



City of Wilmington
Finance, Administration & Land Acquisition Committee
Tuesday, August 16, 2016 at 6:00 p.m.

Location & Time

Council Chamber
Wilmington City Hall
1165 S. Water Street
6:00 p.m. 08/16/16

Agenda

1. Call to Order
2. Approval of the July 19, 2016 Meeting Minutes
3. Review Accounting Reports as Presented by City Accountant
4. New Business
 - a. Review/Approve the Quote by Stuaß Flags for the Flagpole Project at the Wilmington Police Department
 - b. Review/Approve the Quote by Tulmar for one (1) 50øLifeRamp in the amount of \$9,450.00
 - c. Review/Approve the proposal by Hey & Associates for the Tree Inventory & Assessment Services for the Island Parks
 - d. Review/Approve the Contractor Agreement with All Media Production/Annemarie DelløAquila for City Website Design Services and Video & Photography Services
 - e. Review/Approve Annual Pledge for the Will County Center for Economic Development in the Amount of \$2,500
5. Adjournment

**Finance, Administration
& Land Acquisition
Committee Members**

Frank Studer, Co-Chair
Fran Tutor, Co-Chair
John Persic, Jr.
Kevin Kirwin
Larry Hall
Kirby Hall
Joe Van Duyne
Steve Evans

Committee: Finance, Administration and Land Acquisition

Date: Tuesday July 19, 2016

Time: 6:00 p.m.

Members

Present: Aldermen L. Hall, Kirwin, K. Hall, Evans, Tutor, Van Duyne and Studer

Absent: Alderman Persic

Non-Members

Present: Mayor Orr, City Clerk Judy Radosevich, City Administrator Tony Graff, City Accountant Kim Doglio, Attorney, John Urban(6:38) and City Engineer Colby Zemaitis

Alderman Studer called the Finance, Administration and Land Acquisition Committee Meeting to order at 6:00 pm

Approve of the June 21, 2016 Meeting Minutes

Alderman Tutor made a motion and Alderman Evans seconded to approve the June 21, 2016 committee meeting minutes as written and have them placed on file, motion passed.

Review Accounting Report as Presented by the City Accountant

Kim Doglio the City Accountant noted that in the Check Register there was nothing unusual, a check to Kessler Engineering for \$52,727.65 was for Inspection Fees for Michelin and a check for \$15,000 to the IEPA for annual permits fees, outside of that just normal expenses.

The Collector's Report is just our normal receipts and does not include Taxes, there was a reimbursement for Water & Sewer for Capacity Fees for the Doraizo Carwash.

New Business:

a. Review/Approve an Ordinance Repealing Certain Provisions of the City of Wilmington Code of Ordinances.

Mayor Orr explained to the Council this Ordinance pertained to the City Stickers the. Mayor noted that the revenue from the video gaming is comparable to the revenue generated by the sticker. Dog & Cat Tag will also be done away with. Aldermen L. Hall & K. Hall both opposed the proposal.

Alderman Tutor made a motion and Alderman VanDuyne seconded to move to council for final approval. 5 yes, 1 absent (Persic) and 2 nay (L. Hall & K. Hall), motion passed

b. Review/Approve Lease Agreement for Wilmington Area Historical Society

After some discussion Alderman Tutor made a motion and Alderman Van Duyne seconded to move to council for final approval. 7 yes, 1 absent (Persic), motion passed.

c. Review/Approve PGAV Planners Addendum to Professional Services Agreement for the Ridgeport Logistics Center Intermodal Terminal Facility Area.

Administrator Graff noted that this is a past thru, PGVA will do a study of the TIFF Amendment and the Illiana Partners have agreed to pay for it. Alderman Studer made a motion and Alderman Tutor seconded to send to full council for final approval, 7 yes, 1 absent (Persic) motion passed

d. Review/Approve the Entry and Small Shed Occupation License Agreement with Sandra Welsh

After some discussion Alderman Tutor made a motion and Alderman Evans seconded to send to full council for final approval, 7 yes, 1 absent (Persic), motion passed

e. Presentation by Annamarie Dell'Aquila, All Media Production on New Wilmington Website Design

Annamarie Dell+Quilla gave a presentation on re-designing the City webpage to make it user friendly, to have Department Meeting, Necessary Documents, City Codes and Permits etc, available on line for the general public. Unfortunately due to time, her presentation was cut short.

