding:** The existing car wash has currently operated in harmony with the surrounding properties. The area to the north of the site is established as retail shops. The area northwest is zoned B-1 and is vacant, and is most likely undevelopable. Illinois Route 83 and Plainfield Road are substantial buffers to the properties located to the east and south. The area to the northeast is zone B-2 and is occupied by the Pete's Fresh Market and out-lot, as well as the BP gas station and car wash on the northeast corner of the intersection. The car wash at the BP gas station appears to be similar in scale to the existing car wash in the proposed development as it appears to only accommodate up to a maximum of two cars. The car wash expansion will offer a new service that is not offered in the immediate vicinity.

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

**Applicant Finding:** The property is currently established as a gas station and car wash. We are only looking to update and improve the facility. All utilities, drainage and facilities will comply with code.

**Staff Finding:** The site has been and will continue to be serviced by all necessary utilities and drainage facilities which are and will be adequate for the proposed expansion.

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

**Applicant Finding:** The property currently has more than adequate ingress and egress. Additional road improvements are currently being completed by IDOT.

**Staff Finding:** Comments regarding traffic and circulation will be addressed to minimize traffic congestion in the public streets prior to final zoning approval.

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

**Applicant Finding:** The proposed addition will conform to all codes and regulations.

**Staff Finding:** The special use shall in all other respects conform to the applicable regulations of the district in which it is located. The car wash expansion and will comply with the regulations of the zoning ordinance, pending approval of the requested variations.

- (G) Conditions in the area have substantially changed, and at least one year has elapsed since any denial by the Village Board of any prior application for a special use permit that would

have authorized substantially the same use of all or part of the site. (Ord. 97-O-05, 1-27-1997).

**Applicant Finding:** To the best of my knowledge, there have been no previous application denials within the last year.

**Staff Finding:** Conditions in the area have substantially changed due to the development of Pete's Fresh Market/Willows Shopping Center. The intersection of Illinois Route 83 and Plainfield Road are still under construction and additional road improvements are currently being completed by IDOT. At least one year has elapsed since any denial by the Village Board of any prior application for a special use permit that would have authorized substantially the same use of all or part of the site.

### **Standards for Variations**

Section 9-14-4(E) of the Willowbrook Zoning Ordinance establishes seven (7) standards for variations that must be evaluated by the Plan Commission and Village Board. Recommendations may include conditions of approval if appropriate to mitigate any negative impacts created by the variation. A list of the Standards for Variations is provided below, along with the proposed findings to be incorporated in the Plan Commission's recommendation and the Village Board's ordinance if approved:

- (A) The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations of the district in which it is located.

**Applicant Finding:** The car washing equipment and facility is outdated compared to similar nearby car wash locations. In order to improve the car washing capability, new and additional equipment is required, which is the reason for the proposed car wash addition. The owner is looking to improve both the interior car washing equipment/experience and exterior appearance.

**Staff Finding:** The site is highly irregular and is subject to multiple special setback requirements. After application of the 100-foot special setbacks from Illinois Route 83 (east) and Plainfield Road (south), as well as a 100-foot transition yard special setback (west), a 30-foot interior side yard setback (north) and a 40-foot rear yard setback (northwest), the buildable area of this 49,988 square foot site is limited to an area of approximately 4,200 square feet with dimensions of roughly 35 feet by 120 feet. Thus, the remaining buildable area does not allow the property to be used to yield a reasonable return. The Village approved prior special use permit requests and numerous variations on the subject property for the food mart, gasoline pump dispensers, gas station canopy, attendant kiosk, and refuse storage area as the Village has found that the property cannot yield a reasonable return on several prior occasions.

- (B) The proposed variation will not merely serve as a convenience to the applicant, but will alleviate some demonstrable and unusual hardship which will result if the strict letter of the

regulations were carried out and which is not generally applicable to property within the same district.

**Applicant Finding:** The existing building was constructed closer to the rear of the property line than currently allowed by code. It is currently an eye-sore and the first thing people see when entering Willowbrook from the South. The existing car wash tunnel is too small to effectively clean cars.

**Staff Finding:** The requested variations are necessary to alleviate an unusual hardship in making reasonable use of the property. The requirements for providing eighteen parking spaces on site, sixty stacking spaces for the car wash, and complying with certain setback distances for the refuse storage area, new attendant kiosk and vacuum equipment a would create a severe hardship on the property. The subject property is highly irregular in shape and is encumbered by steep grades along the western portion of the property.

- (C) The alleged hardship has not been created by any person presently having a proprietary interest in the premises.

**Applicant Finding:** The building is existing and was purchased as such by the property owner.

**Staff Finding:** The hardship to the applicant is created by the site's irregular site configuration and the requirement of multiple special setbacks which restrict the buildable area.

- (D) The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood.

**Applicant Finding:** The proposed car wash addition will not be detrimental nor injurious to the neighborhood. When completed, this facility will have a new and improved appearance for the community as well as provide an improved car washing experience for its patrons.

**Staff Finding:** The proposed use is similar to the existing use and is compatible with nearby existing uses which are primarily commercial. The proposed car wash addition will not be detrimental to the public welfare nor injurious to other property or improvements in the neighborhood.

- (E) The proposed variation will not impair an adequate supply of light and air to adjacent property, substantially increase congestion in the public streets, increase the danger of fire, or endanger the public safety.

**Applicant Finding:** Adjacent neighbors are far enough away that he proposed addition will not impact their light and air nor will it substantially increase traffic or the risk of fire.

**Staff Finding:** The proposed variations will not impair the supply of light and air to adjacent properties. The review of the Traffic Impact Study resulted in an observation that

the site access driveways currently operate at acceptable levels of service and will continue to do so with the proposed car wash expansion traffic. The increase in site traffic will have minimal impact on adjacent roadway operations. The proposed variations do not create any danger to public safety or increase the danger of fire.

(F) The proposed variation will not alter the essential character of the locality. (Ord. 77-O-4, 2-14-1977)

**Applicant Finding:** Approval of the proposed variation will comply with the spirit and intent of Title 9 of this code.

**Staff Finding:** The proposed variations will permit the expansion of a use that currently already operates and is consistent and compatible with the development in the area.

(G) The proposed variation is in harmony with the spirit and intent of this title. (Ord. 97-O-05, 1-27-1997)

**Applicant Finding:** Approval of the proposed variations will comply with the intent of Title 9 as explained above.

Note: We are seeking relief from the required front and rear yard building setbacks, as well as distance relief for the new kiosk and vacuum equipment as outlined in the Village of Willowbrook's Exhibit B, dated February 15, 1994.

**Staff Finding:** The proposed variations will allow modernization and beautification of the existing use and will result in a convenient, safe, tax-productive and aesthetic use of the property.

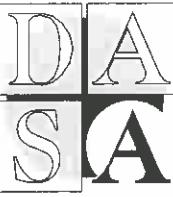
## **EXHIBIT C**

### **APPROVED PLANS**

1. Site Plan, Sheet A1, prepared by David A. Schaefer Architects PC, and bearing a revision date of 1/16/2020. (1 Sheet)
2. Architectural Drawings, Sheet Nos. A2-A5, prepared by David A. Schaefer Architects PC, and bearing a revision date of 10/4/2019. (4 Sheets)
3. Landscape Plan, prepared by Kestrel Design, and bearing a revision date of January 20, 2020. (1 Sheet)
4. Engineering Plans, Sheet Nos. C0-C, prepared by Bono Consulting Inc., and bearing the latest revision date of 03-16-2020. (5 Sheets)
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6. Auto Turn and Stacking Exhibit, prepared by Bono Consulting Inc., and bearing the latest revision date of 03-16-2020. (1 Sheet)
7. Photometric Plan, prepared by Red Leonard Associates, and dated 10/28/19. (1 Sheet)

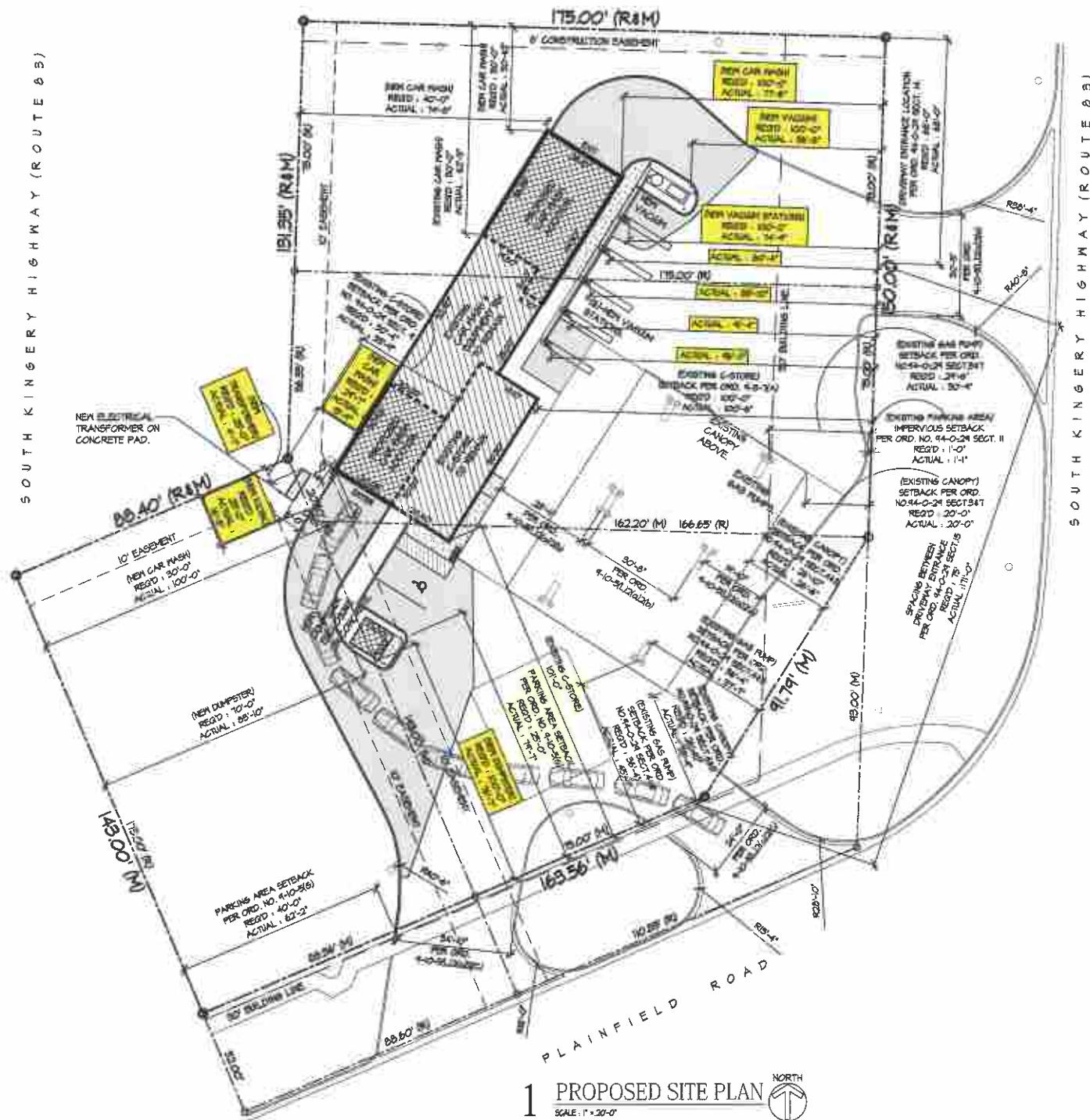
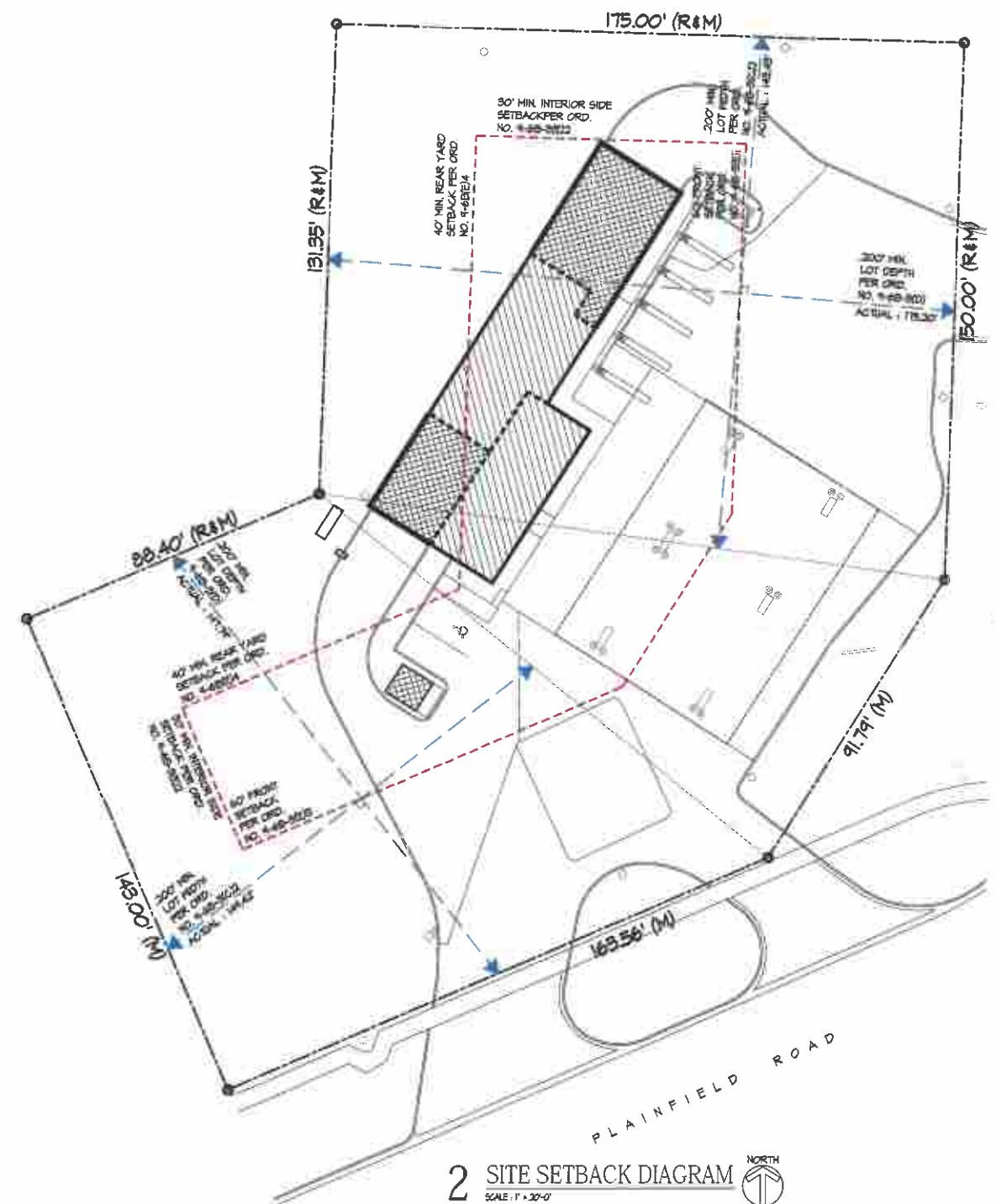
**EXHIBIT C.1**

