



Village Board Meeting February 18, 2016 6:00 p.m.

1. Call To Order

2. Roll Call

3. Pledge Of Allegiance

4. Open Forum

Participants are advised that the Open Forum procedure is a privilege and should not be abused. Upon completing an Open Forum request form and submitting it to the Village Clerk before the commencement of the meeting, participants will be recognized and given a chance to speak. The time limit to speak is 3 minutes. If deemed necessary by the Village Board, the matter may be referred to Village Staff or may be placed on a future agenda for Board consideration.

All participants are expected to exercise common courtesy and follow any rules of order established or announced by the Village Board and/or Mayor. Candidates for local public office may not use this forum for campaign purposes.

5. Reports

a. Board Reports

- Mayor
- Clerk
- Attorney
- Manager
- Trustees

*Background Of
Subject Matter*

*

Type

Discussion Only

6. Items To Be Removed From Consent Agenda

7. Consent Agenda (Omnibus Vote)

a. Village Board Minutes

i. Board Meeting Minutes

Board to consider approving the minutes of the Village Board meeting held February 4th, 2016.

*Background Of
Subject Matter*

Required Parliamentary Procedure

Type

Motion

b. **Finance Ordinance**

i. **Finance Ordinance # 19**

Total to be announced at the meeting.

Background Of Subject Matter *

Type Motion

ii. **January Financial Report**

Board to consider a motion to accept the financial report submitted for the month of January 2016.

Background Of Subject Matter *

Type Motion

Documents: [2016-01 MONTHLY REVENUE AND EXPENSE SUMMARY.PDF](#), [2016-01 FINANCIAL REPORT MEMO.PDF](#)

c. **Purchase Orders**

i. **PO 11038264**

Omega Sign & Lighting \$136,722.20

Background Of Subject Matter Electronic Signs at Fire HQ and the Library

Additional Background \$55,000 will be reimbursed by Library

Type Purchase Order

Budgeted Other

Budgeted Explanation Village portion is over budget, but is covered through appropriations ordinance; conforms to intergovernmental agreement with the Library.

Documents: [PO 11038264.PDF](#)

ii. **PO 11038340**

Westmont Park District \$8,489.27

Background Of Subject Matter Salary Sharing

Type Purchase Order

Budgeted Yes

Documents: [PO 11038340.PDF](#)

iii. **PO 11038260**

Don Morris Architect \$7,827.13

Background Of Subject Matter January plan reviews & inspections

Type Purchase Order

Budgeted Yes

Documents: [PO 11038260.PDF](#)

- iv. **PO 11038229**
SHI International Corp \$17,060.36

Background Of Subject Matter Two-Factor Authentication
Type Purchase Order
Budgeted Yes

Documents: [PO 11038229.PDF](#)

- v. **PO 11038250**
Village of Downers Grove \$612,288.00

Background Of Subject Matter 2016 Dispatch Costs
Additional Background The first payment of \$51,024 is included in the Finance Ordinance, which will be approved simultaneously with the purchase order
Type Purchase Order
Budgeted Yes

Documents: [PO 11038250.PDF](#)

- vi. **PO 11038251**
Village of Downers Grove \$31,578.00

Background Of Subject Matter 2015 Dispatch Costs True-up.
Additional Background The payment is included in the Finance Ordinance, which will be approved simultaneously with the purchase order
Type Purchase Order
Budgeted Yes

Documents: [PO 11038251.PDF](#)

- vii. **PO 11038218**
JULIE Inc \$5,495.26

Background Of Subject Matter 2016 Locating Fees
Additional Background This is included in the Finance Ordinance, which will be approved simultaneously with the purchase order
Type Purchase Order
Budgeted Yes

Documents: [PO 11038218.PDF](#)

- viii. **PO 11038256**
West Central Municipal Conf \$22,500.00

Background Of Spring Tree Planting (121 Trees)

Subject Matter

Type Purchase Order

Budgeted Other

Budgeted Explanation This will be expensed in FY 2016-17, so no budget has been adopted. This amount is consistent with the spring tree planting we have had in the budget for the last several years, and we anticipate budgeting at least this amount in the FY 2016-17 budget.

Documents: [PO 11038256.PDF](#)

- ix. **PO 11038272**
Vidito Tree Experts \$22,350.00

Background Of Subject Matter EAB Tree Removals

Type Purchase Order

Budgeted Yes

Documents: [PO 11038272.PDF](#)

- x. **PO 11038259**
Vidito Tree Experts \$6,390.00

Background Of Subject Matter Stump Grinding (142)

Type Purchase Order

Budgeted Yes

Documents: [PO 11038259.PDF](#)

- xi. **PO 11038263**
Illinois EPA \$25,984.86

Background Of Subject Matter Payment of 2011 EPA Loan for Watermain Project

Type Purchase Order

Budgeted Yes

Documents: [PO 11038263.PDF](#)

- xii. **PO 11038237**
HD Supply Waterworks \$49,675.00

Background Of Subject Matter Meters and supplies

Type Purchase Order

Documents: [PO 11038237.PDF](#)

- xiii. **Total Of Purchase Orders**
\$946,360.08

Background Of *

Subject Matter

Type Purchase Order

d. **Total Of Purchase Orders And Finance Ordinance**

Total to be announced at the meeting.

**Background Of
Subject Matter** *

Type Motion

e. **Community Events**

i. **2016 Red White & BBQ**

Board to consider an ordinance approving the following requests for the 2016 Red White & BBQ Festival hosted by the Westmont Lions Club, May 27-29, 2016:

- 1) community events permit
- 2) liquor license fee waivers
- 3) amusement fee waiver
- 4) live amplified sound permit
- 5) tent permit fee waiver

**Background Of
Subject Matter** The Lions Club's Red White & BBQ has grown to be the biggest sanctioned event in the State of Illinois. There are no changes to the request from previous years.

Recommendation Staff recommends approval.

Type Ordinance

Documents: [2016REDWHITEBBQCOMMUNITYEVENTSPERMITREQUESTFORM.PDF](#)

ii. **2016 Race To The Flag 5K**

Board to consider an ordinance approving the following requests for the 2016 Race To The Flag 5K to be held on May 29, 2016:

- 1) community events permit
- 2) live amplified sound permit

**Background Of
Subject Matter** This year, the RTTF 5K will be hosted by the Westmont Park District, the People's Resource Center will be the beneficiary of the fundraiser. There are no other changes to the request from previous years.

Recommendation Staff recommends approval.

Type Ordinance

Documents: [2016RTTFRACETOTHEFLAG5K.PDF](#)

iii. **2016 Chicago Prostate Center 5K**

Board to consider an ordinance approving the following requests for the 2016 Chicago Prostate Center 5K to be held on September 11, 2016:

- 1) community events permit
- 2) live amplified sound permit

**Background Of
Subject Matter** The Chicago Prostate Center 5K is a very successful event, growing every year. There are no changes to this year's request.

Recommendation Staff recommends approval.

Type Ordinance

Documents:

[2016CHICAGOPROSTATECENTER5KCOMMUNITYEVENTSPERMITREQUESTFORM.PDF](#)

8. Unfinished Business

9. New Business

a. **134 N Cass - Monkeypencil Apparel**

Board to consider an ordinance approving a development permit request from Monkeypencil Apparel to allow the operation of an apparel company in the B-1 Limited Business District.

Background Of Subject Matter Applicant requests to operate a 2nd floor apparel store within the Weston Travel building. The business owner will embroider onsite. This is an allowed use in the B-1 district & no additional parking is needed.

Recommendation Staff recommends approval.

Type Ordinance

Documents: [DEV PERMIT REQUEST AND FLOORPLAN.PDF](#)

b. **Class 17 Liquor License - Mariano's**

Board to consider an ordinance increasing the number of available Class 17 liquor licenses by one to accommodate a request from Mariano's, located at 150 West 63rd Street, Westmont.

Background Of Subject Matter Mariano's has applied for a Class 17 liquor license as a new business. A class 17 liquor license allows for the retail sale of all liquor for both on and off premise consumption for a grocery store that is greater than 30,000 square feet.

Additional Background Mariano's has a tentative opening date of March 15, 2016.

Recommendation Staff recommends approval of this request.

Type Ordinance

Budgeted N/A

c. **WSEC Hotel/Motel Grant Request**

Board to consider an ordinance awarding a \$10,000 hotel/motel grant to Westmont Special Events Corporation (WSEC).

Background Of Subject Matter The WSEC, whose major role is coordinating and promoting special events, which are expected to draw tourist or overnight visitors, is requesting \$10,000 to retain current staff & expand the role of the Office Manager, who coordinates these events

Additional Background If this grant is approved, the remaining Hotel/Motel Grant balance is \$7,500.

Recommendation Staff and the Administration & Finance Committee of the Village Board recommend approval.

Type Ordinance

Budgeted Yes

d. **Drug-Free Workplace Policy - Revised**

Board to consider an ordinance approving revisions to Section 62-75 - Drug-Free Workplace of the Personnel Code of Ordinances.

Background Of Subject Matter In 2015, as a result of the review of a number of vehicle accidents, the Executive Safety Committee asked for a review of the Village's drug and alcohol testing policy post accident.

Additional Background Upon review, research, and discussion, the Executive Safety Committee recommended that the Village Policy be revised to be consistent with the policies of our Public Works and Fire Departments.

Type Ordinance

Documents: [2016-02-18 DRAFT PROPOSED SEC 62-75 DRUG-FREE WORKPLACE.PDF](#)

e. **Dual Village Employment Policy - New**

Board to consider an ordinance adding Section 62-80 - Dual Village Employment Policy to the Personnel Code of Ordinances.

Background Of Subject Matter Due to the complications & legalities of administering overtime and calculating rates when full-time employees hold multiple positions, staff implemented this practice approximately eight years ago. This policy documents our practice.

Type Ordinance

Documents: [2016-02-18 DRAFT SEC62-80 DUALVLGEMPLOYMENTPOLICY.PDF](#)

f. **Social Media Policy - New**

Board to consider an ordinance adding Section 62-79 - Social Media Policy to the Personnel Code of Ordinances.

Background Of Subject Matter For several years, the Village has discussed developing a Social Media Policy. However, due to the newness of social media, its uses in the business environment, and how to navigate the legalities, policies were developed slowly and carefully.

Additional Background The Village is using social media in many positive ways, social media uses and policies have become better defined. Staff felt this was a good time to develop our policy. This policy was a collaborative effort of staff and the Village Attorney.

Type Ordinance

Documents: [2016-02-18 WESTMONTSOCIALMEDIAUSEPOLICY-DRAFT.PDF](#)

g. **Engineering Agreement - 2016 MFT Resurfacing Project**

Board to consider an ordinance authorizing an engineering agreement with SEECO Consultants, Inc. for Material Testing and Inspection Services of the 2016 MFT Resurfacing Project (MFT# 15-00108-00-RS).

Background Of Subject Matter Material Testing & Inspection Services by a certified agency is required by IDOT for projects utilizing Motor Fuel Tax Funds. The 2016 MFT Resurfacing Project proposes to resurface approximately 7.6 miles of roadway along with other related

work.