Alderman Tutor made a motion and Alderman K. Hall seconded to adjourn the July 19, 2016 Finance, Administration & Land Acquisition Meeting at 7:07 p.m. motion passed

Respectfully Submitted,

Judith Radosevich
City Clerk

City of Wilmington

Check Register Meeting Date: August 16, 2016



Check#	Date	Vendor/Employee	Amount
Fund	1	General Corporate Fund	
0	8/16/2016	Payroll Sweep	81,945.79
0	8/16/2016	Paycor	431.65
17923	8/16/2016	Annemarie Dell'Aquila	250.00
17924	8/16/2016	Belson Steel Center Inc	108.47
17925	8/16/2016	Brown's Building Maintenance, Inc.	2,184.00
17926	8/16/2016	Cintas Corporation	549.25
17928	8/16/2016	Comcast	176.44
17929	8/16/2016	ComEd	164.32
17930	8/16/2016	Jeremy DeVivo	590.25
17932	8/16/2016	DTW Inc	2,055.00
17933	8/16/2016	Evans Lawn & Garden Inc	19.78
17934	8/16/2016	Fisher Auto Parts Inc	2.33
17935	8/16/2016	G & D Tire Alignment	218.00
17936	8/16/2016	G W Communications	46.20
17937	8/16/2016	Heritage FS, Inc.	221.12
17938	8/16/2016	DS Waters of America Hinckley Springs	70.23
17939	8/16/2016	Illinois Municipal Insurance Coop	1,289.00
17940	8/16/2016	Illinois Power Marketing	5,562.56
17941	8/16/2016	Konica Minolta	2.29
17942	8/16/2016	Konica Minolta	310.35
17943	8/16/2016	Raymond Larson	230.00
17944	8/16/2016	Patten Industries Inc	91.00
17945	8/16/2016	Petty Cash Fund	323.18
17946	8/16/2016	Rush Truck Centers, Inc.	76.09
17947	8/16/2016	Service Industrial Supply Inc	161.20
17948	8/16/2016	Staples Advantage	152.10
17949	8/16/2016	Travel Centers of America, LLC	635.62
17950	8/16/2016	Tri County Stockdale Co	205.00
17951	8/16/2016	True North Consultants	3,700.00
17952	8/16/2016	Underground Pipe & Valve Co	165.00
17953	8/16/2016	Waste Management Of Il SW	374.32
17954	8/16/2016	Wee Sip Liquors, Inc.	75.85
17955	8/16/2016	WESCOM	14,703.16
17956	8/16/2016	Whitmore Investments Inc	752.67
17957	8/16/2016	Will County Recorder	77.50
17958	8/16/2016	Air Gas USA, LLC	47.61
17959	8/16/2016	Angelos True Value / Ben Angelos Liquors Inc	125.00
17960	8/16/2016	Bob Barker Company, Inc.	2,080.00
17961	8/16/2016	Clark Baird Smith, LLC	650.00

17962	8/16/2016	Adam Egizio	95.00
17963	8/16/2016	Evans Lawn & Garden Inc	177.85
17964	8/16/2016	G & D Tire Alignment	274.00
17965	8/16/2016	Thomas Glenn	25.00
17966	8/16/2016	Grundy Supply	157.44
17967	8/16/2016	Jcm Uniforms	45.95
17968	8/16/2016	Joliet Suspension Inc	994.13
17969	8/16/2016	Konica Minolta	283.93
17970	8/16/2016	Martin Whalen Office Solutions, Inc.	109.00
17971	8/16/2016	Menards-Joliet	236.99
17972	8/16/2016	Office Depot	225.84
17973	8/16/2016	Patten Industries Inc	91.00
17974	8/16/2016	Peckham Guyton Albers & Viets, In	9,500.00
17975	8/16/2016	Prairie Material Sales Inc	654.66
17976	8/16/2016	Peg Ragain	25.00
17977	8/16/2016	Robert E Hamilton Cons Eng	740.00
17978	8/16/2016	Kevin Shaughnessy	200.00
17979	8/16/2016	Donna Spivey	25.00
17980	8/16/2016	Staples Advantage	291.51
17981	8/16/2016	Attn: Financial Services State Treasurer - Idot	1,462.50
17982	8/16/2016	TransUnionsRisk&Alternative Data Solutions, Inc.	25.00
17983	8/16/2016	Will County Animal Control	700.00
17985	8/16/2016	Blue Cross Blue Shield of Illinois	1,162.00
17986	8/16/2016	Wilmington Chamber Of Commerce	50.00
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TOTAL:			138,374.13

Fund 2 Water Operating M & R Fund

0	8/16/2016	Payroll Sweep	16,077.80
0	8/16/2016	US Post Office	506.62
9345	8/16/2016	Alexander Chemical Corporation	3,508.90
9347	8/16/2016	Clennon Electric Co Inc	245.25
9348	8/16/2016	G W Communications	799.80
9349	8/16/2016	Gasvoda & Associates Inc	776.10
9350	8/16/2016	Konica Minolta	109.00
9353	8/16/2016	Underground Pipe & Valve Co	450.00
9354	8/16/2016	USA Blue Book	308.51
9355	8/16/2016	Waste Management Of Il SW	36,200.20
9356	8/16/2016	Whitmore Investments Inc	439.47
9357	8/16/2016	Comcast	104.85
9359	8/16/2016	Midwest Meter Inc	5,480.86
9361	8/16/2016	PDC Labs Inc	375.00
9363	8/16/2016	Underground Pipe & Valve Co	298.00
			<hr/>
TOTAL:			65,680.36