**SITE PLAN**



DAVID A. SCHAEFER ARCHITECTS  
1000 S. HIGHLAND AVE., SUITE 340  
COMMODORE, UTAH 84044  
(800) 321-5150 • (800) 321-5259  
© 2010 DAVID A. SCHAEFER ARCHITECTS PC

ITEMS	CODE OR ORDINANCE REQUIREMENT	PROPOSED	CODE SECTION OR ORDINANCE
PROJECT	ONE-STORY EXISTING C-STORE & CAR WASH AND NEW CAR WASH ADDITION		
ZONING	B-2 SPECIAL USE - AUTOMOBILE WASHING FACILITY		
USE GROUP:	B - BUSINESS / M - MERCANTILE		
CONSTRUCTION TYPE	II-B		
MIN. LOT AREA	3 ACRES	1.167 ACRES (44,981.70 sf)	4-6-WA / 94-0-29 SECT 5
MAX. LOT COVERAGE	50 % (24,993.50 sf)	EXISTING : 43 % ( 10,648 sf) ADDITION : 2 % ( 1120 sf) TOTAL : 45 % (22,768 sf)	4-6B-3(F)
MAX. HEIGHT	30'	TOP OF PARAPET : 30'-0" TOP OF PARAPET : 15'-4"	4-6B-3(G)
MAX. FLOOR AREA RATIO	0.30 (14,995.51 sf)	EXISTING : 0.05 (258 sf) ADDITION : 0.03 (1351 sf) TOTAL : 0.08 (1609 sf)	
PARKING SPACE	ACCESSORY MINIMART 6 GASOLINE DISPENSING UNITS CAR WASH	1020 sf / 200 = 5 SPACE 12 SPACE 1 EMPLOYEE * 1 SPACE 18 SPACE REQUIRED PER 4-10-3(K) REQUIRED PER 4-10-0-24 SECT 12	(2) SPACE INCLUDING (1) ACCESSIBLE SPACE 4-10-3(K) / 94-0-29 SECT 12



## DUCKYS CAR WASH ADDITION

## DUCKY'S CAR WASH ADDITION

1000 KINGERY WAY

1000 KIRKET HILL,  
WILLIAMSTON, L. 62523

WILLODBROOK, IL 60521

DRAWN BY:

DRAWN BY: SHEET NO.  
S. J. B.

9. Lee

PROJECT NO:

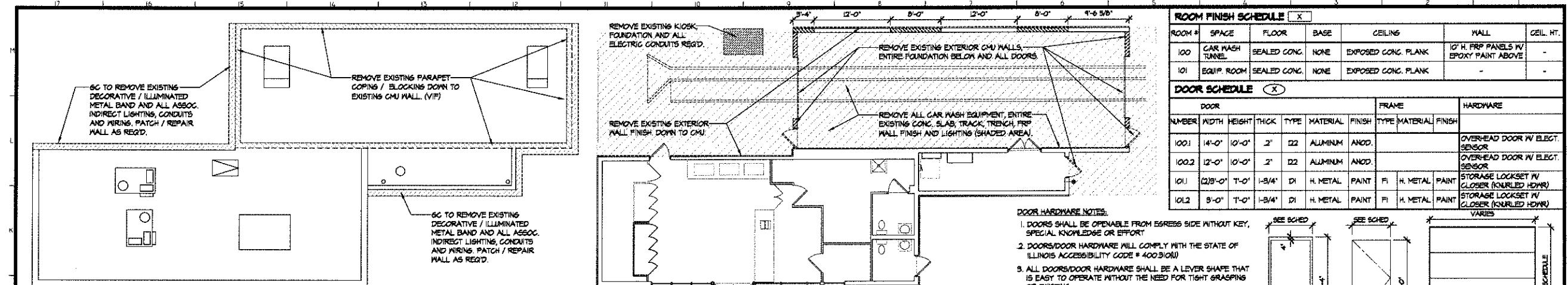
19-109

11 of 11

ISSUE DATE:

DRAWN BY: S. LEE	SHEET NO.
PROJECT NO: 19-109	
ISSUE DATE: JANUARY 16, 2020	

**EXHIBIT C.2**  
**ARCHITECTURAL PLANS**



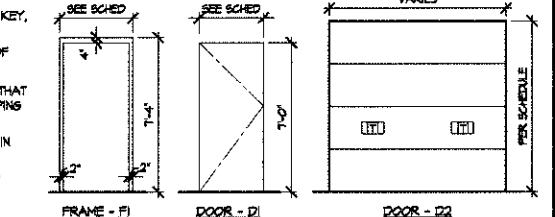
### 3 DEMOLITION ROOF PLAN

SCALE: 10' = 1'-0"

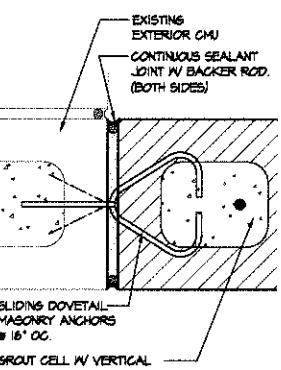
### 2 DEMOLITION FLOOR PLAN

SCALE: 10' = 1'-0"

ROOM FINISH SCHEDULE						
ROOM #	SPACE	FLOOR	BASE	CEILING	WALL	CEIL. HT.
100	CAR WASH TUNNEL	SEALED CONG.	NONE	EXPOSED CONG. PLANK	10' H. FRP PANELS W/ EPOXY PAINT ABOVE	-
101	EQUIP. ROOM	SEALED CONG.	NONE	EXPOSED CONG. PLANK	-	-
DOOR SCHEDULE						
DOOR	WIDTH	HEIGHT	THICK	TYPE	MATERIAL	FINISH
100.1	14'-0"	10'-0"	2"	D2	ALUMINUM	ANOD.
100.2	12'-0"	10'-0"	2"	D2	ALUMINUM	ANOD.
101.1	12'-0"	7'-0"	1-3/4"	DI	H. METAL	PAINT
101.2	9'-0"	7'-0"	1-3/4"	DI	H. METAL	PAINT
				FI	H. METAL	PAINT
				FI	H. METAL	PAINT
				FI	H. METAL	PAINT
				FI	H. METAL	PAINT
				FI	H. METAL	PAINT
				FI	H. METAL	PAINT
				FI	H. METAL	PAINT
				FI	H. METAL	PAINT
				FI	H. METAL	PAINT
				FI	H. METAL	PAINT
				FI	H. METAL	PAINT
DOOR HARDWARE NOTES:						
1. DOORS SHALL BE OPENABLE FROM EXTERIOR SIDE WITHOUT KEY, SPECIAL KNOWLEDGE OR EFFORT						
2. DOORS/DOOR HARDWARE WILL COMPLY WITH THE STATE OF ILLINOIS ACCESSIBILITY CODE # 400.3.10U						
3. ALL DOORS/DOOR HARDWARE SHALL BE A LEVER SHAPE THAT IS EASY TO OPERATE WITHOUT THE NEED FOR TIGHT GRASPING OR TWISTING.						
4. ALL HARDWARE TO BE BRUSHED STAINLESS STEEL OR SATIN NICKEL FINISH.						
5. PROVIDE KNULED HARDWARE LOCKSETS FOR ALL UTILITY ROOM, VT CLOSET AND ELECTRIC CLOSET DOORS.						

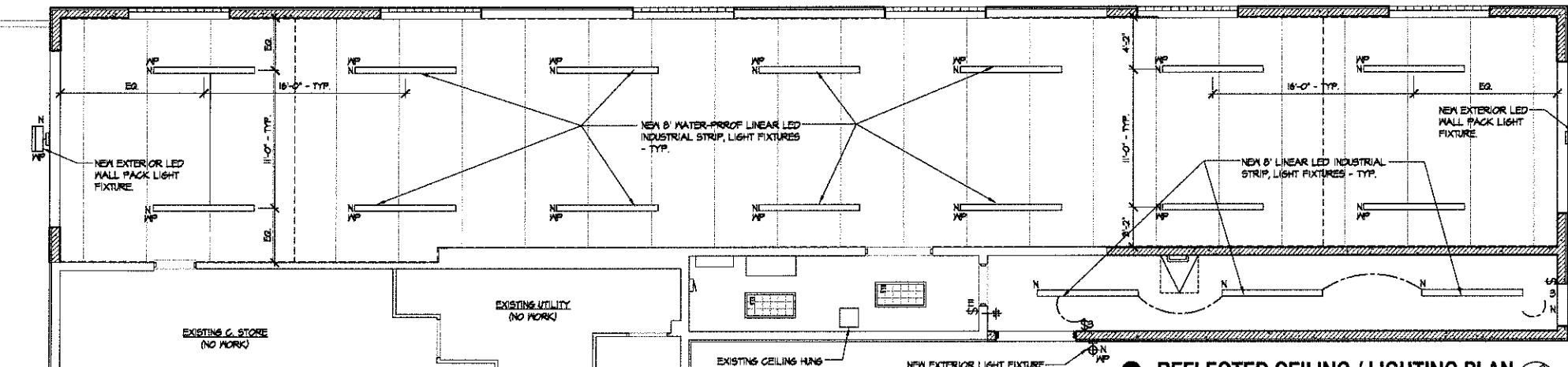


DAVID A. SCHAEFER ARCHITECTS  
2500 S. HIGHLAND AVE, SUITE 340  
Lombard, Illinois 60148  
W: 630.261.9250 | F: 630.261.9259  
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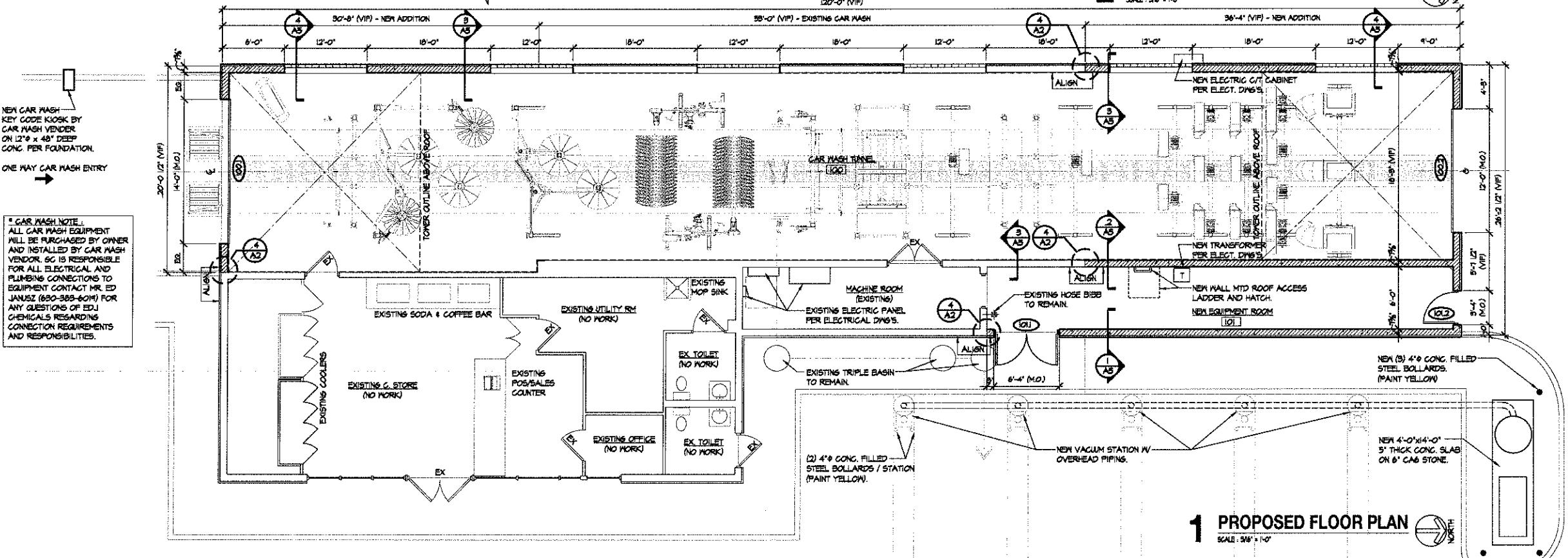
### 4 CONTROL JOINT