Additional Background	Request to approve the sum of \$16,675.00 for Material Testing and Inspection Services for the village's annual street resurfacing project.
Recommendation	Staff recommends approving the proposal in the amount of \$16,675.00 for Material Testing and Inspection Services for the 2016 MFT Resurfacing Project (MFT# 15-00108-00-RS).
Type	Ordinance
Budgeted	Yes

Documents: [SEECO CONSULTANTS PROPOSAL 2016 MFT RESURFACING PROJECT.PDF](#)

h. **Ad Hoc Strategic Plan Committee**

Board to consider a motion authorizing the creation of the Ad Hoc Strategic Plan Committee, with the Mayor to appoint committee members.

Background Of Subject Matter	*
Type	Motion

10. Miscellaneous

11. Executive Session

This Board may adjourn to closed session to discuss matters so permitted and may act upon such matters upon returning to open session.

12. Adjourn

Note: Any person who has a disability requiring a reasonable accommodation to participate in the meeting should contact the ADA Compliance Officer, 9:00 A.M. to 5:00 P.M. Monday through Friday, Village of Westmont, Illinois, 60559; or telephone (630) 981-6210 voice, within a reasonable time before the meeting.

Clerk's Office
Village of Westmont

MINUTES OF THE BOARD MEETING HELD **Thursday, February 4th, 2016.**

Mayor Gunter called the meeting to order at **6:04 PM.**

WESTMONT VILLAGE BOARD MEETING ROLL CALL:

PRESENT: Mayor Gunter P Clerk Szymski P

TRUSTEES: Addington P Barker P
Barry P Guzzo P
Liddle P Nero P

STAFF:

May (Village Mgr) <u>P</u>	Parker (Finance Director) <u>P</u>	Ziegler (Community Development Director) <u>P</u>
Crane (H.R. Director) <u>A</u>	McIntyre (Communication Director) <u>P</u>	Liljeberg (I.T. Manager) <u>A</u>
Chief Mulhearn (Police Dept.) <u>P</u>	Dep. Chief Brenza (Police Dept.) <u>A</u>	Dep. Chief Gunther (Police Dept.) <u>A</u>
Chief Weiss (Fire Dept.) <u>P</u>	Dep. Chief Riley (Fire Department) <u>P</u>	Ramsey (P.W. Director) <u>P</u>
Dralle (EMS Director) <u>A</u>	Mielcarski (Admin. Assistant) <u>A</u>	Richards (Deputy Clerk) <u>A</u>

ATTORNEY: Zemenak P

A QUORUM WAS PRESENT TO TRANSACT BUSINESS.

PRESS:

Chicago Tribune A Independent: Daniel Smrokowski A
Bugle A

CHAMBER OF COMMERCE DIRECTOR: Forssberg - P

VISITORS: None.

THOSE PRESENT RECITED THE PLEDGE OF ALLEGIANCE.

OPEN FORUM:

- Audrey Payne, 29 South Williams



westmont.il.gov

Village Clerk's Office

31 West Quincy Street • Westmont, Illinois 60559
Tel: 630-981-6220 Fax: 630-829-4441

- Westmont Citizen of the Year Award nomination forms are now available online at www.westmontchamber.com or call 630-960-5553. Deadline for submitting nominations is Fri. Feb. 26th.

Attorney Zemenak

- Nothing.

Village Manager May

- Nothing.

Trustee Addington

- Updated everyone on the DuPage Mayors and Managers Committee. Right now there is nothing happening. Perhaps we will hear more prior to the November election.
- At the EDC meeting, we had a potential developer who presented a proposal for a new three-story mixed-use commercial & residential building at 23 N Cass.
- Mariano's is hoping to open in 60 days. They are looking to hire for a range of different positions.
- Woodgrain Neapolitan Pizzeria will have a ribbon cutting on Wednesday, February 10th at 5:00 pm.
- Flo's Tips & Toes will be having a ribbon cutting on Tuesday, February 16th at 5:30 pm.

Trustee Liddle

- The next Administration Committee Meeting is March 3rd, 2016.
- Be sure to "like" the Village of Westmont Facebook page. There is a lot of good information posted there.
- The Neighbors Magazine came out this past week. We encourage everyone to read it cover to cover. This was the first time it was printed by a Westmont printer.

Trustee Barry

- There is a Public Works meeting on February 18th at 4:30 pm.
- Mike Ramsey updated everyone on the Flint Michigan Water Crisis and how it could have been avoided. Flint was getting water from Lake Huron and switched to river water. River water is more corrosive and caused the pipes to leach lead into the water supply. It will cause 1.5 billion dollars to repair the damage. Our water supply is from Lake Michigan. It is treated and pumped out to the DuPage Water Commission then it is pumped out to us. He explained how and how often we sample our water.
- The next Environmental Improvement Commission meeting will be at the Westmont Public Library at 7:00 pm on March 7th.
- We are working with the Township to re-start the electronics recycling program. We are hoping that will begin in April.
- There is a recycling event in Lisle at Benedictine University on March 19th.

Trustee Nero

- Recapped the Public Safety Committee Meeting from earlier this evening.
 - Kurtz Paramedic Ambulance Service wants to raise the starting pay for paramedics.
 - Discussed a vendor: Fire Recovery USA Com. It is a service that we could use to recover costs.

- The Community Integrated Home Healthcare Program was discussed. This is finally ready to start, and the Fire Department will work on getting that going.
- County Records Management Program will be implemented in the next few years, 2017-2018.
- Talked about the Vehicle Replacement Program.
- Discussed the need to potentially hire a 4th Deputy Chief.
- Discussed dates for Public roll calls in the future from the Police Department.

Trustee Guzzo

- The Finance Committee meeting was recapped.
 - Budget Workshops will be the first week of April. Get back to Spencer with your availability.
 - The next Finance Committee meeting will be March 3rd.

Trustee Barker

- The Westmont First meeting will be held on the 3rd Monday of the month. The next meeting is Feb 22nd at the Westmont Public Library at 7:00 pm.

ITEMS TO BE REMOVED FROM CONSENT AGENDA:

There are no items to be removed from the consent agenda.

(1) CONSENT AGENDA [Omnibus Vote]:

Village Manager May addressed the Board on this agenda item.

Motion by **Trustee Addington** to approve the consent agenda items A, B, and C.

(A) VILLAGE BOARD MINUTES:

- Board to consider approving the minutes of the Village Board meeting held January 21, 2016.

(B) FINANCE ORDINANCE #18: Dated **February 4, 2016**, in the amount of
\$ 832,931.68

(C) PURCHASE ORDERS

11038116	Burns & McDonnell	\$ 21,524.25
11038171	Baxter & Woodman	26,542.50
11038172	Baxter & Woodman	59,800.00
11038137	Bulk Storage, Inc.	8,750.00
11038152	Residential Planning Partners	14,999.00
11038175	SHI International	5,144.00
	Total of Purchase Orders	\$ 136,759.75

Seconded by **Trustee Nero** and the motion passed.

VOTE ON MOTION #1

Ayes: Guzzo, Liddle, Nero, Barker, Barry, and Addington.

Nays: None.

Absent: None.

Present: None.

UNFINISHED BUSINESS

NEW BUSINESS

(2) RESOLUTION - COOL DUPAGE ENVIRONMENTAL INITIATIVES

Communications Director McIntyre and Connie Berick addressed the Board on this item.

Motion by **Trustee Addington** to consider a resolution supporting environmental initiatives recommended by DuPage County.

Seconded by **Trustee Guzzo** and the motion passed.

VOTE ON MOTION #2

Ayes: Guzzo, Liddle, Nero, Barry, Barker, and Addington.

Nays: None.

Absent: None.

Present:None.

(3) KIWANIS NOT-FOR-PROFIT SOLICITORS REQUEST

Village Manager May and Attorney Zemenak addressed the Board on this item.

Motion by **Trustee Barry** to consider an ordinance approving the following requests from the W.H.B.C.D. Kiwanis Club:

- A waiver to allow more than 1 charitable solicitation in a calendar year.
- A waiver to allow a non-statewide charitable solicitation on public intersections
- Solicitors Permit - Peanut Days
- Solicitors Permit - Good Sam, Hinsdale, & Loyola Hospitals

Seconded by **Trustee Nero** and the motion failed.

VOTE ON MOTION #3

Ayes: None.

Nays: Guzzo, Liddle, Nero, Barry, Barker, and Addington.

Absent: None.

Present:None.

(4) KIWANIS NOT-FOR-PROFIT SOLICITORS REQUEST

Mayor Gunter addressed the Board on this item.

Motion by **Trustee Barry** to reconsider an ordinance approving the following request from the W.H.B.C.D. Kiwanis Club:

- Solicitors Permit - Peanut Days

Seconded by **Trustee Nero** and the motion passed.

VOTE ON MOTION #4

Ayes: Guzzo, Liddle, Nero, Barry, Barker, and Addington.

Nays: None.

Absent: None.

Present: None.

(5) EXTENDED OCCUPANCY AGREEMENT FOR 414 WARWICK

Village Manager May addressed the Board on this item.

Motion by **Trustee Guzzo** to consider an ordinance amending the Extended Use and Occupancy Agreement for 414 Warwick.

Seconded by **Trustee Liddle** and the motion passed.

VOTE ON MOTION #5

Ayes: Guzzo, Barry, Liddle, Nero, Barker, and Addington.

Nays: None.

Absent: None.

Present: None.

(6) 25 W 63RD ST - EXPRESS OIL

Community Development Director Ziegler addressed the Board on this item.

Motion by **Trustee Barry** to an ordinance approving a Final Plat of Consolidation request from Express Oil to consolidate two lots into one, lot of record located 25 West 63rd Street.

Seconded by **Trustee Addington** and the motion passed.

VOTE ON MOTION #6

Ayes: Guzzo, Liddle, Nero, Barry, Barker, and Addington.

Nays: None.

Absent: None.

Present:None.

(7) RESOLUTION OF INTENT - MOTOR FUEL TAX/GO BOND

Public Works Director Ramsey addressed the Board on this item.

Motion by **Trustee Addington** to consider a resolution approving the I.D.O.T. Resolution for the Village's 2016 Motor Fuel Tax Resurfacing Project.

Seconded by **Trustee Barker** and the motion passed.

VOTE ON MOTION #7

Ayes: Barker, Nero, Guzzo, Liddle, Barry, and Addington.

Nays: None.

Absent: None.

Present: None.

(8) INTERGOVERNMENTAL AGREEMENT - VILLAGE OF LEMONT

Police Chief Mulhearn addressed the Board on this item.

Motion by **Trustee Addington** to consider an ordinance approving an intergovernmental agreement with the Village of Lemont to allow Westmont Police Officers use of Lemont's shooting range.

Seconded by **Trustee Liddle** and the motion passed.

VOTE ON MOTION #8

Ayes: Barker, Nero, Guzzo, Liddle, Barry, and Addington.

Nays: None.

Absent: None.

Present: None.

(9) DOWNTOWN REAL ESTATE MARKET ANALYSIS

Community Development Director Ziegler addressed the Board on this item.

Motion by **Trustee Addington** to consider a motion to accept Phase I and 2 of the Real Estate Market Analysis and Downtown Planning Study for North Cass Avenue in Downtown Westmont.

Seconded by **Trustee Guzzo** and the motion passed.

VOTE ON MOTION #9

Ayes: Guzzo, Barry, Liddle, Nero, Barker, and Addington.