Fund 3 Sewer Capital Project Fund

0	8/16/2016	Payroll Sweep	440.00
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TOTAL:			440.00

Fund	4	Sewer Operating M & R Fund	
0	8/16/2016	Payroll Sweep	10,440.95
0	8/16/2016	US Post Office	506.62
9346	8/16/2016	Allied Nursery, Inc.	66.00
9347	8/16/2016	Clennon Electric Co Inc	674.00
9348	8/16/2016	G W Communications	974.10
9350	8/16/2016	Konica Minolta	109.00
9351	8/16/2016	Richard Quigley	339.00
9352	8/16/2016	State Industrial Products Corp.	1,232.64
9355	8/16/2016	Waste Management Of Il SW	681.07
9356	8/16/2016	Whitmore Investments Inc	157.15
9360	8/16/2016	Nestle Water North America	48.44
9362	8/16/2016	Share Corp	252.62
9363	8/16/2016	Underground Pipe & Valve Co	380.38
9364	8/16/2016	Xylem Water Solutions USA Inc	1,067.60
TOTAL:			<u>16,929.57</u>

Fund	7	ESDA Fund	
17927	8/16/2016	Clennon Electric Co Inc	2,350.20
17931	8/16/2016	Dive Rescue Inc International	184.24
17934	8/16/2016	Fisher Auto Parts Inc	267.30
17955	8/16/2016	WESCOM	35.82
17956	8/16/2016	Whitmore Investments Inc	93.26
17984	8/16/2016	Wilmington ESDA	112.15
TOTAL:			<u>3,042.97</u>

Fund	17	Water Capital Project Fund	
0	8/16/2016	Payroll Sweep	1,320.00
9356	8/16/2016	Whitmore Investments Inc	63.73
9358	8/16/2016	Clennon Electric Co Inc	327.00
TOTAL:			<u>1,710.73</u>
GRAND TOTAL EXPENDITURES ALL FUNDS:			<u>226,177.76</u>

Larry Hall

Kirby Hall

Steve Evans

John Persic, Jr.

Kevin Kirwin

Frank Studer

Joe VanDuyne

Fran Tutor

Approved: Aug. 16, 2016

City of Wilmington
Collector's Report of Deposits Other Than Taxes
For the Month Ended July 31, 2015

GENERAL CORPORATE

BUSINESS REGISTRATION FEE	10.00
ECONOMIC DEVELOPMENT FEE	359.46
CONTRACTOR'S REGISTRATION FEE	2,300.00
OPERATING LICENSES - MISC	930.00
LIQUOR LICENSES	350.00
OTHER MISC. REIMBURSEMENTS	100.00
HEALTH INSURANCE REIMBURSEMENTS	5,436.25
OTHER MISC. INCOME	1,750.78
DEVELOPERS REIMBURSEMENTS	16,549.52

BUILDING

BUILDING PERMIT FEES	47,393.35
BUILDING PERMIT INSPECTION FEES	52,202.65
CITY ENGINEER SERVICES BLDG DEPT	1,458.75
CITY ENGINEER SERVICES P & Z	1,458.75
PLANNING & ZONING FEE	0.00

POLICE

CLERK OF CIRCUIT COURT FINES	3,993.39
ORDINANCE/MISC FINES	8,071.00
IMPOUNDMENT FINES	250.00

GENERAL CORPORATE TOTAL 142,613.90

WATER & SEWER

WATER DIST SYSTEM TAP-ON FEES	2,000.00
WATER SYSTEM CAPACITY USER FEES	8,025.00
WATER METER PURCHASES	3,085.00
SEWER SYSTEM CAPACITY USER FEES	38,890.00
SEWER COLLECTION SYSTEM FEES	6,000.00
LATE FEES/PENALTIES	6,453.72
CITY ENGINEER SERVICES	570.00
OTHER MISC. INCOME	1,777.66
OTHER REIMBURSEMENTS - W&S	1,555.06
UTILITY BILLING CASH RECEIPTS	295,894.37