SCALE: 5' = 1'-0"



### 2 REFLECTED CEILING / LIGHTING PLAN

SCALE: 5' = 1'-0"



### 1 PROPOSED FLOOR PLAN

SCALE: 5' = 1'-0"

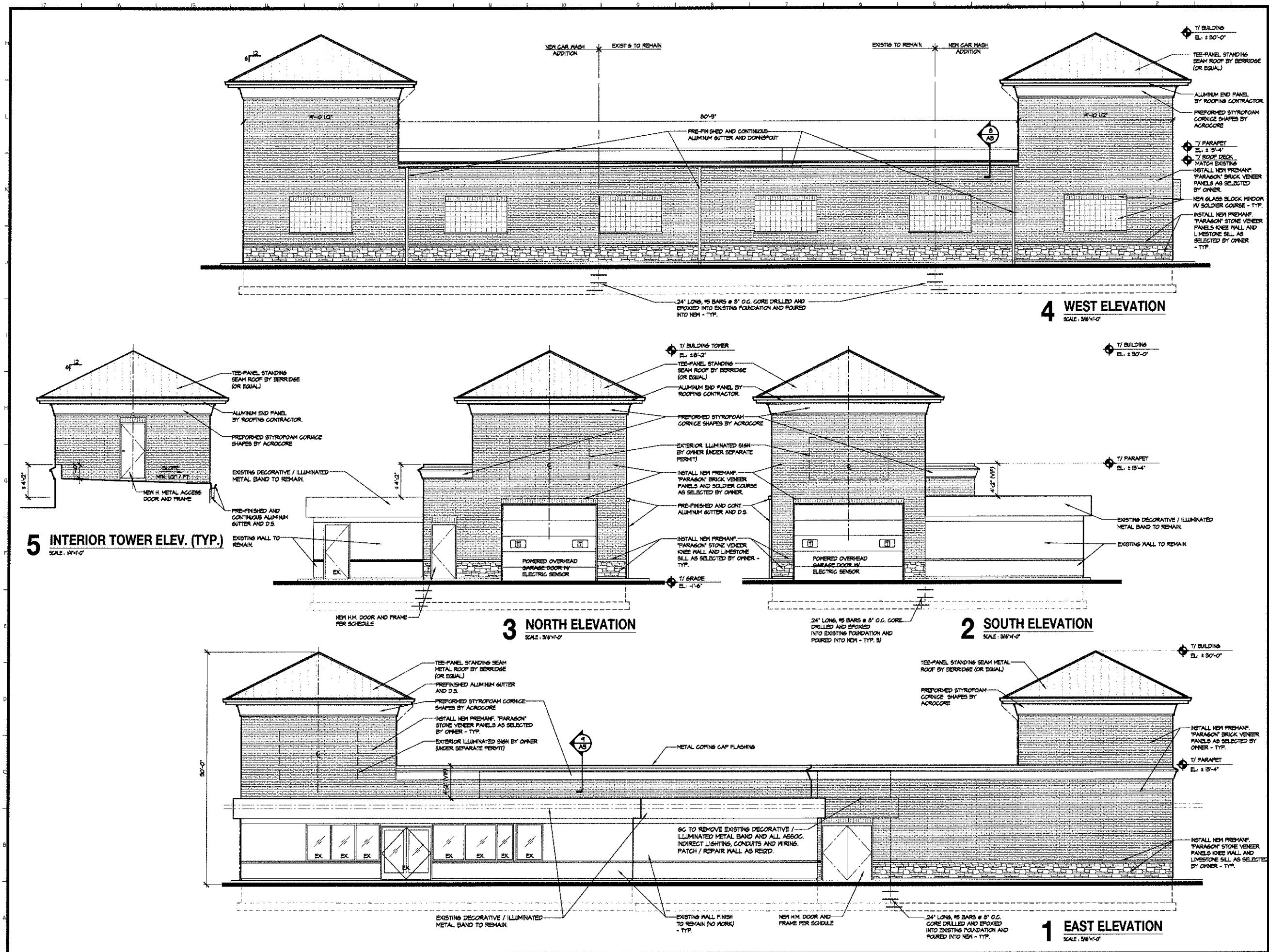
10/4/19	ISSUED FOR REVIEW
NO. DATE	DESCRIPTION
STAMP	
 DAVID A. SCHAEFER 001-014248 NOVEMBER 30, 2020 EXPIRES	

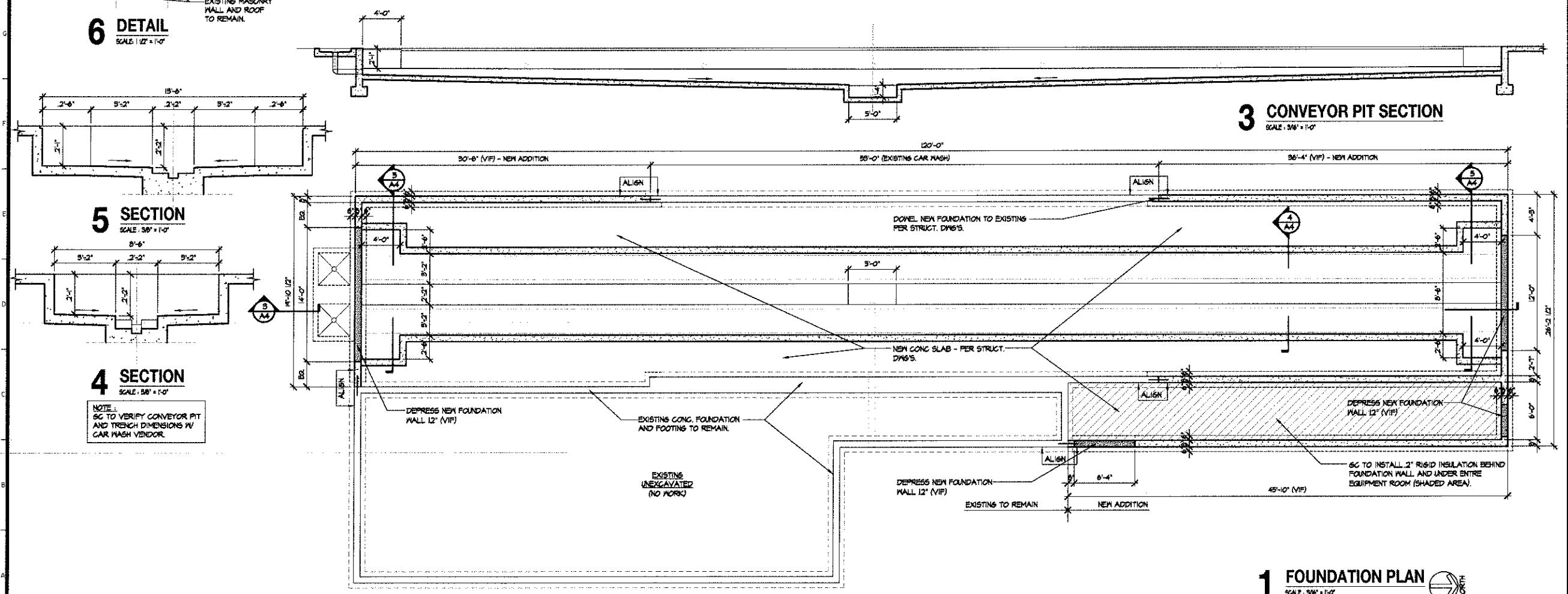
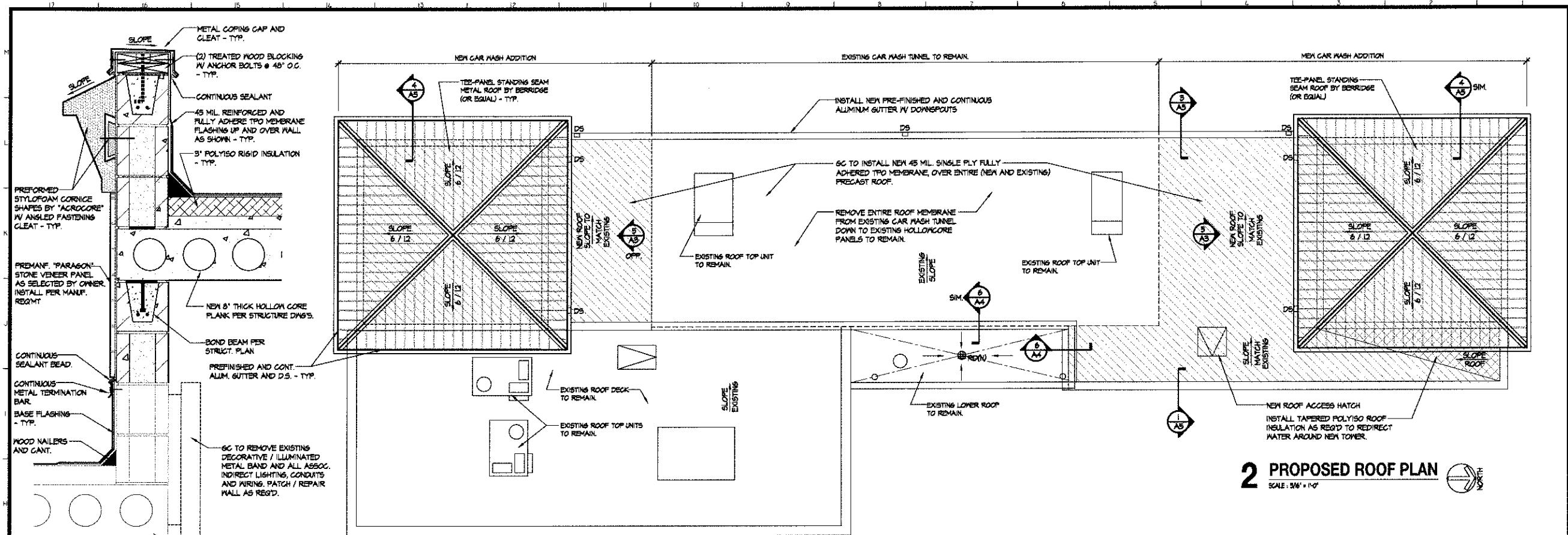
David A. Schaefer 10.4.19  
SIGNATURE: DATE:  
PROFESSIONAL DESIGN FIRM NO: 184.003216

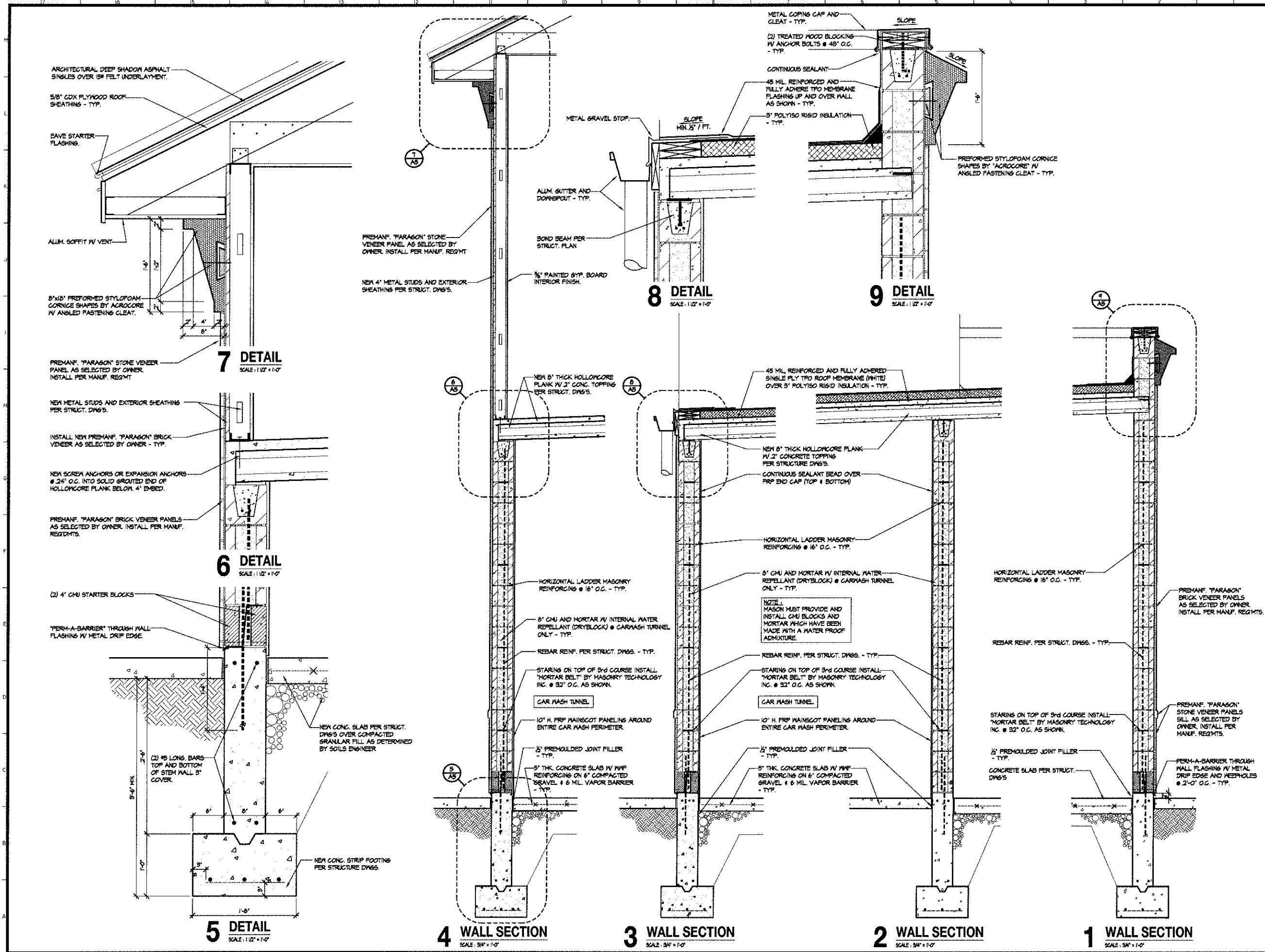
### DUCKYS CAR WASH ADDITION

1000 KINGERY HWY.,  
WILLOMBROOK, IL 60527

DRAWN BY: S. LEE	SHEET NO. A2
PROJECT NO: 14-103	ISSUE DATE: JANUARY 22, 2019



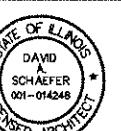




DA  
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10/4/19	ISSUED FOR REVIEW
NO. DATE	DESCRIPTION