Nays: None.

Absent: None.

Present: None.



Village Clerk's Office

31 West Quincy Street • Westmont, Illinois 60559
Tel: 630-981-6220 Fax: 630-829-4441

MISCELLANEOUS:

- Chamber Director Forssberg talked about the Economic Outlook Luncheon on February 24th.
- We are having an Open House Event for the business community on Wednesday, February 17th.
- Attorney Zemenak asked the Village Board about having the Clerk's Office handle all future solicitation requests administratively. It will be on a future agenda.

(10) ADJOURNMENT: Motion by **Trustee Nero** to adjourn the meeting. Seconded by **Trustee Liddle** and the motion passed.

VOTE ON MOTION #10

Ayes: Guzzo, Liddle, Nero, Barker, Barry, and Addington.

Nays: None.

Absent: None.

Present: None.

MEETING ADJOURNED AT 7:08 PM

ATTEST:

APPROVED:

Virginia Szymski, Village Clerk

Ronald J. Gunter, Mayor

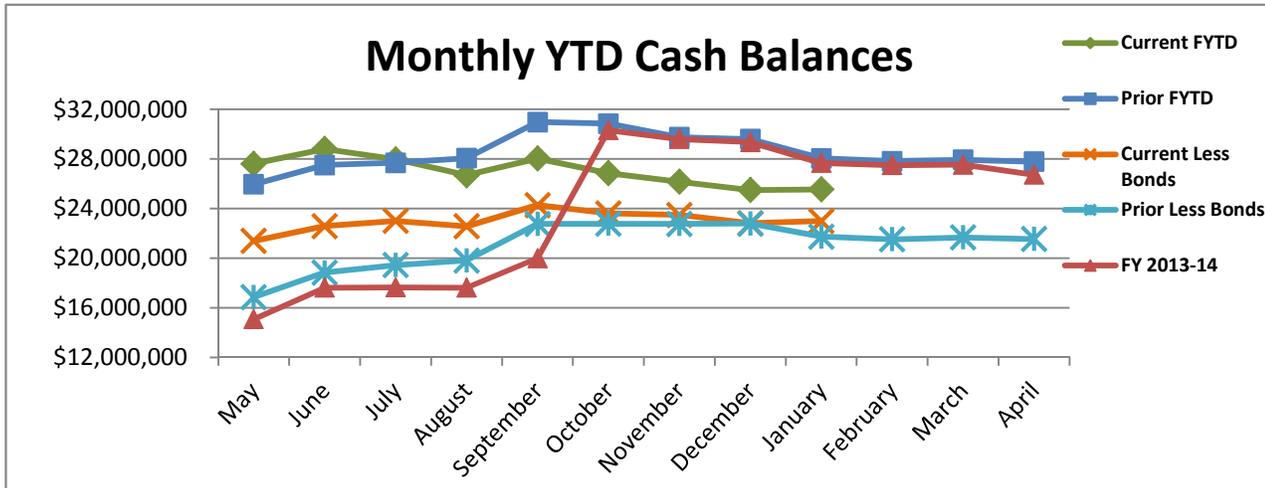
Dated this 18th day of February, 2016.

Village of Westmont
Monthly Revenue & Expense Summary
FYTD January 31, 2016

	REVENUES		EXPENSES		NET	
	YTD	% Bud	YTD	Bud	Budgeted	YTD
01 GENERAL FUND	\$ 16,588,057	69%	\$ 15,811,097	66%	\$ 28,970	\$ 776,960
General & Administration	\$ 9,687,747	59%	\$ 3,063,514	54%	\$ 10,851,389	\$ 6,624,234
51111 Legislation	\$ 8,593,864	57%	\$ 580,635	82%	\$ 14,471,524	\$ 8,013,229
51116 Information Technology	\$ 189,469	53%	\$ 549,705	48%	\$ (795,199)	\$ (360,237)
51117 Community Development	\$ 779,577	130%	\$ 787,684	63%	\$ (651,772)	\$ (8,107)
51210 Administration		0%	\$ 471,772	65%	\$ (528,308)	\$ (471,772)
51410 Finance	\$ 124,838	78%	\$ 383,717	76%	\$ (347,403)	\$ (258,879)
51213 Transfers			\$ 290,000	22%	\$ (1,297,453)	\$ (290,000)
Commissions	\$ -		\$ 26,757	47%	\$ (56,950)	\$ (26,757)
51122 Fire & Police Commission			\$ 20,685	60%	\$ (34,500)	\$ (20,685)
51123 Planning/Zoning Commission			\$ 6,072	27%	\$ (22,450)	\$ (6,072)
Police Department	\$ 2,659,879	99%	\$ 6,531,932	75%	\$ (6,023,263)	\$ (3,872,054)
52110 Administration	\$ 208,476	11239%	\$ 845,589	62%	\$ (1,366,095)	\$ (637,113)
52121 Patrol	\$ 387,898	57%	\$ 3,018,341	71%	\$ (3,591,316)	\$ (2,630,443)
52130 Investigations	\$ 51,948	1389%	\$ 656,446	61%	\$ (1,065,852)	\$ (604,498)
52190 Police Pension Pass Through	\$ 2,011,557	101%	\$ 2,011,557	101%	\$ -	\$ -
Fire Department	\$ 3,229,270	93%	\$ 3,353,893	69%	\$ (1,391,112)	\$ (124,623)
52210 Fire Protection	\$ 31,721	127%	\$ -	0%	\$ -	\$ 31,721
52220 Suppression & Control	\$ 1,116,345	82%	\$ 1,484,803	65%	\$ (920,654)	\$ (368,458)
52510 Ambulance & Paramedic	\$ 2,081,204	100%	\$ 1,863,243	74%	\$ (433,658)	\$ 217,962
52610 EMA			\$ 5,848	50%	\$ (11,800)	\$ (5,848)
52291 Fire Pension			\$ -	0%	\$ (25,000)	\$ -
Public Works	\$ 1,011,161	73%	\$ 2,835,001	60%	\$ (3,351,094)	\$ (1,823,840)
54210 Administration	\$ 400		\$ 45,903	68%	\$ (67,737)	\$ (45,503)
54211 Facilities Maintenance			\$ 390,286	60%	\$ (647,997)	\$ (390,286)
54230 Street Operations	\$ 177,633	100%	\$ 1,385,205	57%	\$ (2,232,250)	\$ (1,207,572)
54240 Fleet Maintenance	\$ 155,522	46%	\$ 358,951	53%	\$ (338,510)	\$ (203,429)
54250 Health & Sanitation	\$ 677,606	77%	\$ 654,655	70%	\$ (64,600)	\$ 22,951
05 CONVENTION & TOURISM	\$ 567,056	96%	\$ 212,036	36%	\$ 1,732	\$ 355,021
51112 Convention & Tourism	538,806	98%	197,496	42%	\$ 78,085	\$ 341,310
51113 Westmont Centre	28,250	75%	14,540	13%	\$ (76,353)	\$ 13,711
17 EMPLOYEE BENEFIT SICK TIME	\$ -	0%	\$ -		\$ 100	\$ -
20 DOWNTOWN PARKING FUND	\$ 3	0%	\$ -		\$ 1,930	\$ 3
25 VEHICLE REPLACEMENT FUND	\$ 44,239	6%	\$ 571,272	79%	\$ 59,293	\$ (527,033)
30 CAPITAL PROJECTS	\$ 242,260	25%	\$ 972,757	44%	\$ (1,216,750)	\$ (730,498)
31 BOND 2013 A (\$8.5 Million)	\$ 1,578		\$ 2,812,059	88%	\$ (3,200,000)	\$ (2,810,482)
32 BOND 2013 B (\$1.5 Million)	\$ 41		\$ 836,586	97%	\$ (865,000)	\$ (836,545)
33 STORMWATER INFR. FUND	\$ 531,589	76%	\$ -	0%	\$ -	\$ 531,589
41 WATER OPERATING FUND	\$ 5,602,874	80%	\$ 4,694,111	54%	\$ (1,593,734)	\$ 908,762
50 DEBT SERVICE FUND	\$ 742,037	100%	\$ 741,363	100%	\$ 630	\$ 674
61 MOTOR FUEL TAX FUND	\$ 425,266	59%	\$ 1,563,141	82%	\$ (1,193,000)	\$ (1,137,875)
62 IMRF/SOCIAL SECURITY FUND	\$ 1,403,211	91%	\$ 1,670,137	91%	\$ (292,951)	\$ (266,926)
68 EXCESS GENERAL FUND BAL	\$ 595	1%	\$ -	0%	\$ (889,000)	\$ 595
82 TIF SWBD (1)	\$ 6,220	74%	\$ -	0%	\$ (743,700)	\$ 6,220
83 TIF CBD (2)	\$ 29,478	140%	\$ 7,368	5%	\$ (129,000)	\$ 22,110
TOTAL	\$ 24,873,558	67%	\$ 25,494,551	54%	\$ (10,030,480)	\$ (620,993)
Adjusted General Fund	\$ 16,478,379	79%	\$ 13,642,589	62%	\$ 28,970	\$ 2,835,791

**Village of Westmont
Treasurer's Report As of January 31, 2016**

Account Name	Current FYTD Balance	Prior FYTD Balance	Increase/ (Decrease)
CASH	\$ 6,549,970	\$ 9,125,571	\$ (2,575,602)
CDs	\$ -	\$ 130,552	\$ (130,552)
POOLED INVESTMENTS	\$ 9,107,188	\$ 11,859,699	\$ (2,752,511)
MONEY MARKET	\$ 3,500,000	\$ 3,500,000	\$ -
OTHER INVESTMENTS	\$ 6,390,447	\$ 3,434,108	\$ 2,956,339
TOTAL	\$ 25,547,605	\$ 28,049,931	\$ (2,502,326)



Fund Name	Current FYTD Balance	Prior FYTD Balance	Increase/ (Decrease)
GENERAL	\$ 9,929,256	\$ 6,973,596	\$ 2,955,660
CONVENTION/TOURISM	\$ 1,337,459	\$ 869,087	\$ 468,372
EBST	\$ (222,837)	\$ (38,154)	\$ (184,684)
DOWNTOWN PARKING	\$ 11,827	\$ 9,154	\$ 2,673
VRP	\$ 1,140,343	\$ 1,691,734	\$ (551,391)
CAPITAL PROJECTS	\$ 2,601,239	\$ 3,437,717	\$ (836,478)
WATER	\$ 2,080,950	\$ 1,422,759	\$ 658,192
DEBT SERVICE	\$ 741,789	\$ 741,095	\$ 694
MFT	\$ 1,148,209	\$ 2,123,245	\$ (975,036)
IMRF	\$ 1,941,950	\$ 2,834,373	\$ (892,423)
PERFORMANCE BOND	\$ 751,088	\$ 707,651	\$ 43,437
EXCESS GENERAL FUND BAL	\$ 950,565	\$ 949,802	\$ 763
BOND 2013A (\$8.5 Million)	\$ 2,495,933	\$ 5,321,851	\$ (2,825,918)
BOND 2013B (\$1.5 Million)	\$ 62,362	\$ 986,134	\$ (923,773)
STORMWATER	\$ 531,589	\$ -	\$ 531,589
TIF SWBD (1)	\$ 12,247	\$ 6,026	\$ 6,220
TIF CBD (2)	\$ 33,636	\$ 13,861	\$ 19,775
TOTAL	\$ 25,547,605	\$ 28,049,931	\$ (2,502,326)



FINANCE

31 West Quincy Street, Westmont, Illinois 60559

Tel: 630-981-6230 Fax: 630-829-4440
westmont.il.gov | finance@westmont.il.gov

MEMORANDUM

DATE: February 10, 2016
TO: Westmont Village Board
FROM: Spencer Parker, Finance Director
SUBJ: January 2016 Financial Report

Based on our auditor's recommendation, we are including monthly financial reports as part of our consent agenda, so it is formally accepted by the Village Board. I have attached the monthly financial report for the prior month, and wanted to point out a few items of interest as you review the report.