WATER & SEWER TOTAL 364,250.81

TOTAL MONTHLY RECEIPTS: \$506,864.71

General Ledger
 Revenue vs. Expenses Summary

<u>Fund</u>	<u>Description</u>	<u>YTD Balance Before Period</u>	<u>Revenues for Period</u>	<u>Expenses for Period</u>	<u>Year to Date Amount</u>
01	General Corporate Fund	382,858.22	368,979.82	383,616.08	368,221.96
02	Water Operating M & R Fund	59,780.97	147,351.43	100,686.08	106,446.32
03	Sewer Capital Project Fund	6,033.66	10,549.24	880.00	15,702.90
04	Sewer Operating M & R Fund	(170,327.69)	193,281.78	73,664.87	(50,710.78)
05	DFC Federal Grant Fund	24.43	36,300.96	36,325.39	(0.00)
06	Motor Fuel Tax Fund	24,113.56	8,190.41	0.00	32,303.97
07	ESDA Fund	(2,330.35)	42.42	1,511.88	(3,799.81)
12	Debt Service Fund	70,835.47	7,011.82	0.00	77,847.29
17	Water Capital Project Fund	37,029.16	15,636.45	25,925.04	26,740.57
20	Building Deposit Holding Acct	0.00	0.00	0.00	0.00
21	Mobile Equipment Fund	580.00	280.00	0.00	860.00
24	Capital Project Fund	(227,020.23)	26.00	6,198.50	(233,192.73)
25	RidgePort TIF#2 Fund	495,257.22	385.43	0.00	495,642.65
	Report Totals:	676,834.42	788,035.76	628,807.84	836,062.34

General Ledger
Revenue vs. Expenditure By Fund

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amount</u>	<u>Year to Date Amount</u>	<u>Year to Date Variance</u>	<u>Percent Variance</u>
01	General Corporate Fund					
	Property Taxes	1,140,154.00	32,979.70	600,863.44	539,290.56	47.30
	Building Fees	786,720.00	102,513.50	307,433.91	479,286.09	60.92
	Taxes	1,882,514.00	153,979.74	505,837.06	1,376,676.94	73.13
	Utility Taxes	674,000.00	39,406.48	117,818.78	556,181.22	82.51
	Franchise Fee	75,000.00	0.00	0.00	75,000.00	100.00
	Fines	131,000.00	12,314.39	39,666.64	91,333.36	69.72
	Transfers from Other Funds	75,000.00	0.00	0.00	75,000.00	100.00
	License Fees	61,300.00	3,949.46	9,235.46	52,064.54	84.93
	Other Income - Misc.	34,000.00	1,550.00	6,047.30	27,952.70	82.21
	Other Reimbursements	532,500.00	22,085.77	100,072.58	432,427.42	81.20
	Rental of Property	1,000.00	25.00	275.00	725.00	72.50
	Interest Income	600.00	175.78	368.33	231.67	38.61
	REVENUE Totals:	5,393,788.00	368,979.82	1,687,618.50	3,706,169.50	68.71
	Salary Expense	2,080,200.00	150,820.64	442,428.32	1,637,771.68	78.73
	Police Commission Exp	17,500.00	700.00	1,412.85	16,087.15	91.92
	Employee Health & Life Insuran	465,000.00	36,599.83	73,548.49	391,451.51	84.18
	Oper Supplies and Tools	36,500.00	2,942.43	5,984.63	30,515.37	83.60
	Gasoline, Oil & Tolls	79,000.00	4,536.91	13,035.03	65,964.97	83.50
	Office Supplies & Postage	20,850.00	604.51	3,148.00	17,702.00	84.90
	Training Expenses & Mileage	25,000.00	3,462.52	6,472.05	18,527.95	74.11
	Property & Equipment Insurance	328,000.00	17,091.00	56,273.00	271,727.00	82.84
	Engineering Services	61,000.00	0.00	6,463.80	54,536.20	89.40
	Legal Services	103,000.00	7,417.98	18,226.10	84,773.90	82.30
	Notices/Legal Publications	4,000.00	0.00	(143.00)	4,143.00	103.57
	Consulting /Service Fees	465,700.00	59,554.04	172,565.08	293,134.92	62.94
	Other Professional Services	281,500.00	34,133.63	82,601.05	198,898.95	70.65
	Computer Maint. & Prog. Fees	49,000.00	3,583.98	14,414.66	34,585.34	70.58
	Dues, Subscrp. & Memberships	12,400.00	383.86	1,480.46	10,919.54	88.06
	Community Dev Expense	42,000.00	1,293.81	3,333.82	38,666.18	92.06
	Maintenance - Equipment	40,800.00	3,911.59	8,976.59	31,823.41	77.99
	Maintenance - Grounds/Building	175,000.00	9,906.72	53,903.82	121,096.18	69.19
	Vehicle Expenses	54,700.00	1,633.95	6,257.43	48,442.57	88.56
	Uniforms	29,000.00	561.50	7,860.49	21,139.51	72.89
	Rental of Equipment	10,400.00	0.00	230.00	10,170.00	97.78
	Utilities / Telephone Services	132,800.00	9,927.76	28,030.33	104,769.67	78.89
	Misc	175,500.00	372.00	876.59	174,623.41	99.50
	Office Furn & Equipt	13,000.00	2,083.80	2,134.47	10,865.53	83.58
	Equipment Purchases	113,100.00	2,960.85	50,313.99	62,786.01	55.51
	Transfers to Other Funds	105,000.00	0.00	0.00	105,000.00	100.00
	Payroll Tax/Pension Expenses	662,000.00	29,132.77	259,568.49	402,431.51	60.79
	EXPENSES Totals:	5,581,950.00	383,616.08	1,319,396.54	4,262,553.46	76.36