NOVEMBER 30, 2020  
EXPIRES  
David A. Schaefer 10.4.19  
SIGNATURE: DATE:  
PROFESSIONAL DESIGN FIRM NO: 184.003216

DUCKYS CAR WASH ADDITION  
7000 KINGERY HAY,  
WILLOWBROOK, IL 60527

DRAWN BY: S. LEE	PROJECT NO: 14-105	ISSUE DATE: JANUARY 22, 2018
		SHEET NO: A5

**EXHIBIT C.3**  
**LANDSCAPE PLAN**

# Kestrel Design

DUCKY'S CAR WASH  
7000 KINGERY HWY.  
WILLOWBROOK IL 60527

Notes:  
Cut Bark off invasive Litter Brush and Dead Trees.  
Remove oil Debris and Garbage deposited in the woods.  
Protective nature underneath non removable.

Remove all Debris and Garbage deposited in the Woods  
Preserve native undergrowth and groundcover.

Revised Oct 12 2019  
Revised Nov. 12 2019  
Sheet 1 of 2

**EXHIBIT C.4**

**ENGINEERING PLANS**

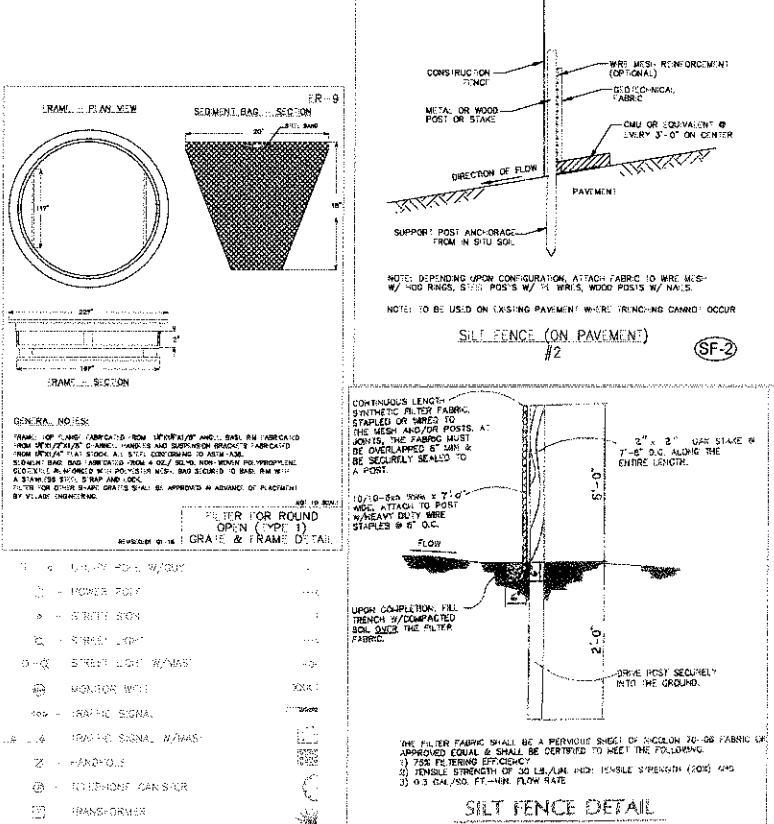


#### EARTHWORK / EROSION & SEDIMENTATION CONTROL

- All construction activities that involve earthwork shall meet the National Pollutant Discharge Elimination System Phase II requirements.
- Submission of a Notice of Intent (NOI) to IEPA.
- Possession of a completed and signed Stormwater Pollution Prevention Plan (SWPPP) and a graphic Erosion and Sediment Control (ESC) plan.
- Implementation of the ESC plan.
- Submission of an instance of Noncompliance (ION) if an event occurs.
- Weekly reports after 1/2" rainfall or 5" snowfall.
- Documentation of changes to ESC plan.
- Submission of a Notice of Termination (NOT) when final stabilization is achieved.
- The contractor shall ensure existing positive drainage from off-site at all times during construction.
- Within the limits of proposed grading the soil shall be compacted to not less than the following percentages of modified proctor dry density in accordance with ASTM D 1557-78:
  - Under structures, Building slabs, steps and pavements: Compacted six (6") inch maximum lifts of subgrade, backfill or fill material at 95% modified proctor dry density.
  - Under walkways: Compacted six (6") inch maximum lifts of dry subgrade, backfill, or fill material at 95% modified proctor dry density.
  - Under lawn or unpaved areas: Compacted six (6") inch maximum lifts of subgrade, backfill, or fill material at 95% modified proctor dry density.
- All erosion control work shall comply with Illinois Procedures and Standards for Urban Soil Erosion and Sedimentation Control.
- Stripping of vegetation, grading or other soil disturbance, especially in designated wetland areas, shall be done in a manner which will minimize soil erosion, and shall be in accordance with the approved drawings, mitigation and permit requirements.
- The contractor shall take precautionary measures to minimize earthwork in areas where trees are to be saved as shown on the plans or determined in the field.
- The extent of the area which is exposed and free of vegetation and the duration of its exposure shall be kept within practical limits as directed by City Engineer.
- Sedimentation shall be retained on site. Sediment fence shall be installed along the perimeter of all graded areas or as required to prevent sediment from entering and/or leaving the site.
- Dust produced from the site shall be kept to a minimum during dry periods by spraying water as required to the City Engineer's satisfaction and is to be considered incidental.
- All mud shall be removed from all tires before leaving the site and the roads shall be kept clean and clear of mud and debris at all times.
- Culverts and drainage ditches shall be kept clean and clear of obstructions during the construction period.
- Silt fences shall be inspected frequently and maintained, or replaced as required to maintain both their effectiveness and integrity. The underside of bales shall be kept in close contact with the earth below at all times to prevent water from washing beneath them.
- Water courses and drainage swales adjacent to construction activities shall be monitored as necessary, for evidence of erosion and other adverse environmental impacts. Any problems or debris concerns shall be considered immediately upon their discovery.
- The contractor shall install all erosion control fences prior to commencement of any work.
- The contractor shall install temporary orange fence around all trees to remain and wetland areas to be mitigated.

#### DEMOLITION NOTES

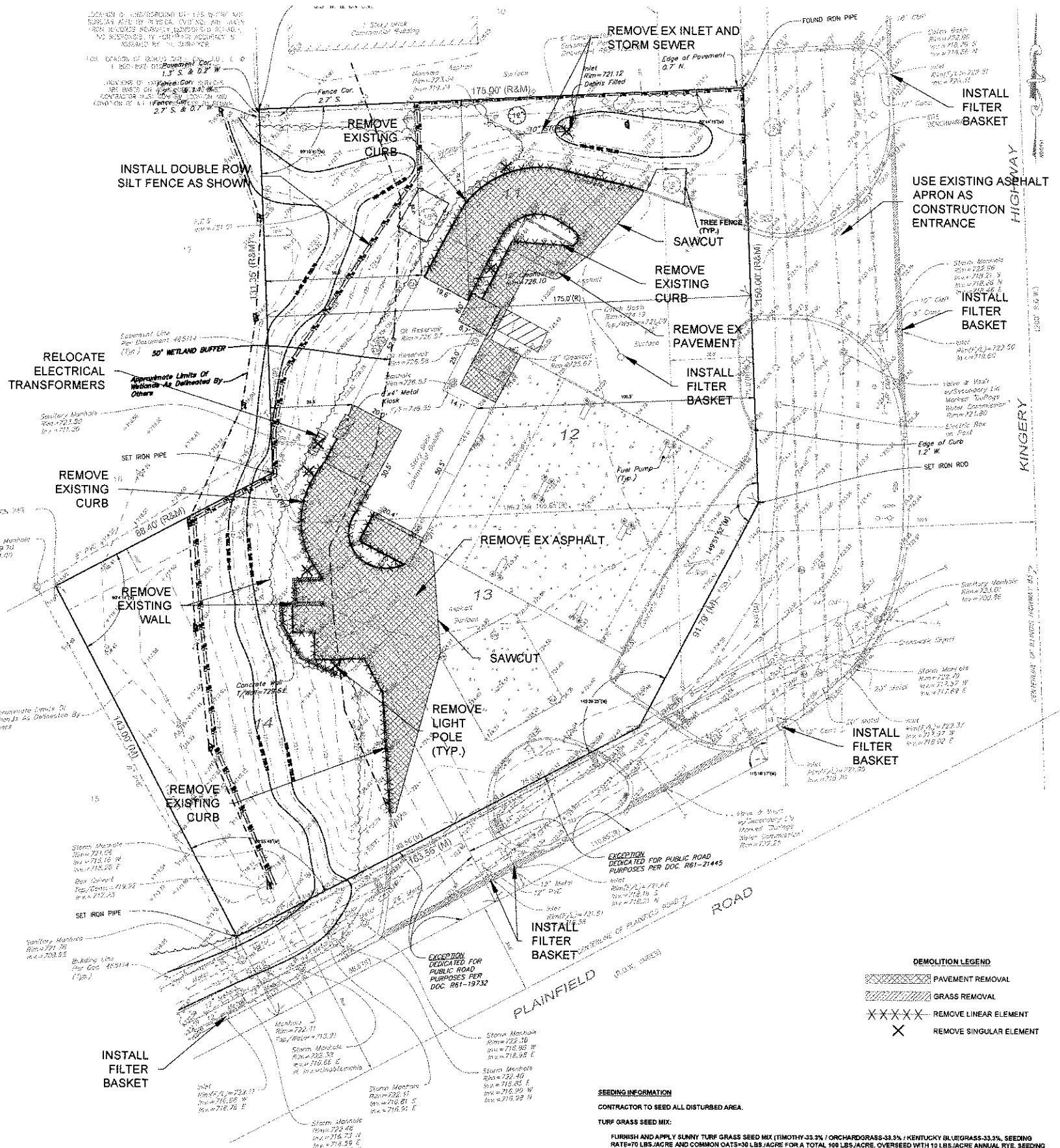
- INSTALL TEMPORARY TREE PROTECTION FENCING PRIOR TO ANY DEMOLITION WORK.
- INSTALL TEMPORARY 6' HIGH CHAIN LINK FENCE AROUND THE PROPOSED WORK AREA AS SHOWN ON THE DRAWING.
- CONTRACTOR TO CALL JULIE AT 1-800-892-0123, MINIMUM OF 48 HOURS PRIOR TO INITIATING ANY EXCAVATION OR DEMOLITION.
- CONTRACTOR SHALL VERIFY THE EXACT ELEVATION AND LOCATION OF ALL EXISTING UTILITIES AND APPURTENANCES PRIOR TO CONSTRUCTION, TO AVOID INTERFERENCES.
- APPROPRIATE PRECAUTIONS SHALL BE TAKEN TO AVOID DAMAGE TO AND TO PROTECT EXISTING UTILITIES AND APPURTENANCES IN THE VICINITY OF WORK. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UNDERGROUND OR OVERHEAD UTILITIES EVEN THOUGH THEY MAY NOT BE SHOWN ON THE PLANS. ANY UTILITY THAT IS DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED TO THE SATISFACTION OF THE CITY AND THE OWNER, OR REPLACED.
- ANY OPEN EXCAVATIONS, OR POTENTIALLY DANGEROUS AREAS SHALL BE FENCED OR GUARDED IN AN ACCEPTABLE MANNER AT THE END OF EACH DAY FOR THE PROTECTION OF THE CONTRACTOR'S EMPLOYEES AND GENERAL PUBLIC SAFETY.
- BONO CONSULTING INC IS NOT LIABLE FOR ANY CONSTRUCTION SITE SAFETY. CONTRACTOR TO TAKE ALL OSHA REGULATED AND APPLICABLE LOCAL SAFETY PRECAUTIONS TO SAFE GUARD ALL POTENTIALLY HAZARD SITESWORK.
- CONTRACTOR IS RESPONSIBLE FOR KEEPING ROADS FREE OF EXCESSIVE DEBRIS AT ALL TIMES.
- ANY SOIL, MUD OR DEBRIS THAT IS WASHED, TRACKED, OR DEPOSITED ONTO THE STREET SHALL BE REMOVED BEFORE THE END OF EACH DAY.
- TOPOGRAPHIC SURVEY BY BONO CONSULTING INC.
- ALL EXCAVATION SHALL BE TAPERED, OR SHORED AND MAINTAINED PUMPED DRY.
- DO NOT CREATE DUST OR OTHER NUISANCE TO NEIGHBORING PROPERTIES DURING CONSTRUCTION.
- "NO TRESPASSING" SIGNS SHALL BE MOUNTED ON THE FENCING IN CONSPICUOUS LOCATIONS UNTIL CONSTRUCTION IS COMPLETED AND APPROVED.
- ANY GATE IN THE PERIMETER FENCE SHALL BE ADEQUATELY HINGED TO PREVENT ENTRY, EXCEPT TO ALLOW INGRESS AND EGRESS TO AND FROM SITE, SUCH GATE MUST BE LOOKED AT ALL TIMES, OTHER THAN PERMITTED HOURS OF CONSTRUCTION.