In summary, we are in good financial shape, and are tracking about where we would expect to be at this point in the fiscal year.

At the end of January, we are 9 months through the fiscal year, so in our General Fund revenues and expenditures should be tracking about 75% of the budget.

As you can see from the top line, revenues in the general fund are currently at 69% of budget. As we have discussed previously, there are several sources of revenue including Sales and Income Tax which are paid in arrears. On the other hand, we typically receive most of our annual property tax revenue by September. Additionally, some of our revenues are transfers that have not yet been booked. The last line on the report adjusts for all of these factors, and you can see that we are tracking at about 79% of our fiscal year budgeted revenues, which is where we would hope to be at this point in the year.

Our general fund expenditures are currently 66% of the budget, which is under our expected percentage. You will see that most departments are under 75%. The Police Department's total is a little overstated due to the police pension pass through; operating expenditures of the Police are about 67% of budget. Legislation is a little over the expected amount because the large liability insurance premium has already been paid.

The VRP fund is about 79% expended because the Village purchased a pumper truck early in the year. Our bond funds are between 88% of 97% expended because of our work and land purchases to date. The IMRF fund has a high percentage of the budget because we have paid off the Early Retirement Incentive costs to avoid interest. The MFT Fund (61) has now begun receiving revenue as the state began disbursing these funds.

In the Treasurer's report you will notice that we are almost \$2.5 million less than we had last year at this same time, because we are spending bond funds. As you can see from the chart, excluding the bonds, we are about \$1.2 million over where we were last year. Our general fund is up about \$2.9 million, while our VRP, Capital Projects, MFT, and Bond funds are down from last year because of planned purchases.



Village of Westmont Community Events Permit Request

This permit request form and checklist has been developed for the purpose of assisting community organizations and other entities that wish to host or coordinate community special events in the Village of Westmont. Completion and approval of this form is mandatory for any community event that is requesting special permissions from the Village of Westmont. This includes street closures, use of public right-of-way, permission for parades, use of amplified music, hanging of temporary banners, etc. Events that invite large public gatherings or assemblies of people that may result in a distinct impact on public right of way should also complete this form. All block parties and private parties utilizing amplified music must obtain permission from the Village, but do not need to fill out this form.

Please contact Larry McIntyre, Westmont Communications Director, at 630-417-0280 or LMCINTYRE@westmont.il.gov to assist with the completion of this form. Once completed, the permit request and accompanying checklist will be submitted for staff review. Requests that require Village Board Action will be placed on a Village Board agenda for consideration. Copies of completed requests will be placed on file with the Village Clerk's Office.

Please read through the entire form before filling it out. Please attach additional written information to this request if there is not enough space on this form. Requests should be received by Larry McIntyre **60 days prior to the event.**

VILLAGE OF WESTMONT SPECIAL EVENT PERMIT REQUEST

Name of Event 2016 Westmont Lions Club Red, White & BBQ Festival & Competition

Host Organization Westmont Lions Club

Name/Title of Event Contact Person (including name of alcohol contact person)

RWBBQ Coordinator-Chris Svitak; Lions President-John Karesh; Alcohol Chair-John Karesh

Work Phone 630-981-8359 **Cell Phone** 630-768-1619

Email chrissvitak@comcast.net, csvitak@ced.us.com

Event Date(s) & Times May 27-29, 2016

Rain Date (if applicable) N/A

Event Location Ty Warner Park

EVENT DESCRIPTION (describe event, parade, goals, target audience & attendance, etc.)

BBQ Festival and Cooking Competition including live music, beer garden, home craft show, commercial vendors, all ages carnival, and BBQ & food vendors.

ENTERTAINMENT (describe type of entertainment, hours of entertainment, use of an amplified sound system which may require board approval, placement of stage & lights, etc.)

This event will include live music with amplified professional sound. There will be music during the hours of the event. (Music will not start before noon and will conclude no later than 10:30 PM, except for Sunday morning during the 5K race). The stage will be in the NW corner of the main Ty Warner parking lot.

PUBLICITY (describe where and when event will be promoted – the Village encourages publicity to be published a minimum of 30 days prior to the event if requesting use of public space)

The event will be promoted via Chicago area radio stations, network television news stations, Channel 16, posters, Facebook, event website, various email groups and local newspapers. In 2013, this event was covered by the cable TV show “BBQ Pitmasters”.

Have you submitted and obtained a Temporary Sign Permit for your event signs/banners posting permit from the Westmont Building & Zoning Division?

YES NO - We are working with Larry McIntyre to complete this, this will include various banners and yard signs placed throughout the Village on private property.

Have you made arrangements with the Westmont Communications Director to have the Village hang/place signs and/or banners in the public right-of-way?

YES - We will be working with Larry McIntyre to complete this

Event Proximity Notice

Minimally, the Village of Westmont requires the sponsoring organization to provide hand delivered notification regarding this event to all businesses and residences within one block of the event at least 7 days prior to the event. The Village may require a wider area of distribution depending on the size, scope and community impact of the event. This notice must include general information regarding the event including event hours, street & parking lot closures, sound amplification, special uses that may affect neighbors, event chair contact information including name and phone number, and more. This notice must be approved by the Westmont Communications Director and a copy must be submitted with this application.

Please list the name of the person(s) delivering the event proximity notice, the specific location(s) to which this notice will be delivered, and the day and time of delivery?

Larry McIntyre & Brian Gruen will work with Chris Svitak and the Lions Club to develop this notice as well as confirm plans for notice distribution. Chris Svitak and the Lions Club will be in direct communication with IGI regarding street closures as they are immediately affected by this event.

SAFETY

(Describe safety concerns & how they will be addressed, define security plan including number of people working security at what times and where they will be stationed, and if Police Dept. and EMA personnel will be requested)

Police officers on site during the event, EMA to control traffic, and event personnel to provide overnight security.

Will your event serve alcohol? YES NO

If YES, list name & contact info of person securing liquor licenses with Village and State.

John Karesh - 630-209-4076 (c)

If YES, have you contacted the Westmont Police Department to hire an officer for the event, which is required by ordinance if an event serves alcohol? YES NO, in progress

INSURANCE

Have you secured an appropriate insurance policy in the amount of \$1 million naming the Village of Westmont as an additional insured protecting the Village of Westmont from potential claims concerning this event? YES - Liability insurance is through Rick Martin. ; DRAM insurance completed

EVENT LAYOUT & SET-UP (describe complete site plan of event with location of tent(s), tables, chairs, generator(s), layout of power cables, stage, sound system, lighting, food and beverage service, fencing, water hook-up location, port-a-potties, waste receptacles including trash cans and dumpsters, etc. Create a schedule for expected delivery of items for set-up and teardown.)

General layout will be made available

A layout graphic/drawing that includes the information listed above is REQUIRED.

Layout must include public street and parking lot closures, barricades, placement of stage and tents, location of water hook-ups, placement waste receptacles, placement of tents-tables-chairs, location of food and beverage service, location of information tent, etc.

Is this drawing attached? YES NO, in progress

PARKING (describe parking plan including areas designated for public parking, handicap parking, and how this plan will be promoted to the public)

Parking will be on public streets around Ty Warner Park. The Lions will be working with CUSD 201 to allow additional parking at WJHS and WHS.

Are you requesting closure of a public right-of-way such as a street or parking lot (If YES, this requires board action and proof of insurance naming the Village of Westmont as an additional insured)?

YES NO

If YES, list parking lot/street locations and times of closure.

Plaza Drive from Burr Oak to Blackhawk

Will your event require a water hook-up? YES NO

If YES, list where and when you would like the water hook-up?

Bob Fleck will work with Public Works on this item.

If you are using any Village of Westmont-owned property, have you signed the Village of Westmont waiver regarding use of any Village equipment? YES X-NO - in process

EVENT MAINTENANCE

The Village of Westmont requires the event host to provide general clean up and maintenance during the event. This includes making sure that the area be litter-free, ensuring waste receptacles are regularly emptied and available for use, and ensuring that port-a-potties are regularly stocked and maintained. The Village further requires that the entire area enveloping the event is completely cleaned up immediately upon the close of the event. NOTICE: While the Village does not require a special event bond from the host organization, the Village reserves the right to invoice the host organization if the Village of Westmont incurs any unforeseen costs during the event.

ADDITIONAL

Create a comprehensive listing of all additional requests.

Will your event serve food? YES NO

If YES, who will be responsible for preparing/serving food and meeting all County and State Health Codes? Individual Food Vendors

Additional Requests (List all additional requests that you are considering) - NA

BOARD ACTION REQUESTS & FEES

List all items requiring board action (such as but not limited to sound amplification, use of public right-of-way, etc.)

- Request to close Plaza Drive, from Burr Oak to Blackhawk Drive, on Wednesday, May 25, 2016 and reopen on Monday, May 30, 2016 (egress for local business traffic to businesses on Plaza Drive between Burr Oak and Blackhawk will be permitted from the intersection of Plaza and Burr Oak);
- Request to approve Liquor License fee waiver for the event
- Request to approve Amusement License fee waiver for the event
- Request to approve live amplified sound permit during event hours
- Request to approve tent permit fee waiver

Create a comprehensive listing of all Village of Westmont fees (such as but not limited to hiring of Police Dept. personnel, overtime payment to Village personnel, fees related to equipment use, etc.) that will be incurred by the host organization.

Police Presence - Police personnel will be scheduled for an approx. total of 35 hours. Police personnel are paid according to their individual overtime rate which varies for each officer. An estimated cost would be \$2,000 to \$2,800.

Ambulance Presence - Kurtz Ambulance service will be a sponsor of the event and will be present throughout the event.

EMA Presence - Volunteer service, no fees associated with this

Public Works - Provides various services and resources to ensure that the event continues to run as it does each year; request to use 100KV Generator as they've done in the past.

The undersigned acknowledges the expectations of all four pages of this permit and agrees to follow through with all items outlined.

Chris Svitak - Red-White & BBQ Chair/Lions Treasurer Date _____

John Karesh - Alcohol Chair Date _____

REVIEWED AND RECEIVED BY:

Larry McIntyre - Westmont Communications Director Date _____

Brian Gruen - Westmont Police Department Date _____

Dave Weiss - Westmont Fire Department Date _____

Steve May - Village Manager Date _____

Mike Ramsey - Westmont Public Works Date _____



Village of Westmont Community Events Permit Request

This permit request form and checklist has been developed for the purpose of assisting community organizations and other entities that wish to host or coordinate community special events in the Village of Westmont. Completion and approval of this form is mandatory for any community event that is requesting special permissions from the Village of Westmont. This includes street closures, use of public right-of-way, permission for parades, use of amplified music, hanging of temporary banners, etc. Events that invite large public gatherings or assemblies of people that may result in a distinct impact on public right of way should also complete this form. All block parties and private parties utilizing amplified music must obtain permission from the Village, but do not need to fill out this form.