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amount</u>	<u>Year to Date Amount</u>	<u>Year to Date Variance</u>	<u>Percent Variance</u>
	01 Totals:	(188,162.00)*	(14,636.26)*	368,221.96*	(556,383.96)*	295.69*
02	Water Operating M & R Fund					
	Water Service	168,000.00	13,850.90	41,536.47	126,463.53	75.27
	Utility Service Fees	935,000.00	88,321.23	233,268.90	701,731.10	75.05
	Misc Fees	478,000.00	35,915.85	107,363.75	370,636.25	77.53
	Utility Expansion Fees	38,700.00	8,025.00	18,825.00	19,875.00	51.35
	Transfers from Other Funds	85,000.00	0.00	0.00	85,000.00	100.00
	Other Income - Misc.	8,000.00	250.00	1,225.00	6,775.00	84.68
	Other Reimbursements	10,700.00	968.62	2,729.29	7,970.71	74.49
	Interest Income	50.00	19.83	63.21	(13.21)	(26.42)
	REVENUE Totals:	1,723,450.00	147,351.43	405,011.62	1,318,438.38	76.50
	Salary Expense	397,000.00	29,162.84	87,198.06	309,801.94	78.03
	Employee Health & Life Insuran	91,000.00	7,002.27	14,008.36	76,991.64	84.60
	Oper Supplies and Tools	13,000.00	216.34	686.59	12,313.41	94.71
	Gasoline, Oil & Tolls	20,000.00	376.86	1,041.38	18,958.62	94.79
	Office Supplies & Postage	13,000.00	940.98	2,362.45	10,637.55	81.82
	Training Expenses & Mileage	5,200.00	0.00	535.06	4,664.94	89.71
	Property & Equipment Insurance	113,000.00	3,000.00	6,000.00	107,000.00	94.69
	Legal Services	2,000.00	0.00	0.00	2,000.00	100.00
	Notices/Legal Publications	700.00	0.00	175.10	524.90	74.98
	Consulting /Service Fees	6,000.00	998.42	1,696.06	4,303.94	71.73
	Other Professional Services	18,500.00	472.00	2,343.00	16,157.00	87.33
	Computer Maint. & Prog. Fees	13,000.00	301.88	4,183.26	8,816.74	67.82
	Dues, Subscrp. & Memberships	1,300.00	0.00	524.60	775.40	59.64
	Maintenance - Equipment	55,750.00	2,805.50	3,988.47	51,761.53	92.84
	Maintenance - Grounds/Building	50,000.00	4,601.83	11,135.83	38,864.17	77.72
	Vehicle Expenses	1,000.00	281.49	281.49	718.51	71.85
	Uniforms	2,500.00	0.00	930.78	1,569.22	62.76
	Rental of Equipment	9,000.00	0.00	0.00	9,000.00	100.00
	Utilities / Telephone Services	71,500.00	1,423.01	10,244.42	61,255.58	85.67
	Debt Service Bond Pymts	70,700.00	0.00	0.00	70,700.00	100.00
	Misc	22,500.00	0.00	0.00	22,500.00	100.00
	Office Furn & Equipt	3,500.00	109.00	693.79	2,806.21	80.17
	Equipment Purchases	36,000.00	0.00	1.12	35,998.88	99.99
	Transfers to Other Funds	50,000.00	3,499.64	10,280.02	39,719.98	79.44
	Chemical Treatment, Disposal	129,000.00	3,696.66	11,298.75	117,701.25	91.24
	Garbage Disposal Fee	478,000.00	36,276.00	112,431.83	365,568.17	76.47
	Payroll Tax/Pension Expenses	82,200.00	5,521.36	16,524.88	65,675.12	79.89
	EXPENSES Totals:	1,755,350.00	100,686.08	298,565.30	1,456,784.70	82.99
	02 Totals:	(31,900.00)*	46,665.35*	106,446.32*	(138,346.32)*	433.68*