**SURVEY BY:**

**BENCH MARK**

CUADAC COUNTY BM 043162 - BENCH MARK ON THE SOUTHWEST CORNER OF THE CONCRETE BASE OF A TRAFFIC SIGNAL BOX LOCATED AT THE NORTHWEST CORNER OF THE INTERSECTION OF 100TH AVENUE AND 100TH STREET. IT IS APPROXIMATELY 10 FEET FROM THE CENTERLINE OF 100TH AVENUE AND 100 FEET FROM THE CENTERLINE OF 100TH STREET. THIS MARK IS NOT A NORMAN DRAIN BUT UNDERGROUND. DATA ON INDICATE A NORMAN DRAIN STATE THAT IS INACCURATE AS POSSIBLE. TRAFFIC INFORMATION AVAILABLE AT CRYSTAL Y GIVES THE UNDERGROUND DETAILS.



#### Temporary Seeding, Species, Rates, & Dates

Species	Seeding Dates											
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Oats	90											
Cereal Rye	90											
Winter Wheat	90											
Winter Mulch	25											

**B C I**  
BONO CONSULTING, INC.  
CIVIL ENGINEERS  
1018 BUSSE HIGHWAY  
PH : 847-523-3300  
FAX : 847-523-3303  
bono@bonoconsulting.com

**EXIST, TOPOGRAPHY, DEMOLITION, EROSION AND  
SEDIMENTATION CONTROL PLAN  
NEW ADDITION TO CAR WASH**

7000 KINGERY HIGHWAY, WILLOWBROOK, IL 60527

**Copyright:**  
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**Project No.:** 19085  
**Base File:** 19085  
**Sheet File:** 19085  
**Issue Date:** OCT 20, 2019  
**Scale:** 1"=20'  
**Sheet Number:** C-1

## SITE DATA

LOT SIZE = 1.13 ACRES (49,213 SF)  
BUILDING SIZE = 0.09 ACRES (3,856 SF)  
PAVEMENT AREA = 0.52 ACRES (22,768 SF)  
INCREASE IN IMPERVIOUS = 0.03 ACRES (1,120 SF)  
DISTURBED AREA = 0.34 ACRES (14,863 SF)

TOTAL # PARKING SPOTS = 9

# PARKING SPOTS W/ ADA = 1

**SITE PLAN NOTES:**

- A. ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY /COUNTY REGULATIONS AND CODES AND O.S.H.A. STANDARDS
- B. ALL DISTURBED AREAS ARE TO RECEIVE FOUR INCHES OF TOPSOIL, SEED, MULCH AND WATER UNTIL HEALTHY STAND OF GRASS IS ESTABLISHED UNLESS OTHERWISE NOTED
- C. ALL CURBED RADII ARE TO BE 3' MEASURED TO FACE OF CURB UNLESS OTHERWISE NOTED. STRIPED RADII ARE TO BE 6' UNLESS OTHERWISE NOTED
- D. ALL DIMENSIONS ARE FACE OF CURB TO FACE OF CURB AND RADII ARE BACK OF CURB OR BUILDING FOUNDATION UNLESS OTHERWISE NOTED
- E. BUILDING DIMENSIONS AND ADJACENT PARKING AND UTILITY LAYOUT HAVE BEEN PREPARED BASED UPON ARCHITECTURAL INFORMATION CURRENT AT THE DATE OF THIS DRAWING. SUBSEQUENT ARCHITECTURAL CHANGES MAY EXIST, THEREFORE CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR PRECISE BUILDING DIMENSIONS AND EXACT UTILITY ENTRANCE LOCATIONS AND NOTIFY THE ARCHITECT AND ENGINEER OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION
- F. ALL PROPOSED CURB AND GUTTER SHALL BE 88-12 UNLESS OTHERWISE NOTED
- G. EXISTING TOPOGRAPHY BY GREENGARD, INC. CONTRACTOR SHALL FIELD CHECK EXISTING ELEVATIONS AND CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY ARCHITECT AND ENGINEER OF ANY DISCREPANCIES PRIOR TO STARTING CONSTRUCTION
- H. THE CONTRACTOR SHALL CONTACT J.U.L.I.E. (1-800-892-0123) PRIOR TO ANY WORK TO LOCATE UTILITIES AND SHALL CONTACT THE OWNER SHOULD UTILITIES APPEAR TO BE IN CONFLICT WITH THE PROPOSED IMPROVEMENT.
- I. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS, (UNLESS OTHERWISE NOTED ON PLANS) INCLUDING BUT NOT LIMITED TO, ALL UTILITIES, STORM DRAINAGE, SIGNS, TRAFFIC SIGNALS AND POLES, ETC. AS REQUIRED. ALL WORK SHALL BE IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITEWORK SPECIFICATIONS AND SHALL BE APPROVED BY SUCH. ALL COST SHALL BE INCLUDED IN BASE BID.
- J. SITE BOUNDARY, TOPOGRAPHY, UTILITY AND ROAD INFORMATION TAKEN FROM A SURVEY BY OTHERS
- K. IMPROVEMENTS ADJACENT TO BUILDING IF SHOWN SUCH AS TRUCK DOCK, RETAINING WALLS, SIDEWALKS, CURBING, CANOPIES, RAMPS, HANDICAP ACCESS, PLANTERS, DUMPSTERS AND TRANSFORMERS ETC. HAVE BEEN SHOWN FOR APPROXIMATE LOCATION ONLY. CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF VESTIBULES, SLOPE PAVING, SIDEWALKS, EXIT PORCHES, TRUCK DOCKS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
- L. THE CONTRACTOR SHALL ADJUST RIM ELEVATIONS OF ALL EXISTING STRUCTURES TO PROPOSED GRADES AS INDICATED ON PLANS
- M. CONTRACTOR TO VERIFY LOCATION, SIZES, AND ELEVATIONS OF ALL BUILDING SERVICE LOCATIONS WITH ARCHITECTURAL PLANS
- N. TOTAL LAND AREA IS 1.13 +/- ACRES.
- O. NO SPECIAL CONDITIONS WERE PRESENT ON THIS SITE.
- P. THE SITE WORK FOR THIS PROJECT SHALL MEET OR EXCEED THE "SITE SPECIFIC SPECIFICATIONS."
- Q. MONUMENT AND/OR PYLON SIGNS SHALL BE CONSTRUCTED BY OWNER ASSIGNED CONTRACTOR.
- R. ALL GENERAL CONTRACTOR WORK TO BE COMPLETED (EARTHWORK, FINAL UTILITIES, AND FINAL GRADING) BY THE MILESTONE DATE IN PROJECT DOCUMENTS. OUTLOT AREA TO BE KEPT FREE OF JOB TRAILERS AND STORAGE AFTER THE CONTRACT MILESTONE DATE FOR THE OUTLOT PURCHASER OF OUTLOT TO PROVIDE PERMIT DOCUMENTS AND SWPPP REQUIRED BY STATE/LOCAL REQUIREMENTS FOR SPECIFIC OUTLOT, IF REQUIRED
- S. ALL ROADWAY AND PARKING LOT IMPROVEMENTS SHALL BE COMPLETED IN ACCORDANCE WITH THE APPLICABLE SECTIONS OF THE STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, DEPARTMENT OF TRANSPORTATION, STATE OF ILLINOIS, LATEST EDITION
- T. ROUTING OF GAS, ELECTRIC AND TELEPHONE SERVICES IF SHOWN ARE APPROXIMATE ONLY AND SUBJECT TO CHANGE BASED UPON FINAL REVIEW AND APPROVAL BY RESPECTIVE UTILITY COMPANIES AND OWNER. CONTRACTOR SHALL CONTACT EACH UTILITY COMPANY AND COORDINATE FINAL LOCATIONS FOR ALL UTILITY SERVICES PRIOR TO START OF CONSTRUCTION.
- U. CONTRACTOR SHALL ADJUST AND/OR CUT EXISTING PAVEMENT AS NECESSARY TO ASSURE A SMOOTH FIT AND CONTINUOUS GRADE

## PAVEMENT STRIPING & SIGNAGE NOT

1. INTERIOR PARKING SPACES ARE AS NOTED
2. MARKING PAINT SHALL BE HIGH QUALITY TRAFFIC PAINT INTENDED FOR STRIPING ASPHALT PARKING LOTS.  
COLOR: YELLOW  
WIDTH: 4"  
COVERAGE RATE: 450 FEET PER GALLON PER IDOT ARTICLE 730