Please contact Larry McIntyre, Westmont Communications Director, at 630-417-0280 or LMCINTYRE@westmont.il.gov to assist with the completion of this form. Once completed, the permit request and accompanying checklist will be submitted for staff review. Requests that require Village Board Action will be placed on a Village Board agenda for consideration. Copies of completed requests will be placed on file with the Village Clerk's Office.

VILLAGE OF WESTMONT SPECIAL EVENT PERMIT REQUEST

Event Name 2016 Race to the Flag 5K – St. Jude Fundraiser (RTTF)

Host Organization(s) Westmont Park District

Name/Title of Event Contact Person (including name of alcohol contact person)
Kevin Siewak Westmont Park District Kim Baxter, Westmont Park District, Gregg Pill Oakwood Homeowners Association

Phone Kevin Siewak 630-688-3519 Kim Baxter - 630-963-5252; Gregg Pill - 630-654-2442; Ron Gunter - 630-969-8080

Email ksiewak@westmontparks.,kbaxter@westmontparks.org

Event Date(s) & Times May 29, 2016, 8am to 11am, (set-up begins at 5am, race ends at 10am, pancake breakfast ends at 11am)

Rain Date No rain date

Event Location Ty Warner Park and Oakwood Subdivision

EVENT DESCRIPTION (describe event, parade, goals, target audience & attendance, etc.)

RTTF is a community 5k run/walk event that raises money for the People's Resource Center. The race will be from 8-10am and will take place around Ty Warner Park and Oakwood Subdivision. Public streets will be used, but most streets will still have vehicular access so to not completely block traffic flow. The goal is to have up to 500 participants plus their guests. Target audience includes all of Westmont and area communities as well as runners from throughout the Chicagoland area. RTTF also commemorates veterans in honor of Memorial Day. This will be incorporated into the festivities. There will also be a pancake breakfast as part of the fundraiser. The Westmont Lions Club is a partner in this event/fundraiser. There may be entertainment in the Ty Warner Park area that will be associated with the pancake breakfast and the Red-White-&-BBQ event.

ENTERTAINMENT (describe type of entertainment, hours of entertainment, use of an amplified sound system which may require board approval, placement of stage & lights, etc.)

There will be limited entertainment including amplified sound and use of a PA system at Ty Warner Park. There will be guest speakers, announcements and maybe some live music. Any staging would be the same as that which is used for the Red-White-&-BBQ event.

PUBLICITY (describe where and when event will be promoted – the Village encourages publicity to be published a minimum of 30 days prior to the event if requesting use of public space)

This event is promoted in the months leading up to the race. Local promotion includes info in the Village Calendar, Village Website, Village Newsletter, ch. 16 bulletin board, local press releases, flyers throughout the area, and more.

Have you submitted and obtained a Temporary Sign Permit for your event signs/banners posting permit from the Westmont Building & Zoning Division? IN PROGRESS

Have you made arrangements with the Westmont Communications Director to have the Village hang/place signs and/or banners in the public right-of-way? IN PROGRESS

Event Proximity Notice

Minimally, the Village of Westmont requires the sponsoring organization to provide hand delivered notification regarding this event to all businesses and residences within one block of the event at least 7 days prior to the event. The Village may require a wider area of distribution depending on the size, scope and community impact of the event. This notice must include general information regarding the event including event hours, street & parking lot closures, sound amplification, special uses that may affect neighbors, event chair contact information including name and phone number, and more. This notice must be approved by the Westmont Media Relations Coordinator and a copy must be submitted with this application.

Please list the name of the person(s) delivering the event proximity notice, the specific location(s) to which this notice will be delivered, and the day and time of delivery?

This notification will be written so to include all Ty Warner Park special events throughout the summer. Larry McIntyre will coordinate the creation of the notification and the delivery of the notice will be carried out by the RTTF Committee and the Lions Club. This will happen at least one week prior to the event. Additionally, communication with the Oakwood Homeowners Association through their newsletter is being coordinated.

SAFETY (describe safety concerns & how they will be addressed, define security plan including number of people working security at what times and where they will be stationed, and if Police Dept. and EMA personnel will be requested)

Mike Ramsey will work with Public Works, Police and EMA to coordinate all safety logistics regarding the

event and the race route.

Will your event serve alcohol? YES **NO**

Insurance

Have you secured an appropriate insurance policy in the amount of \$1 million naming the Village of Westmont as an additional insured protecting the Village of Westmont from potential claims concerning this event? **IN PROGRESS**

EVENT LAYOUT & SET-UP (describe complete site plan of event with location of tent(s), tables, chairs, generator(s), layout of power cables, stage, sound system, lighting, food and beverage service, fencing, water hook-up location, port-a-potties, waste receptacles including trash cans and dumpsters, etc.) All aspects of this event in terms of staging area will be at Ty Warner Park and share resources used by the Red-White-&-BBQ event. Additional resources are used to define the race route. The race route is listed under board action requests. A map of this route is listed below.

A layout graphic/drawing that includes the information listed above is REQUIRED.
Is this drawing attached? YES, this is the same as last year.

Parking (describe parking plan including areas designated for public parking, handicap parking, and how this plan will be promoted to the public)

The RTTF committee will be seeking parking use in lots of nearby businesses as well as parking at the Jr. High and High School. This info will be posted on the event website.

Are you requesting closure of a public right-of-way such as a street or parking lot? YES, limited closure

Will your event require a water hook-up? YES **NO**

If you are using any Village of Westmont-owned property, have you signed the Village of Westmont waiver regarding use of any Village equipment? YES **NO**

Event Maintenance

The Village of Westmont requires the event host to provide general clean up and maintenance during the event. This includes making sure that the area be litter-free, ensuring waste receptacles are regularly emptied and available for use, and ensuring that port-a-potties are regularly stocked and maintained. The Village further requires that the entire area enveloping the event is completely cleaned up immediately upon the close of the event. NOTICE: While the Village does not require a special event bond from the host organization, the Village reserves the right to invoice the host organization if the Village of Westmont incurs any unforeseen costs during the event.

BOARD ACTION REQUESTS & FEES

List all items requiring board action (such as but not limited to sound amplification, use of public right-of-way, etc.)

- Sound Amplification and Noise Request – Request to waive amplified sound and noise ordinance during the Race to the Flag event on May 29, 2016 from 8 a.m. to 11 a.m.
- Street Closures – Request the following street closures: Blackhawk Drive from Plaza to Oakwood,

Oakwood Drive south to Independence, Independence to Newport, Newport to Baltimore, Baltimore back to Oakwood, Oakwood back to Blackhawk, Blackhawk to Chestnut, Chestnut to the Memorial.

Create a comprehensive listing of all Village of Westmont fees (such as but not limited to hiring of Police Dept. personnel, overtime payment to Village personnel, fees related to equipment use, etc.) that will be incurred by the host organization. NA

The undersigned acknowledges the expectations of this permit and agrees to follow through with all items outlined.

Kevin Siewak, Kim Baxter, Co-Race Directors

Date

REVIEWED AND RECEIVED BY:

Larry McIntyre - Westmont Media Relations Coordinator

Date

Sgt. Brian Gruen - Westmont Police Dept.

Date

Dave Weiss - Westmont Fire Dept.

Date

Steve May - Westmont Public Works Dept.

Date



The following checklist is to be completed in person by the special events permit requestor and the Westmont Media Relations Coordinator (MRC). This checklist is to accompany the request.

- YES** **NO** The Village of Westmont Special Event Permit Request Form has been completed, signed and is attached
- YES** **NO** **N/A** Closure or ordinance variance in regard to Village streets, parking lots and/or public right-of-way has been requested
If YES, requires Village Board Action
- YES** **NO** **N/A** Amplified music, live or otherwise, has been requested
If YES, requires Village Board Action
- YES** **NO** **N/A** A water hook-up is needed and has been reviewed by MRC
- YES** **NO** **N/A** Street barricades and security fencing is needed, has been reviewed with MRC, and is listed on event layout drawing
- YES** **NO** **N/A** A property use waiver and Village hold harmless agreement has been signed and is attached with this request
- YES** **NO** **N/A** An appropriate insurance policy that protects the Village of Westmont has been secured and is attached with this request
- YES** **NO** **N/A** An event safety plan, including requests to utilize Village personnel and volunteers, has been reviewed and approved by the MRC along with the Westmont Police and Fire Departments
- YES** **NO** **N/A** Village and State Liquor licenses are required and have been obtained
- YES** **NO** **N/A** Health Department permits for food and beverage service are required and have been obtained
- YES** **NO** **N/A** Event proximity notice has been created and submitted with this permit request (NOTE: This notice MUST be delivered to all businesses and residents within one block of the event no later than seven days before date of event)
- YES** **NO** **N/A** Posting of signs and banners within the Village will be required and a temporary sign request has been submitted and approved by the Westmont Building and Zoning Division

Larry McIntyre/Westmont Communications Director

Date

Kevin Siewak, Kim Baxter, Co-Race Directors

Date



Village of Westmont Community Events Permit Request

This permit request form and checklist has been developed for the purpose of assisting community organizations and other entities that wish to host or coordinate community special events in the Village of Westmont. Completion and approval of this form is mandatory for any community event that is requesting special permissions from the Village of Westmont. This includes street closures, use of public right-of-way, permission for parades, use of amplified music, hanging of temporary banners, etc. Events that invite large public gatherings or assemblies of people that may result in a distinct impact on public right of way should also complete this form. All block parties and private parties utilizing amplified music must obtain permission from the Village, but do not need to fill out this form.

Please contact Larry McIntyre, Westmont Communications Director, at 630-417-0280 or LMCINTYRE@westmont.il.gov to assist with the completion of this form. Once completed, the permit request and accompanying checklist will be submitted for staff review. Requests that require Village Board Action will be placed on a Village Board agenda for consideration. Copies of completed requests will be placed on file with the Village Clerk's Office. Please read through the entire form before filling it out. Please attach additional written information to this request if there is not enough space on this form. Requests should be received by Larry McIntyre **60 days prior to the event.**

VILLAGE OF WESTMONT SPECIAL EVENT PERMIT REQUEST

Name of Event Run and Walk for Prostate Cancer Awareness 5K

Host Organization Prostate Cancer Foundation of Chicago and Chicago Prostate Cancer Center

Name/Title of Event Contact Person Jennifer McCartney

Day Phone 630-654-2515 **Eve Phone** 847-650-0423

Email jennifer@prostateimplant.com

Event Date(s) & Times Sunday, Sept. 11, 2016, 6am-Noon
(6am-set-up; 7am-check-in; 8am-race start; 10am-race completed; post-race activities until Noon)

Rain Date (if applicable) N/A

Event Location 815 Pasquinelli Drive, Westmont, Ill 60559 and throughout the Pasquinelli Drive Business Corridor

EVENT DESCRIPTION (describe event, parade, goals, target audience & attendance, etc.)