General Ledger
Revenue vs. Expenditure By Fund

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amount</u>	<u>Year to Date Amount</u>	<u>Year to Date Variance</u>	<u>Percent Variance</u>
03	Sewer Capital Project Fund					
	Utility Service Fees	39,000.00	3,759.41	10,077.84	28,922.16	74.15
	Utility Expansion Fees	6,000.00	6,000.00	6,000.00	0.00	0.00
	Transfers from Other Funds	50,000.00	0.00	0.00	50,000.00	100.00
	Other Income - Misc.	0.00	0.00	0.00	0.00	0.00
	Other Reimbursements	0.00	0.00	0.00	0.00	0.00
	Rental of Property	6,600.00	550.00	1,650.00	4,950.00	75.00
	Interest Income	500.00	239.83	615.06	(115.06)	(23.01)
	REVENUE Totals:	102,100.00	10,549.24	18,342.90	83,757.10	82.03
	Salary Expense	12,500.00	880.00	2,640.00	9,860.00	78.88
	Engineering Services	175,000.00	0.00	0.00	175,000.00	100.00
	Misc	20,000.00	0.00	0.00	20,000.00	100.00
	Equipment Purchases	30,500.00	0.00	0.00	30,500.00	100.00
	Construction Projects	15,000.00	0.00	0.00	15,000.00	100.00
	Transfers to Other Funds	0.00	0.00	0.00	0.00	0.00
	EXPENSES Totals:	253,000.00	880.00	2,640.00	250,360.00	98.95
	03 Totals:	(150,900.00)*	9,669.24*	15,702.90*	(166,602.90)*	110.40*
04	Sewer Operating M & R Fund					
	W/S Dist/Collect Sys Maint	160,000.00	38,890.00	83,530.00	76,470.00	47.79
	Utility Service Fees	820,000.00	74,240.76	222,022.09	597,977.91	72.92
	WWTP Debt Service Rev	960,000.00	79,464.58	238,094.46	721,905.54	75.19
	Transfers from Other Funds	0.00	0.00	0.00	0.00	0.00
	Other Reimbursements	12,000.00	686.44	12,248.01	(248.01)	(2.06)
	Interest Income	50.00	0.00	0.00	50.00	100.00
	REVENUE Totals:	1,952,050.00	193,281.78	555,894.56	1,396,155.44	71.52
	Salary Expense	290,000.00	17,956.89	56,313.94	233,686.06	80.58
	Overtime Wages	20,000.00	1,253.16	2,833.05	17,166.95	85.83
	Employee Health & Life Insuran	82,000.00	4,874.20	9,769.16	72,230.84	88.08
	Oper Supplies and Tools	15,000.00	1,435.50	2,289.15	12,710.85	84.73
	Gasoline, Oil & Tolls	8,000.00	147.47	308.96	7,691.04	96.13
	Office Supplies & Postage	14,500.00	1,166.85	2,993.27	11,506.73	79.35
	Training Expenses & Mileage	7,500.00	549.00	549.00	6,951.00	92.68
	Property & Equipment Insurance	88,000.00	2,000.00	4,000.00	84,000.00	95.45
	Engineering Services	5,000.00	0.00	0.00	5,000.00	100.00
	Legal Services	2,000.00	0.00	0.00	2,000.00	100.00
	Notices/Legal Publications	1,000.00	0.00	50.00	950.00	95.00
	Consulting /Service Fees	7,000.00	998.44	1,664.00	5,336.00	76.22
	Other Professional Services	20,000.00	15,000.00	15,000.00	5,000.00	25.00
	Computer Maint. & Prog. Fees	17,000.00	195.57	3,910.13	13,089.87	76.99
	Dues, Subscrip. & Memberships	1,100.00	0.00	0.00	1,100.00	100.00

General Ledger
Revenue vs. Expenditure By Fund

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amount</u>	<u>Year to Date Amount</u>	<u>Year to Date Variance</u>	<u>Percent Variance</u>
	Maintenance - Equipment	88,000.00	3,694.74	7,121.96	80,878.04	91.90
	Maintenance - Grounds/Building	52,000.00	1,966.90	3,091.95	48,908.05	94.05
	Vehicle Expenses	2,500.00	0.00	6.90	2,493.10	99.72
	Uniforms	3,000.00	0.00	0.00	3,000.00	100.00
	Rental of Equipment	3,000.00	0.00	0.00	3,000.00	100.00
	Utilities / Telephone Services	112,000.00	11,101.17	18,214.04	93,785.96	83.73
	Debt Service Bond Pymts	902,300.00	0.00	451,056.86	451,243.14	50.01
	Misc	12,500.00	0.00	0.00	12,500.00	100.00
	Office Furn & Equipt	4,500.00	109.00	693.79	3,806.21	84.58
	Equipment Purchases	5,000.00	0.00	0.00	5,000.00	100.00
	Transfers to Other Funds	50,000.00	0.00	0.00	50,000.00	100.00
	Chemical Treatment, Disposal	70,500.00	7,733.25	16,024.20	54,475.80	77.27
	Payroll Tax/Pension Expenses	62,000.00	3,482.73	10,714.98	51,285.02	82.71
	EXPENSES Totals:	1,945,400.00	73,664.87	606,605.34	1,338,794.66	68.81
	04 Totals:	6,650.00*	119,616.91*	(50,710.78)*	57,360.78*	862.56*
05	DFC Federal Grant Fund					
	Grants	185,000.00	36,300.96	45,444.39	139,555.61	75.43
	REVENUE Totals:	185,000.00	36,300.96	45,444.39	139,555.61	75.43
	Misc	185,000.00	36,325.39	45,444.39	139,555.61	75.43
	EXPENSES Totals:	185,000.00	36,325.39	45,444.39	139,555.61	75.43
	05 Totals:	0.00*	(24.43)*	0.00*	0.00*	0.00*
06	Motor Fuel Tax Fund					
	MFT State Allotments	148,250.00	8,158.84	34,123.09	114,126.91	76.98
	Other Income - Misc.	5,000.00	0.00	0.00	5,000.00	100.00
	Interest Income	200.00	31.57	80.43	119.57	59.78
	REVENUE Totals:	153,450.00	8,190.41	34,203.52	119,246.48	77.71
	Misc	1,000.00	0.00	0.00	1,000.00	100.00
	Road Construction Projects	5,000.00	0.00	1,899.55	3,100.45	62.00
	Road Repair Materials	16,000.00	0.00	0.00	16,000.00	100.00
	EXPENSES Totals:	22,000.00	0.00	1,899.55	20,100.45	91.36
	06 Totals:	131,450.00*	8,190.41*	32,303.97*	99,146.03*	75.42*
07	ESDA Fund					
	Property Taxes	1,414.00	42.42	768.48	645.52	45.65
	Grants - State	16,600.00	0.00	0.00	16,600.00	100.00
	Special Use Revenue	0.00	0.00	820.00	(820.00)	0.00
	Transfers from Other Funds	30,000.00	0.00	0.00	30,000.00	100.00