CONCRETE AND ASPHALT NOTE

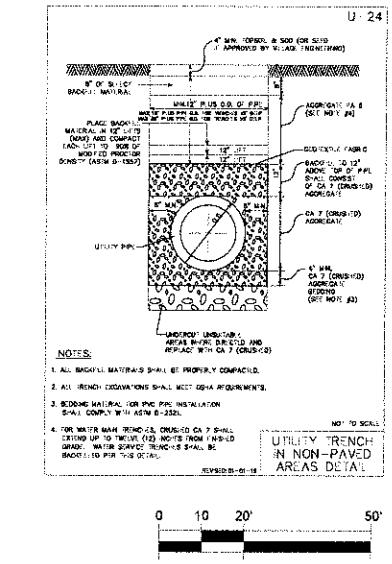
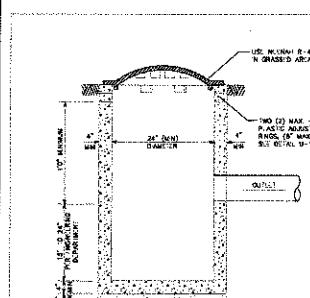
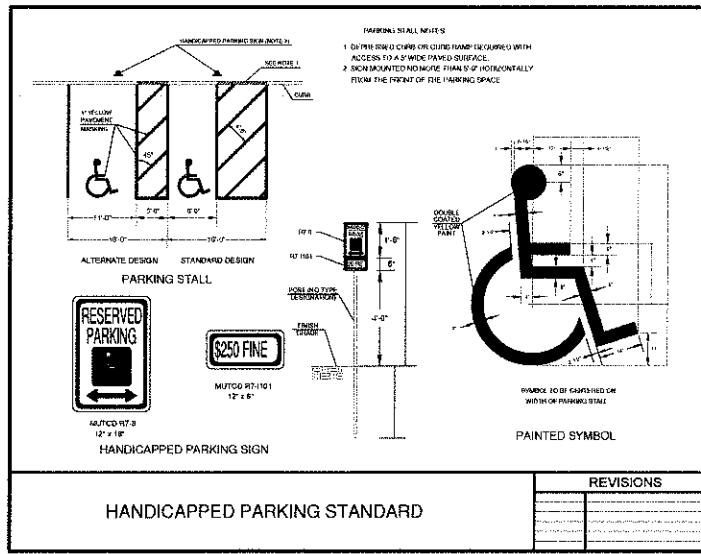
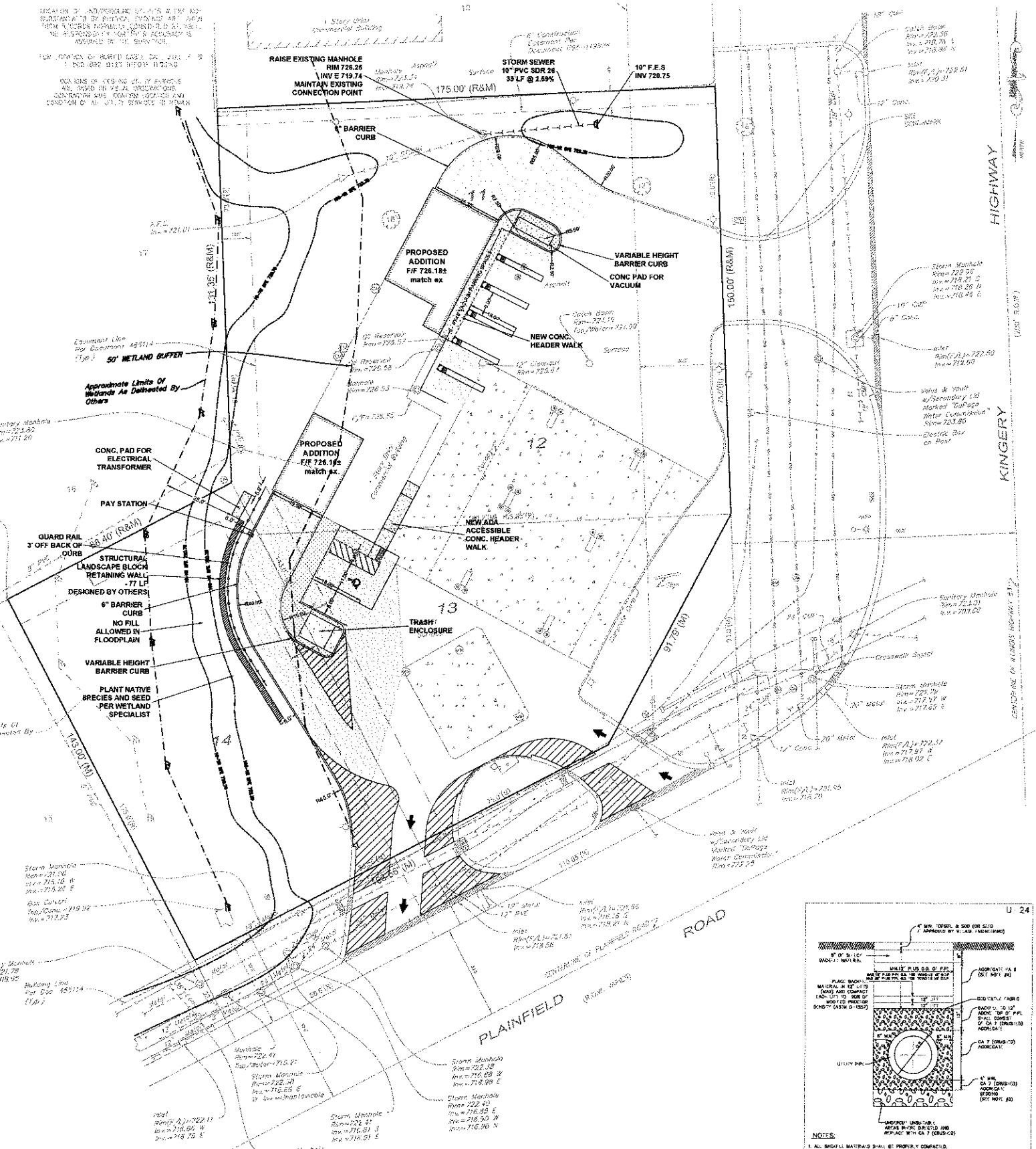
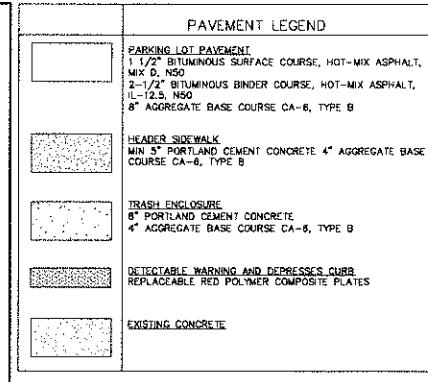
1. CONCRETE SHALL BE PLACED IN ACCORDANCE WITH IDOT STANDARD SPECIFICATIONS SECTION 420. CONCRETE SURFACES MUST BE WARRANTED FOR ONE YEAR AGAINST ANY BIRD BATHING, PONDING OR CRACKS OVER 1/4" WIDE.
2. ALL CONCRETE SHALL BE MINIMUM 3,500 PSI.
3. CLEAN, FULL DEPTH SAWCUTS THROUGH EXISTING SIDEWALK AND CURB SCHEDULED FOR REMOVAL.
4. COMBINATION CURB & GUTTER IS 6" HIGH UNLESS OTHERWISE NOTED.
5. A 3/4" FIBER EXPANSION JOINT SHALL BE INSTALLED WHEN THE NEW SIDEWALK OR CURB ABUTS ANY BUILDING.
6. CONTRACTION JOINTS SHOULD BE SAWCUT A MINIMUM OF TWO INCHES DEEP WITHIN 4-12 HOURS OF CONCRETE PLACEMENT, BUT NO LATER THAN 24 HOURS AFTER CONCRETE PLACEMENT, BE IN ACCORDANCE WITH SECTION 420.05 IDOT STANDARD SPECIFICATIONS.
7. MAXIMUM 5'-0" C-C BETWEEN CONTRACTION JOINTS IN CURBS OR SIDEWALK.
8. ASPHALT SHALL BE PLACED IN ACCORDANCE WITH IDOT STANDARD SPECIFICATION SECTION 406. ASPHALT SURFACES MUST BE WARRANTED FOR ONE YEAR AGAINST BIRD BATHING/PONDING OF 1/4" STANDING WATER FOR AREAS GREATER THAN 25 SQUARE FEET.
9. ALL PARKING LOTS TO BE PROOF ROLLED PRIOR TO PLACEMENT OF AGGREGATE SUBBASE AND AGAIN PRIOR TO INITIAL ASPHALT LIFT. PROOF ROLL TO BE DONE WITH LOADED DOUBLE AXLE DUMP TRUCK AND WITNESSED BY AN OWNERS REPRESENTATIVE

### **STORM SEWER**

1. FIELD VERIFY STORM SEWER LOCATION AND ELEVATION AND ALL CROSSINGS TO BE SURE SYSTEM WORKS AND ALL CONFLICTS ARE AVOIDED
2. CONNECT TO EXISTING STORM SEWER STRUCTURE. FIELD VERIFY LOCATION AND ELEVATION PRIOR TO ANY STORM SEWER CONSTRUCTION.
3. STORM SEWER TO BE PVC SDR 26 PER ASTM D-3034 AND PUSH ON JOINTS PER ASTM D-3212
4. PROVIDE CA-7 TRENCH BACKFILL UNDER ALL PAVEMENT.
5. STORM SEWER STRUCTURES TO BE PRE-CAST PER ASTM C478 WITH STEPS 18" ON CENTER PER ASTM C478-05
6. FOLLOW ALL REQUIREMENTS OF THE VILLAGE OF WILLOWBROOK AND DUPAGE COUNTY.

110

INSTALL INLET BASKETS IN ALL PROPOSED OPEN LID STORM STRUCTURES WITHIN OR ADJACENT TO THE PROPOSED WORK LIMITS



GEOMETRIC, PAVING & UTILITY PLAN

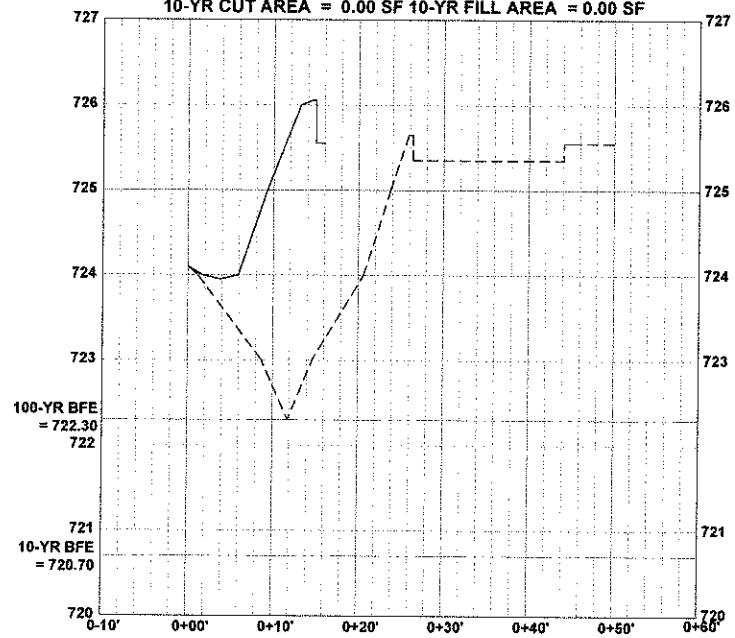
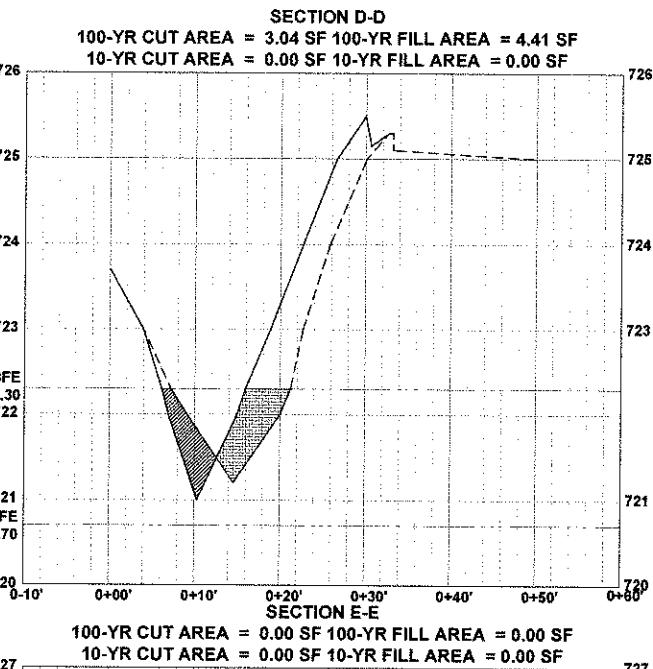
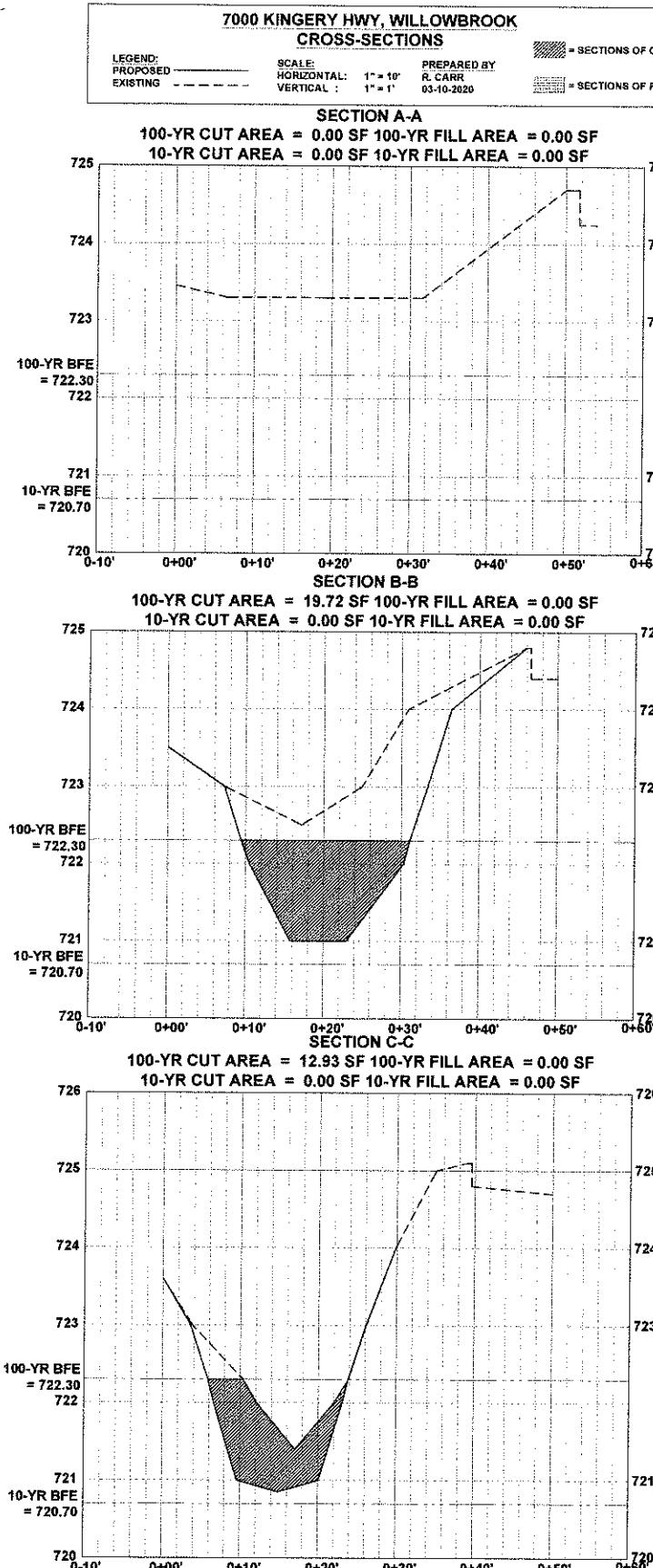
## NEW ADDITION TO CAR WASH