This event is an annual 3K walk and 5K run (started in 2011) to promote prostate cancer awareness. Additionally, there is a health fair in the parking lot of the center. It is estimated that there will be about 300-plus participants in the race as well as friends and families of the participants.

ENTERTAINMENT (describe type of entertainment, hours of entertainment, use of an amplified sound system which may require board approval, placement of stage & lights, etc)

There will be amplified and recorded music and a PA system for speakers, from 7 a.m. to Noon.

PUBLICITY (describe where and when event will be promoted – the Village encourages publicity to be published a minimum of 30 days prior to the event if requesting use of public space)

The event will be promoted via brochures to former patients, email blasts to clientele database, posters distributed throughout the area, press releases in the local media, etc.

Have you submitted and obtained a Temporary Sign Permit for your event signs/banners posting permit from the Westmont Building & Zoning Division? YES **NO**. Larry McIntyre will follow through on this if needed, may use Police Dept. Info sign to promote street closures

Have you made arrangements with the Westmont Media Relations Coordinator to have the Village hang/place signs and/or banners in the public right-of-way? YES NO **NA**

Event Proximity Notice

Minimally, the Village of Westmont requires the sponsoring organization to provide hand delivered notification regarding this event to all businesses and residences within one block of the event at least 7 days prior to the event. The Village may require a wider area of distribution depending on the size, scope and community impact of the event. This notice must include general information regarding the event including event hours, street & parking lot closures, sound amplification, special uses that may affect neighbors, event chair contact information including name and phone number, and more. This notice must be approved by the Westmont Media Relations Coordinator and a copy must be submitted with this application. **Please list the name of the person(s) delivering the event proximity notice, the specific location(s) to which this notice will be delivered, and the day and time of delivery?** Jennifer McCartney will coordinate the hand-delivery of notices to each building in the area.

SAFETY (describe safety concerns & how they will be addressed, define security plan including number of people working security at what times and where they will be stationed, and if Police Dept. and EMA personnel will be requested) Police presence and EMA will be requested to assist with the blocking off of streets and direct vehicular and pedestrian traffic. There will be an EMA presence at 3 posts along the race route.

Will your event serve alcohol? YES **NO**

INSURANCE

Have you secured an appropriate insurance policy in the amount of \$1 million naming the Village of Westmont as an additional insured protecting the Village of Westmont from potential claims concerning this event? **X YES** - Larry McIntyre will follow through on this item.

EVENT LAYOUT & SET-UP (describe complete site plan of event with location of tent(s), tables, chairs, generator(s), layout of power cables, stage, sound system, lighting, food and beverage service, fencing, water hook-up location, port-a-potties, waste receptacles including trash cans and dumpsters, etc. Create a schedule for expected delivery of items for set-up and teardown.) The location of this actual event is on the Chicago Prostate Center property. The layout will include tables and chairs for sign-in, information handouts, and food and water. Additional chairs will be used for general seating. There will be a sound system setup for music and announcements. There may also be an area on the center's property for live music. There will be (2) port-a-potties and several trashcans set-up throughout the race route. Complete tear down is expected around 11am. The race will take place on Pasquinelli Drive from the CCPC to 35th Street and on Oakmont Drive west of Pasquinelli. EMA will be asked to assist with traffic to and from Homestead Village during the race.

A layout graphic/drawing that includes the information listed above is REQUIRED.

Layout must include public street and parking lot closures, barricades, placement of stage and tents, location of water hook-ups, placement waste receptacles, placement of tents-tables-chairs, location of food and beverage service, location of information tent, etc.

Is this drawing attached? X YES - Same as previous years

PARKING (describe parking plan including areas designated for public parking, handicap parking, and how this plan will be promoted to the public)

General parking will be at the neighboring businesses (Eddie Bauer and Mann Roland). There will be traffic control attendees of CPCC employees along with signage. Parking at Eddie Bauer will be first to be used so that it does not interfere with the race start line.

Are you requesting closure of a public right-of-way such as a street or parking lot (If YES, this requires board action and proof of insurance naming the Village of Westmont as an additional insured)? YES -- If YES, list parking lot/street locations and times of closure.

Listed in Request for actions - Paquinelli Drive from Cancer Center north to 35th Street, Oakmont Lane west of Pasquinelli Drive

Will your event require a water hook-up? X-NO

If you are using any Village of Westmont-owned property, have you signed the Village of Westmont waiver regarding use of any Village equipment? YES X-NO, na

EVENT MAINTENANCE

The Village of Westmont requires the event host to provide general clean-up and maintenance during the event. This includes making sure that the area be litter-free, ensuring waste receptacles are regularly emptied and available for use, and ensuring that port-a-potties are regularly stocked and maintained. The Village further requires that the entire area enveloping the event is completely cleaned up immediately upon the close of the event. NOTICE: While the Village does not require a special event bond from the host organization, the Village reserves the right to invoice the host organization if the Village of Westmont incurs any unforeseen costs during the event.

ADDITIONAL

Will your event serve food? YES NO

If YES, who will be responsible for preparing/serving food and meeting all County and State Health Codes? Store bought water, coffee, power bars, donuts, fruit, gatorade, etc., no County or State Health Dept. insepction will be needed.

NO TENT PERMIT REQUIRED.

BOARD ACTION REQUESTS & FEES

List all items requiring board action (such as but not limited to sound amplification, use of public right-of-way, etc.)

- 1) Use of public right of way - Partial closures of Pasquinelli Drive from the Chicago Prostate Center to 35th Street and on Oakmont Drive west of Pasquinelli Drive
- 2) Amplified sound permit

Create a comprehensive listing of all Village of Westmont fees (such as but not limited to hiring of Police Dept. personnel, overtime payment to Village personnel, fees related to equipment use, etc.) that will be incurred by the host organization.

Request Police Department to have on-duty officer presence on location for the event. It is understood that this Police presence will not be specifically scheduled for the race event and may have to leave during the event if there is a Police call in the area. There is no charge for this non-dedicated Police presence.

Request Fire Department to have an on-duty ambulance on location for the event. It is understood that this ambulance will not be specifically scheduled for the race event and may have to leave during the event if there is an ambulance call in the area. There is no charge for this non-dedicated ambulance presence.

If the race organizers want to request dedicated Police and/or first aid personnel at this event, then this should be discussed and agreed upon with the Village of Westmont prior to the approval of this request form. There would be associated fees if this request were approved.

The undersigned acknowledges the expectations of all four pages of this permit and agrees to follow through with all items outlined.

Jennifer McCartney/Event Chair

Date

REVIEWED AND RECEIVED BY:

Larry McIntyre/Westmont Communications Director

Date

Brian Gruen/Westmont Police Department

Date

Chief David Weiss/Westmont Fire Department

Date

Mike Ramsey/Westmont Public Works

Date

The following checklist is to be completed in person by the special events permit requestor and the Westmont Media Relations Coordinator (MRC). This checklist is to accompany the request.

YES **NO** The Village of Westmont Special Event Permit Request Form has been completed, signed and is attached

YES **NO** **N/A** Closure or ordinance variance in regard to Village streets, parking lots and/or public right-of-way has been requested. **If YES, requires Village Board Action**

YES **NO** **N/A** Amplified music, live or otherwise, has been requested
If YES, requires Village Board Action

YES **NO** **N/A** A water hook-up is needed and has been reviewed by MRC

YES **NO** **N/A** Street barricades and security fencing is needed, has been reviewed with MRC, and is listed on event layout drawing

YES **NO** **N/A** A property use waiver and Village hold harmless agreement has been signed and is attached with this request

YES **NO** **N/A** An appropriate insurance policy that protects the Village of Westmont has been secured and is attached with this request

YES **NO** **N/A** An event safety plan, including requests to utilize Village personnel and volunteers, has been reviewed and approved by the MRC along with the Westmont Police and Fire Departments

YES **NO** **N/A** Village and State Liquor licenses are required and have been obtained

YES **NO** **N/A** Health Department permits for food and beverage service are required and have been obtained

YES **NO** **N/A** Event proximity notice has been created and submitted with this permit request (NOTE: This notice MUST be delivered to all businesses and residents within one block of the event no later than seven days before date of event)

YES **NO** **N/A** Posting of signs and banners within the Village will be required and a temporary sign request has been submitted and approved by the Westmont Building and Zoning Division

Larry McIntyre/Westmont Communications Director

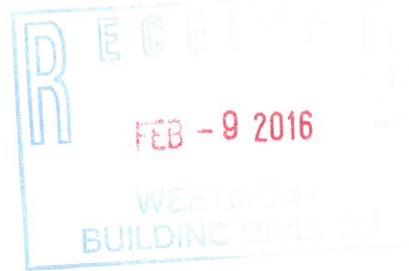
Date

Name of Event Contact/Title with Organization

Date

Monkeypencil

122 Hiawatha Drive • Clarendon Hills, Illinois 60514
Phone: 6306072581 • E-Mail: monkeypencil@hotmail.com
Web: monkeypencil.com



Date: 2/8/16

Ron Gunter
Mayor of Westmont

Dear Sir:

My name is William McGhie. I am an owner of the embroidery business Monkeypencil for the last 8 years. I wish to open a showroom/office space at 134 N. Cass Ave (above No Corner Suns Art Studio).

My current client list are Westmont businesses, Urban Legend, Bales Ace, Vidito Tree Experts, Neat, Flux Hair Salon and many more.

I need the space for my clients to come and browse samples and catalogs.