General Ledger
Revenue vs. Expenditure By Fund

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amount</u>	<u>Year to Date Amount</u>	<u>Year to Date Variance</u>	<u>Percent Variance</u>
	Insurance Claims Rei	0.00	0.00	0.00	0.00	0.00
	Other Income - Misc.	500.00	0.00	0.00	500.00	100.00
	Other Reimbursements	1,000.00	0.00	340.46	659.54	65.95
	Sale of Equip & Vehicles	0.00	0.00	0.00	0.00	0.00
	Interest Income	30.00	0.00	0.00	30.00	100.00
	REVENUE Totals:	49,544.00	42.42	1,928.94	47,615.06	96.10
	Salary Expense	9,000.00	0.00	1,525.00	7,475.00	83.05
	Oper Supplies and Tools	10,200.00	24.90	155.96	10,044.04	98.47
	Gasoline, Oil & Tolls	4,000.00	452.18	868.00	3,132.00	78.30
	Office Supplies & Postage	1,300.00	0.00	21.65	1,278.35	98.33
	Training Expenses & Mileage	5,500.00	0.00	900.00	4,600.00	83.63
	Notices/Legal Publications	200.00	0.00	0.00	200.00	100.00
	Other Professional Services	6,100.00	35.82	119.77	5,980.23	98.03
	Dues, Subscrp. & Memberships	1,000.00	0.00	0.00	1,000.00	100.00
	Maintenance - Equipment	5,500.00	276.94	436.94	5,063.06	92.05
	Vehicle Expenses	5,000.00	402.86	663.97	4,336.03	86.72
	Utilities / Telephone Services	4,500.00	319.18	1,037.46	3,462.54	76.94
	Misc	3,500.00	0.00	0.00	3,500.00	100.00
	Office Furn & Equipt	1,500.00	0.00	0.00	1,500.00	100.00
	Equipment Purchases	7,500.00	0.00	0.00	7,500.00	100.00
	Transfers to Other Funds	0.00	0.00	0.00	0.00	0.00
	EXPENSES Totals:	64,800.00	1,511.88	5,728.75	59,071.25	91.15
	07 Totals:	(15,256.00)*	(1,469.46)*	(3,799.81)*	(11,456.19)*	75.09*
12	Debt Service Fund					
	Bond Revenue	140,000.00	0.00	0.00	140,000.00	100.00
	Property Taxes	145,700.00	4,282.60	77,588.67	68,111.33	46.74
	Property Taxes	32,000.00	2,673.25	6,420.21	25,579.79	79.93
	Transfers In From Other Funds	5,000.00	0.00	0.00	5,000.00	100.00
	Other Income - Misc.	0.00	0.00	0.00	0.00	0.00
	Interest Income	100.00	55.97	119.66	(19.66)	(19.66)
	REVENUE Totals:	322,800.00	7,011.82	84,128.54	238,671.46	73.93
	Consulting /Service Fees	7,500.00	0.00	0.00	7,500.00	100.00
	Debt Service Bond Pymts	305,225.00	0.00	6,281.25	298,943.75	97.94
	Misc	3,000.00	0.00	0.00	3,000.00	100.00
	Transfers to Other Funds	0.00	0.00	0.00	0.00	0.00
	EXPENSES Totals:	315,725.00	0.00	6,281.25	309,443.75	98.01
	12 Totals:	7,075.00*	7,011.82*	77,847.29*	(70,772.29)*	(1,000.31)*
17	Water Capital Project Fund					