7000 KINGERY HIGHWAY, WILLOWBROOK, IL 60527

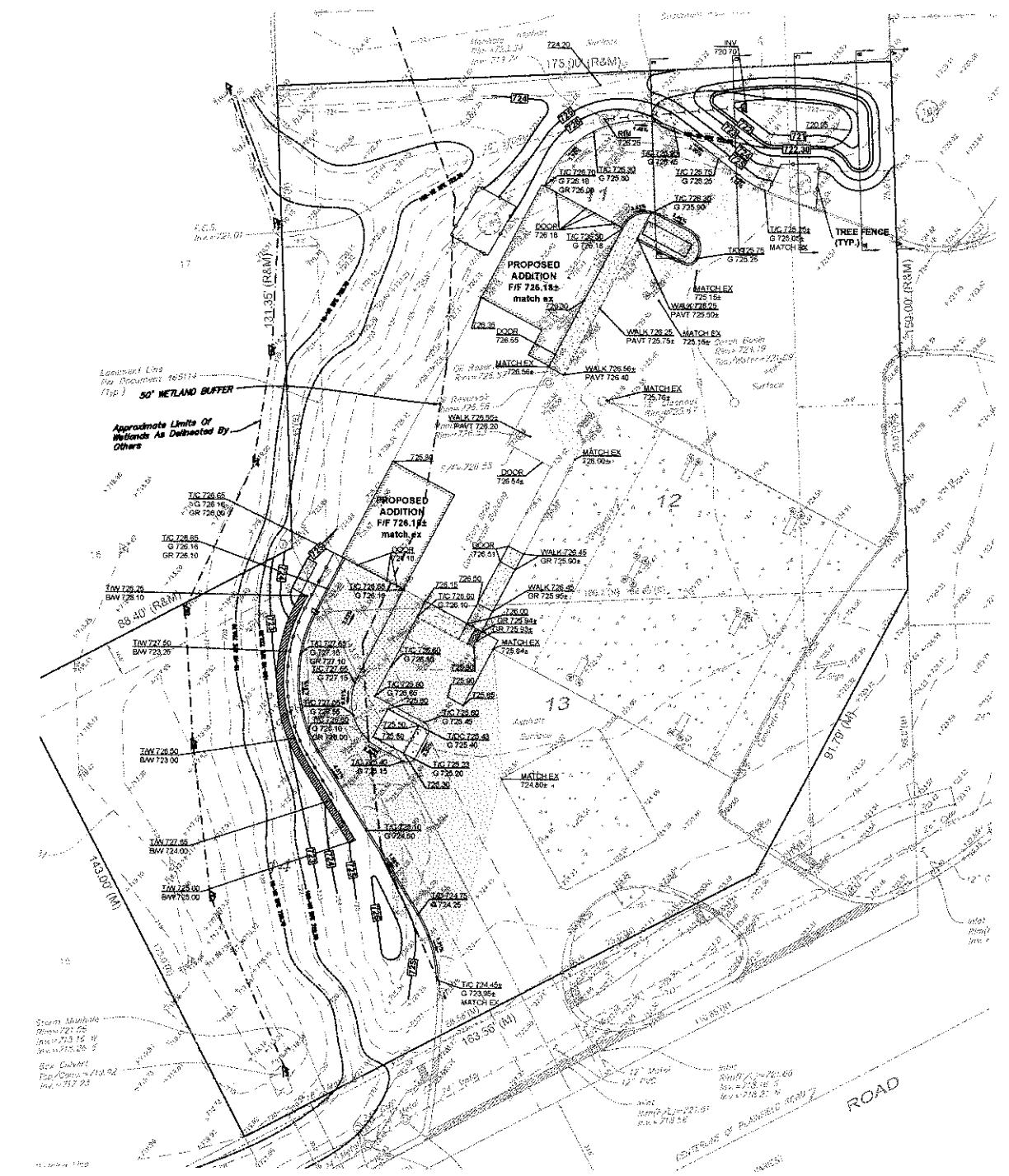
The logo for BCI Consulting, Inc. It features the letters 'BCI' in a large, bold, black, sans-serif font. To the right of 'BCI', the words 'BCI CONSULTING, INC.' are stacked vertically in a smaller, black, sans-serif font. Below that, the words 'CIVIL ENGINEERS' are also stacked vertically in a smaller, black, sans-serif font.

PRIMARIAZIONE		ANALOGIA CON IL DIAZIO	
INIZIAZIONE	INIZIAZIONE	INIZIAZIONE	INIZIAZIONE
PIRANOVSKY	W. KIRCHNER	PIRANOVSKY	W. KIRCHNER
PIRANOVSKY	W. KIRCHNER	PIRANOVSKY	W. KIRCHNER
PIRANOVSKY	W. KIRCHNER	PIRANOVSKY	W. KIRCHNER





COMPENSATORY STORAGE CALCULATIONS (10-190 YR)			BFE 100YR *	722.3
PROPOSED FILL FROM GRADING				
	DISTANCE BETWEEN SECTIONS (FT.)	AREA OF FILL (SQ.FT.)	VOLUME (CU.FT.)	
A-A'	9.98	0.00		0.00
B-B'	17.58	0.00		0.00
C-C'	17.49	0.00		0.00
D-D'	23.48	4.41		38.57
E-E'		0.00		51.78
SUBTOTAL FILL				90.35
Proposed Filt				90.35 cu.ft
Required compensatory storage (1.2:1) *				108.42 cu.ft
Total Storage Required =				108.42 cu.ft
PROPOSED CUT FROM GRADING				
	DISTANCE BETWEEN SECTIONS (FT.)	AREA OF CUT (SQ.FT.)	VOLUME (CU.FT.)	
A-A'	9.98	0.00		93.44
B-B'	17.58	16.72		277.36
C-C'	17.49	12.89		138.81
D-D'	23.48	3.04		35.69
E-E'		0.00		
SUBTOTAL CUT				545.30
TOTAL CUT				545.30



COMPENSATORY STORAGE CALCULATIONS

10000 KINGERY HIGHWAY, WILLOWBROOK, IL 60527

INVESTORS PER VILLAGE COMMUNITY	PERCENTAGE OF VILLAGE COMMUNITIES
1	10
2	10
3	10
4	10
5	10
6	10
7	10
8	10
9	10
10	10
11	10
12	10
13	10
14	10
15	10
16	10
17	10
18	10
19	10
20	10
21	10
22	10
23	10
24	10
25	10
26	10
27	10
28	10
29	10
30	10
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1018 BUSSE HIGHWAY  
PARK RIDGE, IL 60068  
PH : (847) 8223-3000  
FAX: (847) 822-3303  
bbond@bonoconsulting.com

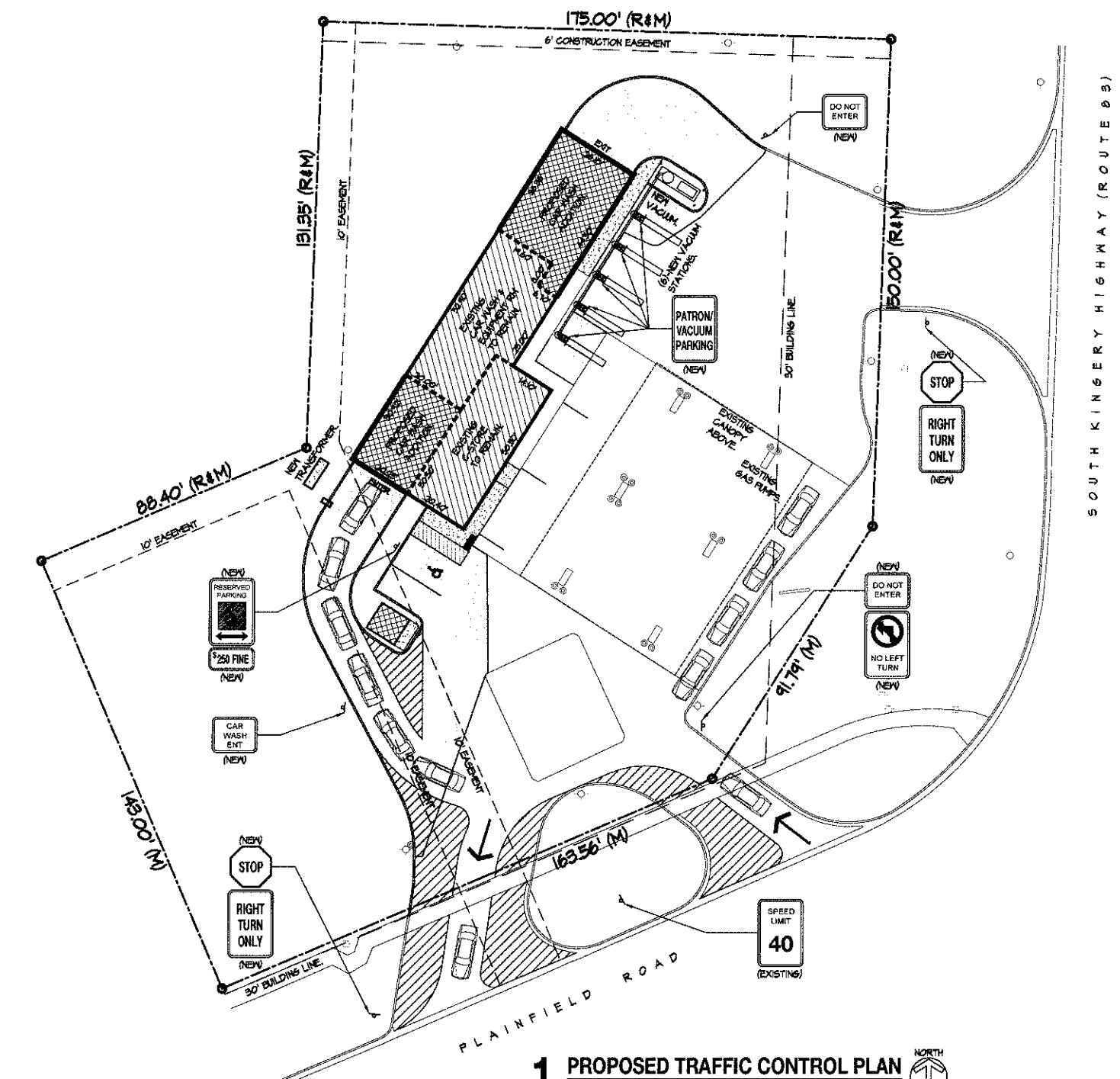
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**BONO CONSULTING, INC.**  
CIVIL ENGINEERS  
1010 BUSE HIGHWAY  
PARK RIDGE, IL 60068  
PH: (847) 825-3300  
FAX: (847) 825-3303  
E-MAIL: [tbono@boco-consulting.com](mailto:tbono@boco-consulting.com)

DO NOT USE.  
MODIFIED OR SOLD EITHER  
IN PART, EXCEPT WHEN  
IN WRITING BY THE ENGINEER

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**EXHIBIT C.5**  
**TRAFFIC CONTROL PLAN**



1 PROPOSED TRAFFIC CONTROL PLAN SCALE: 1" = 20'-0"

DRAWN BY:	S. LEE	
PROJECT NO.:	14-108	
ISSUE DATE:	FEBRUARY 21, 2020	
SHEET NO.:	T1	

2/21/2020	ISSUED FOR REVIEW
NO. DATE	DESCRIPTION



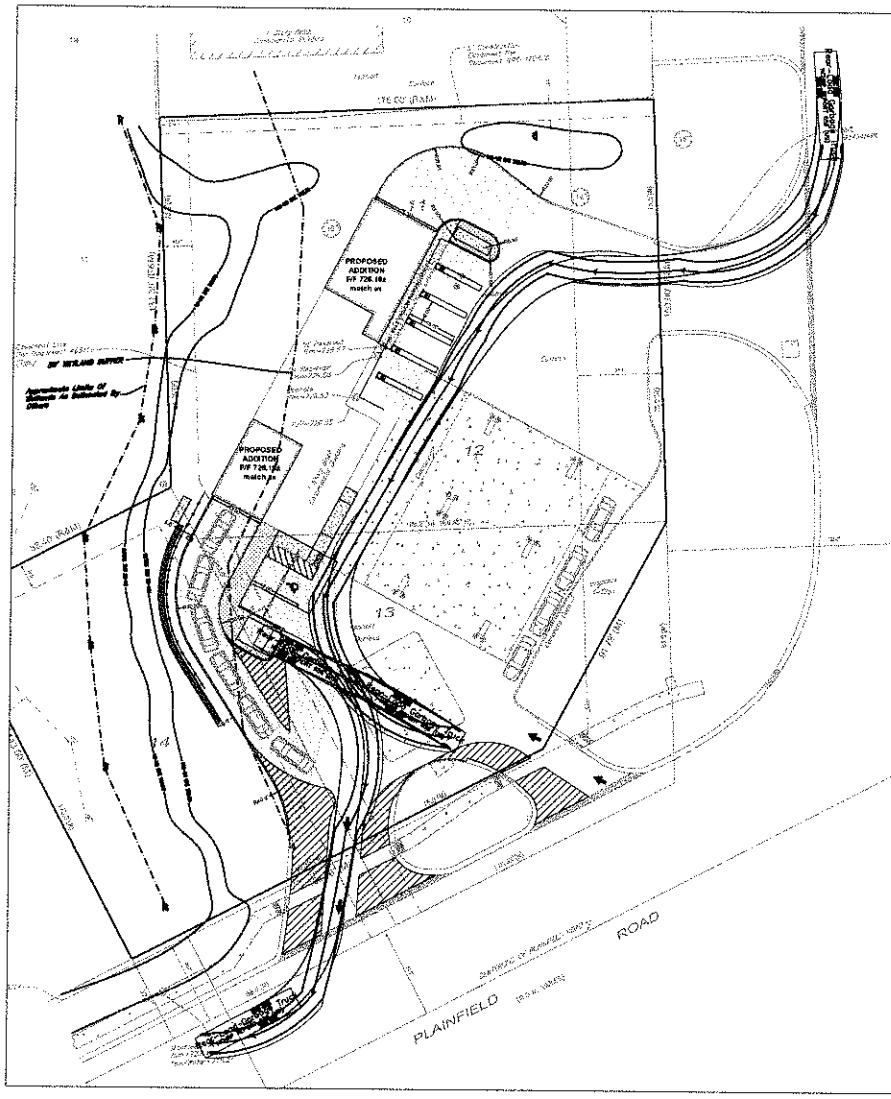
NOVEMBER 30, 2020  
EXPIRES

David A. Schaefer 2/21/2020  
SIGNATURE: DATE:  
PROFESSIONAL DESIGN FIRM NO: 184.003216