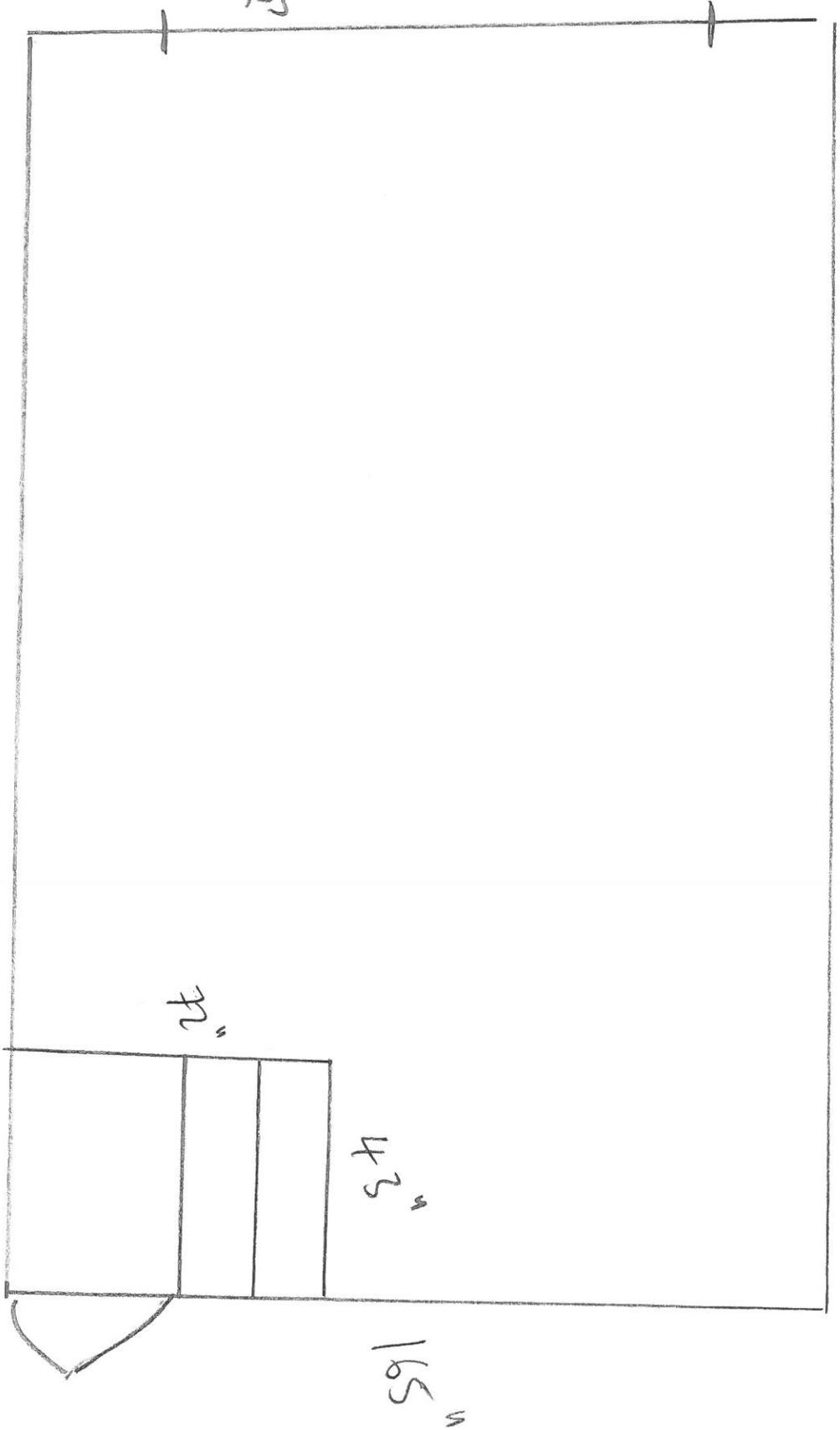
Thank you for your time

Sincerely,

William McGhie
Owner of Monkeypencil

300"

WINDOW
ON
CASS



FLOOR PLAN FOR MONKEY REVEL.

134 N. CASS AVE

WESTMONT

Sec. 62-75. - Drug-free Workplace.

The Village of Westmont is committed to maintaining a drug-free workplace in compliance with all applicable laws and regulations. In order to protect the public, ensure a safe work environment and provide a healthy, productive workforce, the Village requires compliance with the following procedures and guidelines:

1. The Village prohibits the unlawful use, consumption, manufacturing, dispensing, distribution, or possession of a controlled substance or alcohol while on Village premises, in Village vehicles, or while performing work for the Village.
2. For purposes of this section, a controlled substance includes:
 - a. Any substance that is not legally obtainable;
 - b. Any substance that is being used in a manner different than prescribed;
 - c. Any substance that is legally obtainable, but has not been legally obtained;
 - d. Any substance that is defined as such by any state or federal law, rule or regulation.
3. Any employee found using, possessing, manufacturing, distributing or dispensing a controlled substance or alcoholic beverage on Village premises or in Village vehicles, while performing work for the Village, or being under the influence of a controlled substance or alcoholic beverage while performing work for the Village, shall be subject to disciplinary action, up to and including termination from employment. Such disciplinary action may include the completion of an appropriate rehabilitation program as a condition of reinstatement or continued employment with the Village.
4. The Village may require employees to submit to appropriate alcohol and/or drug testing, including but not limited to urinalysis and/or blood testing, prior to hiring, promotion, or subsequent to any on-the-job injury or accident. The Village may also require testing whenever there is reasonable suspicion of controlled substance or alcohol abuse by an employee. The results of any drug and/or alcohol testing shall be sent to the Human Resources Director, but shall remain confidential to the extent required by law. Refusal to submit to such testing or failure to pass such testing shall be cause for disciplinary action, up to and including termination of employment.
5. Any employee who, is involved in an accident while operating a Village owned or leased vehicle, will be subject to post-accident testing. Testing will take place immediately following the incident, when practical. If not completed immediately, the test must be taken within twenty-four (24) hours following such incident. The employee shall consume no alcohol or controlled substances subsequent to the accident and prior to the post-accident test. Failure to complete a test within the allotted times will be considered by the Village as the employee having refused to submit to testing.

Post accident testing will take place when one or more of the following conditions exist:

- a. The Employee has been issued a citation.
- b. The accident results in a fatality, or the transport of one or more patients to a medical facility or if a person is injured, is treated but signs a refusal.
- c. The accident results in one or more motor vehicles incurring disabling damage, requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle.
- d. Immediately following an accident, the police officer, or a department supervisor notices that the employee involved in the accident demonstrates impaired movements or speech, or they have any reasonable suspicion of improper

DRAFT - REVISION FOR 2-18-2016 BOARD MEETING

controlled substance or alcohol use..

When an employee is requested to immediately go for an alcohol and/or drug test following an incident, he or she shall be accompanied by a supervisor.

6. When the lab finds an employee's results to be negative, no other action is taken and the results are recorded as negative. All negative results will be reported back to the Human Resource Director within three (3) calendar days of such test.
7. If the results of an employee's alcohol and/or drug test are positive, no immediate results or notifications are made until the Medical Review Physician from Midwest Orthopaedics reviews those results. Contact will be made with the employee in order to make a judgment of why these results were positive. If they are prescribed drugs, contact will be made with the employee's physician to insure that these were prescribed drugs. In some cases retesting may be necessary but only with direction from the Medical Review Physician. This person will determine the time frame when another test is appropriate.
 - a. Results shall be transmitted to the Human Resource Director for the Village of Westmont, or designee, in a confidential manner, and in writing.
 - b. When results are forwarded to the Village, only a report of a positive or negative result will be sent. No reports with actual readings will be sent. This clearance will become part of the employee's medical record. In the case of a positive alcohol result, the result may be revealed. No employee will be allowed to report for duty with a positive alcohol reading. A violation of this policy will be considered to have occurred if the alcohol level is greater than .04 as determined by whichever testing method was used. Please note: An individual department's lower alcohol level supersedes the level in this policy.
 - c. Any employee found to test positive with an alcohol concentration of .02 or greater, but less than .04, will be sent home without pay, until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following administration of the test.
8. Any employee convicted of a criminal controlled substance or alcohol-related offense involving the workplace shall notify his or her supervisor in the Village within five calendar days of the conviction. The Village will notify any applicable contracting agency within ten calendar days of receiving such notice from the employee or other actual notice of the conviction.
9. The Village utilizes an ongoing drug education program which cautions employees about the dangers of controlled substance and alcohol abuse generally and in the workplace. The Village will assist an employee in utilizing the Employee Assistance Program (EAP). The EAP personnel are qualified professionals who will make confidential assessment and referral for services and treatment for drug and alcohol abuse, as well as other personal problems.

The highlighted section is new.

DRAFT - FOR DISCUSSION PURPOSES ONLY

NEW ADDITION TO PERSONNEL CODE

ARTICLE III - EMPLOYMENT

Sec. 62-80. - Dual Village Employment Policy

No full-time employee is eligible for hire in another full-time or part-time employment position with the Village.
A part-time employee is eligible for hire in another part-time employment position within the Village.

DRAFT - FOR DISCUSSION PURPOSES ONLY

Policy Number: Section 62-79		Issued 2-18-2016
Social Media Policy		Effective:

NEW ADDITION TO:

ARTICLE III - EMPLOYMENT

Section 62-79 - Social Media Policy

Policy Introduction and Purpose

This Policy is meant to address the evolving Internet medium as an integral form of both business and social communications, by creating awareness among Village employees of the related opportunities and risks associated with its use. The Village recognizes that employees have the right to express themselves online, and this Policy is not meant to create arbitrary rules for social media usage, or curtail constitutionally protected free speech.

As an employer, however, it is appropriate to establish codes of conduct and reasonable expectations that should be applied to such communication activities when those expressions may have consequences to the Village of Westmont, its employees and/or the community that Village of Westmont employees represent. Positions funded by taxpayer dollars are subject to greater scrutiny, and therefore must be held to higher standards of behavior, than those in private sector organizations. The global accessibility of Internet communication makes representations related to the Village of Westmont even more important to monitor and protect.

“Social media” (a/k/a social networking) is defined as: any website or medium (including video) that allows for interactive communication in the open with Internet users. Social media includes all types of postings on the internet, including but not limited to, social networking sites (i.e. Facebook, LinkedIn, Google+, etc.), blogs and other online journals or diaries, bulletin boards and chat rooms, microblogging (i.e. Twitter, etc.), posting on video sharing sites (i.e. YouTube, etc.) or photo management and sharing sites (i.e. Flickr, etc.) and posting on a personal profile or website.

Rules and Guidelines

I. General Rules and Guidelines

The following rules and guidelines apply to the use of social media, whether such use is for the Village of Westmont on Village time, for personal use during non-work time, outside the workplace or during working time while using Village-owned equipment. (Using the Village of Westmont’s equipment to access social media sites for personal use is also governed by the Electronic Communications and Record Retention Policy. Employees should also refer to this Policy before accessing such sites via the Village’s equipment). These rules and

Village of Westmont	
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DRAFT - FOR DISCUSSION PURPOSES ONLY

Policy Number: Section 62-79		Issued 2-18-2016
Social Media Policy		Effective:

guidelines apply to all employees.

1. Employees must obtain advance permission and approval of content from the Village before using social media for Village of Westmont business purposes. Employees granted permission to use social media outlets for Village business purposes are responsible for complying with this Policy and applicable federal, state, and county laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright or plagiarism, records retention, Freedom of Information Act/FOIA, First Amendment, privacy, information security policies, and protocols established by the Village.
2. Wherever appropriate, links to more information should direct users back to the Village's official website for more information, forms, documents, or online services necessary to conduct business with the Village.
3. Employees representing the Village via social media outlets must identify themselves as Village employees and conduct themselves at all times as representatives of the Village of Westmont.
4. Employees who fail to conduct themselves in a professional manner, and/or who are found in noncompliance with any personnel manual policies, administrative protocols, and department rules and regulations, will be subject to the corrective action procedures found in the personnel manual.
5. Employees are prohibited from discussing confidential, work-related matters through the use of social media. Confidential work-related matters include, but are not limited to, security procedures, information technology systems and passwords, strategic plans, unapproved draft documents, documents and communications protected by attorney-client privilege, sensitive financial information, customer lists, and other proprietary, non-public information. Employees also have a duty to protect employees', vendors', and the public's home addresses and other personal information.
6. Employees cannot use social media to harass, threaten, libel or slander, malign, defame or disparage, or discriminate against co-workers, managers, customers, clients, vendors, elected officials, Village Administration, suppliers, any organizations associated or doing business with the Village of Westmont, or any members of the public, including web site visitors who post comments. The Village's anti-harassment and EEO policies apply to use of social media in the workplace.

DRAFT - FOR DISCUSSION PURPOSES ONLY

Policy Number: Section 62-79		Issued 2-18-2016
Social Media Policy		Effective:

7. Employees with permission to use social media for Village business purposes shall do so during their normal scheduled work week. Employees shall not use social media for Village business purposes during off-duty hours without advance permission from their Department supervisor.

This protocol is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

II. Personal Use of Social Media

The following rules and guidelines, in addition to the rules and guidelines set forth in section 1 above, apply to employee use of social media on the employee's personal time.

1. Employees should abide by the Village of Westmont's Electronic Communications and Record Retention Policy concerning personal use of the Village's computer and related equipment.
2. Employees who utilize social media and choose to identify themselves as employees of the Village of Westmont must make it clear that they are not speaking on behalf of the Village. Employees are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the Village of Westmont or of any person or organization affiliated or doing business with the Village of Westmont.
3. Employees may not use the Village of Westmont's logo, equipment or the name, or trademarks of any business partner, supplier, vendor, affiliate, or subsidiary on any personal blogs or other online sites unless their use is sponsored or otherwise sanctioned, approved, or maintained by the Village of Westmont.
4. Employees may not post the Village of Westmont's logo, image or confidential information or Village-issued documents or equipment bearing the Village of Westmont's name or logo.
5. Employees may not post photographs of work-related events, accident scenes, crime scenes, other employees or Village employees engaged in the Village of Westmont's business, events, or Village products [e.g. clothing, hats] unless employees have received the Village of Westmont's explicit permission. Any photographs that appear on the Village of Westmont's official website, social media sites, or other official releases, may be reposted by employees without requiring advance permission.

DRAFT - FOR DISCUSSION PURPOSES ONLY

Policy Number: Section 62-79		Issued 2-18-2016
Social Media Policy		Effective:

- 6. Employees cannot advertise or sell Village-owned products or services through social media unless employees have received the Village of Westmont’s explicit permission.

III. Employee Conduct

Employees are reminded that if it comes to the Village’s attention that an employee’s private communications on any social media site are inconsistent with this Policy, other policies, rules and protocol of the Village, and their employment obligations with the Village, their conduct may be considered by the Village in any evaluation or other employment action. Employees should have no expectation of privacy while using Village equipment and facilities for any purpose, including the use of social media. The Village of Westmont reserves the right to monitor and review the use of the Village’s IT systems and to block content that violates this Policy, and any Village of Westmont’s rules and guidelines.

All Village social media sites are subject to the Illinois Local Records Act, the Freedom of Information Act, and e-discovery laws and therefore, content must be able to be managed, stored and retrieved to comply with these laws.

V. Violations

The Village will investigate and respond to all reports of violations of this Policy and other Village rules and guidelines. Employees are urged to report any violations of this Policy to Human Resources. A violation of this Policy may result in discipline up to and including termination of employment.

IV . Protocols and Procedures Regarding Official Village Use of Social Media

The Village Manager and the Westmont Public Information Officer are authorized to create a document of protocols and procedures regarding official use of social media which will supplement this Policy. This Policy is subject to such protocols and procedures. The protocols and procedures, which will relate to content and style of Village-approved messages, must be followed by any employee authorized to post on social media as an official representative of the Village.

Policy Revision History

Policy Drafted: 2-18-2016 Policy Approved:

Village of Westmont	
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Construction Monitoring & Observations
Construction Materials Testing
Tunnels and Underground Openings
Geotechnical Engineering & Evaluation

SEECO Consultants Inc.
CONSULTING ENGINEERS

Subsurface Explorations
Foundation Analysis & Design
Structural Rehabilitation
Condition Surveys
Dams and Drainage Studies

February 9, 2016

Mr. Noriel Noriega, P.E.
Village of Westmont Public Works
31 West Quincy Street
Westmont, IL 60559

PROPOSAL AND CONTRACT

Construction Materials Testing Services
2016 Spring MFT Resurfacing, Westmont, IL
SEC. 15-00108-00-RS

Dear Mr. Noriega:

SEECO Consultants, Inc. is pleased to submit our proposal for the above referenced project. In preparing our proposal, we have reviewed the quantities provided, discussed the project particulars with you and have incorporated the same within. QA site inspection services assuming IDOT QC/QA requirements.

The estimated sequencing is as follows:

Bituminous	13 Inspections
Concrete	9 Inspections
Field Inspection – Bituminous Level II/PCC Level II	
Estimate 104 hours @ \$118.00/hr	\$12,272.00
Core Density on Cores Cut by Contractor	
Estimate 20 cores @ \$45.00/ea.	\$ 900.00
Compressive Strength Test on Concrete Cylinders	
Estimate 36 tests @ \$20.00/ea.	\$ 720.00
Nuclear Gauge	
Estimate 13 days @ \$45.00/day	\$ 585.00
Trip Charge	
Estimate 22 trips @ \$29.00/trip	\$ 638.00
Project Engineer (Coordination, Meetings and Report Review)	
Estimate 12 hours @ \$130.00/hr	\$ 1,560.00
ESTIMATED TOTAL:	<u>\$16,675.00</u>

Invoicing terms will be net 30 days from date of invoice. If the proposal and the attached General Conditions are acceptable, please indicate by signing and returning it to our office. Overtime rates of 1.5 times the base rate will be charged for hours in excess of eight hours (before 7:00 and after 3:30) per day and weekend hours. All field charges are portal to portal with an eight hour minimum unless SEECO is able to schedule the field representative for a second site than a four hour minimum will apply. Rates valid for 2016 construction season. Negotiated increases required if prevailing wage rates increases.

SEECO Consultants Inc. - General Conditions-11/10

Scope of Work

SEECO Consultants Inc. (hereinafter called SEECO) shall perform the services defined in this contract and shall invoice the Client for those services at the stated amount or standard rates shown on the attached fee schedule. The estimate of cost to the Client as stated in this contract shall not be considered as a firm figure, but only an estimate unless otherwise specifically stated in this contract. SEECO will provide additional services under this contract as requested by the Client and invoice the Client for those additional services at the standard rates, as quoted. Contract does not include the provision for prevailing wage rates unless otherwise stated. Acceptance of services proposed herewith - prior to contract execution- implies and constitutes acceptance of rates and conditions set forth in this contract unless explicitly agreed upon mutually in writing prior to inception of services.

Soil Boring Locations

It is understood that the Client will furnish SEECO with a diagram indicating both the location of the site and the borings on that site. SEECO reserves the right to deviate a reasonable distance from the boring location specified unless this right is specifically revoked by the Client in writing at the time the location diagram is supplied. SEECO reserves the right to terminate this contract if conditions preventing the drilling at the specified locations are encountered which were not made known to SEECO prior to the date of this contract. SEECO will contact the underground utility locate network responsible in the locale being drilled. However, SEECO is not responsible for damage to underground utilities that are not marked, located or mislocated/mismarked whether said utility is party to the locating network or not. Client is responsible for locating proprietary utilities and/or underground structures and appurtenances. SEECO will backfill the boreholes with soil cuttings and match the surface to existing conditions, unless otherwise stated in the contract. SEECO is not responsible to maintain boreholes beyond initial backfilling, for any repair of settled backfill, or any costs associated with potential borehole settlement, including reparations or personal injury beyond our active on site exploration time.

Construction Observation and Testing

Unless otherwise stated in contract, field personnel charges are subject to an eight hour minimum, including portal-to-portal travel time. Any cancellations onsite will incur said eight hour minimum. Cancellations after travel time has commenced will incur a minimum charge of 3 hours to the client.

Access to Sites

Unless otherwise agreed, the Client will furnish SEECO with right-of-access to the site in order to conduct the planned investigation or inspection. SEECO will take responsible precautions to minimize damage to the site due to its operations, but has not included in the fee the cost of restoration of any damage resulting from the operations. This includes crop damage/restoration costs. If the Client desires, SEECO will restore any damage to the site and add the cost of restoration to the fee stated in the proposal contract.

Samples/Reports

All samples of soil and rock will be discarded 60 days after submission of the report unless the Client advises SEECO in writing to the contrary. SEECO will furnish three copies of each report to the client.

Subcontracts/Assignments

SEECO reserves the right to subcontract drilling and related support services to SEECO Environmental Services Inc. and construction inspection, observation and testing services to SEECO Construction Services, Inc. Subcontracting rights are not limited to stated services or entities. Client may not assign this contract without express written consent of SEECO.

Invoices

Invoices will be submitted once a month for services performed during the prior month. Payment will be due within 30 days of receipt of invoice unless otherwise stated in contract. Interest will be added to delinquent accounts at the rate of two percent per month for each month of delinquency. The billing rates as described in the contract may be increased on the annual anniversary of the effective date of this contract at an annual rate not to exceed 10%. Any and all costs incurred in collecting delinquent invoices, including but not limited to legal fees, filing fees and costs, court costs, etc. will be added to the amount due.

Liability

SEECO is protected by Workman's Compensation Insurance (and/or employer's liability insurance) and by public liability insurance for bodily injury (limit \$1,000,000) and property damage (limit \$1,000,000) and will furnish certificates of insurance upon request. Within the limits of the insurance, SEECO agrees to save the Client harmless from loss, damage, injury or liability arising directly from the negligent acts or omissions of SEECO and its employees. If the Client's contract places greater responsibility upon SEECO or requires increased insurance coverage, SEECO will, if specifically directed by the Client, take out additional insurance, if obtainable, at the Client's expense, but will not be responsible for property damage from any causes, including fire and/or explosion beyond the limits of the insurance coverage.

Limitation of Liability

The Client recognizes the inherent risks connected with construction. In performing their professional services, SEECO will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of their profession practicing in the same or similar locality. No other warranty, express or implied, is made or intended by the proposal for consulting services or by furnishing oral or written reports of the findings made. It is agreed that the Client will limit any and all liability, claim for damages, cost of defense, or expenses to be levied against SEECO on account of any design defect, error, omission, or professional negligence to a sum not to exceed \$1,000.00. Further, the Client agrees to notify any contractor or subcontractor who may perform work in connection with any design, report or study prepared by SEECO of such limitation of liability for design defects, omissions, or professional negligence, and require as a condition precedent to their performing the work a like limitation of liability on their part as against SEECO. In the event the Client fails to obtain a like limitation of liability provision as to design defects, errors, omissions, or professional negligence, any liability of the Client and SEECO in such a manner that the aggregate liability for SEECO for such design defect to all parties, including the Client shall not exceed \$1,000.00. Limitation of liability stated herewith is extended to include SEECO Construction Services, Inc. and SEECO Environmental Services, Inc., and any and all officers, shareholders, employees and/or agents of SEECO Consultants Inc., SEECO Construction Services, Inc., and/or SEECO Environmental Services, Inc.

PROPOSAL AND CONTRACT

Construction Materials Testing Service
2016 Spring MFT Resurfacing, Westmont, IL
SEC. 15-00108-00-RS

February 9, 2016
Page 2

SEECO's field representatives are represented by Local 150 of the Operating Engineers. Onsite cancellations are subject to an eight hour minimum charge. Telephone cancellations after travel commences are subject to a minimum charge of three hours.

If there are any questions with regards to this proposal, I would be glad to discuss them with you. We are very interested in providing you with our services on this project and assure you of our utmost cooperation.

APPROVED:

Name of Firm

Authorized Signature

Date

Please sign one copy and return it to our office and retain one copy for your files.

DCC:arm

Attachment

O:\Proposals\QC\Westmont 020916.doc

Respectfully submitted,

SEECO Consultants, Inc.



Donald C. Cassier
Director of Field Services



Collin W. Gray, S.E., P.E.
President