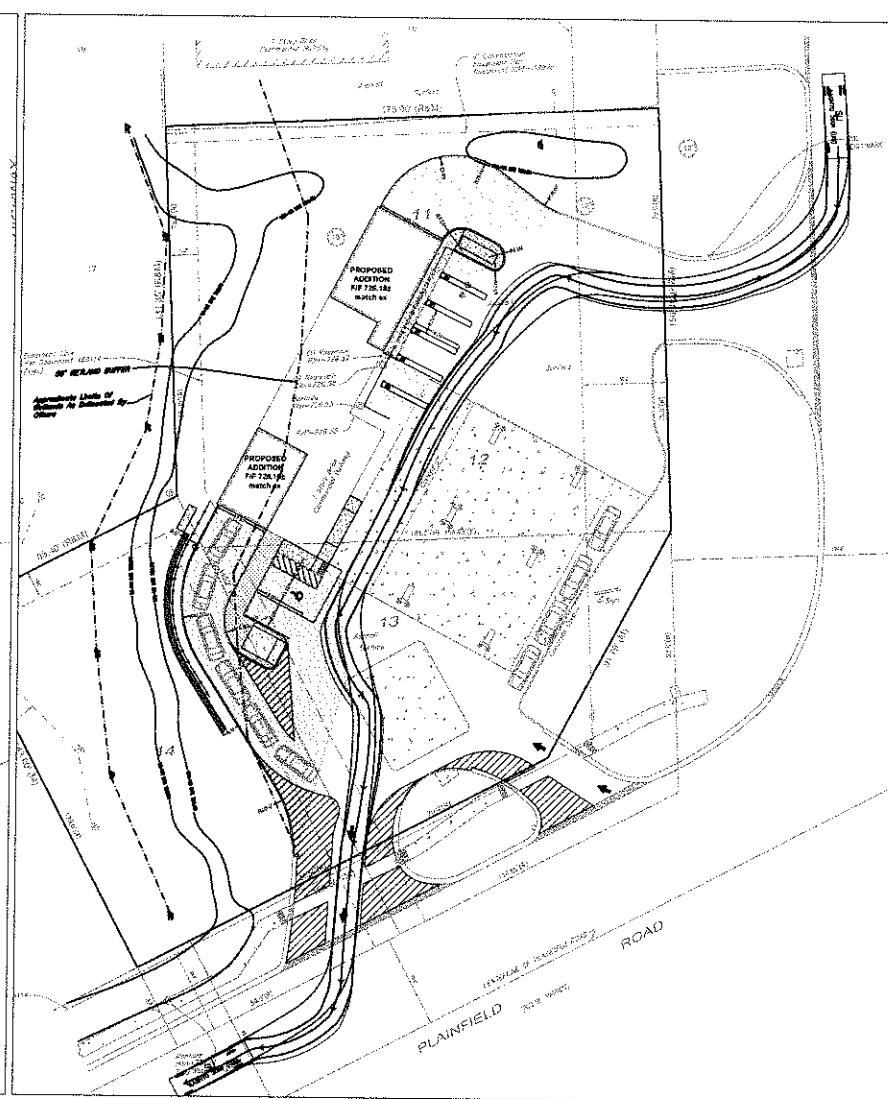
DUCKYS CAR WASH ADDITION  
1000 KINGERY HWY.,  
WILLOWBROOK, IL 60527

**EXHIBIT C.6**

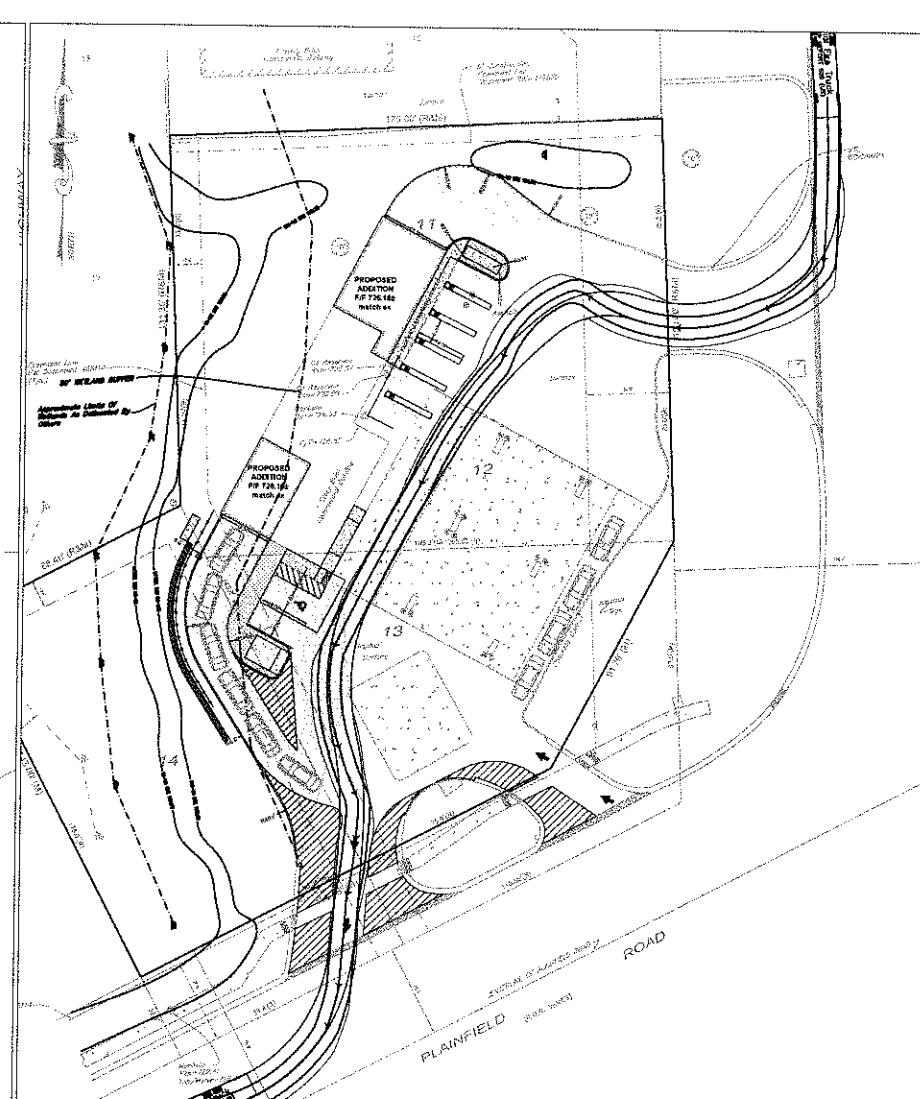
**AUTO TURN AND STACKING EXHIBIT**



## GARBAGE TRUCK



## DELIVERY TRUCK



## **FIRETRUCK TRUCK**

AUTOTURN & STACKING EXHIBIT

77000 KINGWOOD WAY, WILSONVILLE  
NEW ADDITION TO CAR WASH

7000 KINGERY HIGHWAY, WILLOWBROOK, IL 60527

The logo for BON CONSULTING, INC. It features the letters 'B' and 'C' in a bold, blocky font. The 'B' is on the left and the 'C' is on the right, slightly overlapping. To the right of the 'C' is the company name 'BON CONSULTING, INC.' in a smaller, sans-serif font. Below the company name is the text 'CIVIL ENGINEERS' in a smaller font.

HIGHWAY 11, IL 60068 PH : (847) 823-3300  
FAX : (847) 823-3303  
bboho@bancorconsulting.com

17:  
WING SHALL NOT BE USED,  
CED, MODIFIED OR SOLD EITHER  
OR IN PART, EXCEPT WHEN  
CED IN WRITING BY THE ENGINEER.

CT NO.: 19085  
FILE:  
FILE:  
DATE: OCT 29, 2019

1-30  
SHEET NUMBER  
**EX-1**

15' 30' 75'

**EX-1**

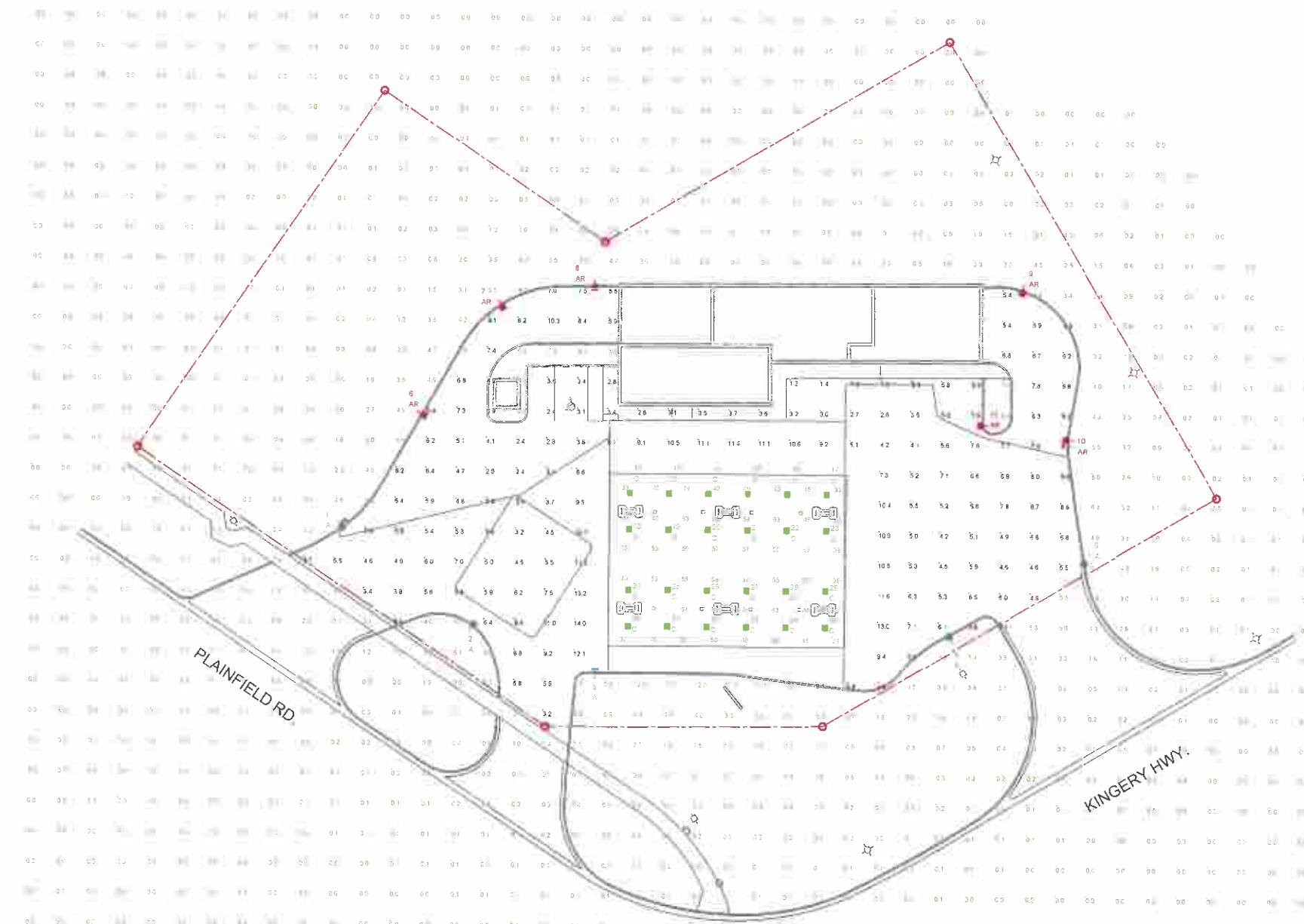
**EXHIBIT C.7**

**PHOTOMETRIC PLAN**

Luminaires Schedule										
Symbol	Qty	Label	Arrangement	Lumens	LLF	Watts (Each)	Watts (Total)	BUG Rating	Manufacturer	Description
	5	A	SINGLE	12678	1.00	134	670	B3-U0-G2	CREE, INC.	ARE-EDG-4M-DA-06-E-UL-WH-700
	6	AR	SINGLE	12678	1.00	134	804	B3-U0-G2	CREE, INC.	ARE-EDG-4M-DA-06-E-UL-WH-700 (RELOCATED)
	24	C	SINGLE	13636	1.00	120	2880	B3-U0-G1	CREE, INC.	CPY250-A-DM-F-B-UL-WH

Calculation Summary					
Label	Avg	Max	Min	Max/Min	Avg/Min
01 UNDER CANOPY	49.04	64	33	1.94	1.49
02 PAVED AREA	6.08	14.0	1.2	11.67	5.07
03 UNDEFINED AREA	0.66	13.7	0.0	N.A.	N.A.

Luminaire Location Summary			
No.	Label	Mtg. Hgt.	Tilt
1	A	17	0
2	A	17	0
3	A	17	0
4	A	17	0
5	A	17	0
6	AR	17	0
7	AR	17	0
8	AR	17	0
9	AR	17	0
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12	C	16	0
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31	C	16	0
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33	C	16	0
34	C	16	0
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## EXTERIOR LIGHTING LAYOUT

**REVISIONS**

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PROJECT NUMBER	SCALE	DRAWN BY
UR-5068-S1	1 30	RCF
	DATE	DWG SIZE
	10/25/2019	C

PROJECT NAME  
**DUCKY'S CAR WASH**  
7000 S. KINGERY HWY.  
WILLOWBROOK, IL 60527

**red leonard associates**  
COUNSELOR FOR THE OIL & ALLIED INDUSTRIES