General Ledger
 Revenue vs. Expenditure By Fund

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amount</u>	<u>Year to Date Amount</u>	<u>Year to Date Variance</u>	<u>Percent Variance</u>
	W/S Dist/Collect Sys Maint	2,000.00	2,000.00	2,000.00	0.00	0.00
	IEPA Loan	160,000.00	0.00	172,736.10	(12,736.10)	(7.96)
	Meter Replacement Fees	74,500.00	6,254.50	18,728.50	55,771.50	74.86
	Water Service	1,000.00	380.00	380.00	620.00	62.00
	Utility Service Fees	32,000.00	2,884.31	8,095.42	23,904.58	74.70
	Utility Expansion Fees	0.00	0.00	0.00	0.00	0.00
	Transfers from Other Funds	50,000.00	3,499.64	10,280.02	39,719.98	79.44
	Other Income - Misc.	400,000.00	0.00	0.00	400,000.00	100.00
	Other Reimbursements	0.00	0.00	17,200.00	(17,200.00)	0.00
	Rental of Property	6,600.00	550.00	1,650.00	4,950.00	75.00
	Interest Income	300.00	68.00	219.56	80.44	26.81
	REVENUE Totals:	726,400.00	15,636.45	231,289.60	495,110.40	68.15
	Salary Expense	36,200.00	2,640.00	7,920.00	28,280.00	78.12
	Employee Health & Life Insuran	0.00	0.00	0.00	0.00	0.00
	Engineering Services	100,000.00	0.00	0.00	100,000.00	100.00
	Legal Services	10,000.00	0.00	0.00	10,000.00	100.00
	Other Professional Services	6,000.00	0.00	0.00	6,000.00	100.00
	Maintenance - Equipment	82,100.00	8,290.04	23,450.47	58,649.53	71.43
	Misc	5,000.00	0.00	0.00	5,000.00	100.00
	Other Capital Projects	190,000.00	14,995.00	172,038.56	17,961.44	9.45
	Capital Equipment Purchases	40,000.00	0.00	1,140.00	38,860.00	97.15
	Transfers to Other Funds	15,000.00	0.00	0.00	15,000.00	100.00
	EXPENSES Totals:	484,300.00	25,925.04	204,549.03	279,750.97	57.76
	17 Totals:	242,100.00*	(10,288.59)*	26,740.57*	215,359.43*	88.95*
20	Building Deposit Holding Acct					
	Developer Deposits	0.00	0.00	0.00	0.00	0.00
	Transfers from Other Funds	0.00	0.00	0.00	0.00	0.00
	Interest Income	0.00	0.00	0.00	0.00	0.00
	REVENUE Totals:	0.00	0.00	0.00	0.00	0.00
	Community Dev Expense	15,000.00	0.00	0.00	15,000.00	100.00
	Misc	1,000.00	0.00	0.00	1,000.00	100.00
	Transfers to Other Funds	15,000.00	0.00	0.00	15,000.00	100.00
	EXPENSES Totals:	31,000.00	0.00	0.00	31,000.00	100.00
	20 Totals:	(31,000.00)*	0.00*	0.00*	(31,000.00)*	100.00*
21	Mobile Equipment Fund					
	WPD Vehicle Fines & Trans.	5,000.00	280.00	860.00	4,140.00	82.80
	Transfers from Other Funds	0.00	0.00	0.00	0.00	0.00
	Interest Income	0.00	0.00	0.00	0.00	0.00

General Ledger
Revenue vs. Expenditure By Fund

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amount</u>	<u>Year to Date Amount</u>	<u>Year to Date Variance</u>	<u>Percent Variance</u>
	G/C Vehicle Replacement Fu	0.00	0.00	0.00	0.00	0.00
	REVENUE Totals:	5,000.00	280.00	860.00	4,140.00	82.80
	MEF FUND Purchases	40,000.00	0.00	0.00	40,000.00	100.00
	Transfers to Other Funds	0.00	0.00	0.00	0.00	0.00
	EXPENSES Totals:	40,000.00	0.00	0.00	40,000.00	100.00
	21 Totals:	(35,000.00)*	280.00*	860.00*	(35,860.00)*	102.45*
24	Capital Project Fund					
	Bond Revenue	0.00	0.00	0.00	0.00	0.00
	Grants	5,258,500.00	0.00	0.00	5,258,500.00	100.00
	Grants - State	726,155.00	0.00	0.00	726,155.00	100.00
	County Grants	78,000.00	0.00	0.00	78,000.00	100.00
	Transfers from Other Funds	0.00	0.00	0.00	0.00	0.00
	Other Income - Misc.	301,000.00	0.00	0.00	301,000.00	100.00
	Other Reimbursements	325,000.00	0.00	0.00	325,000.00	100.00
	Interest Income	500.00	26.00	81.04	418.96	83.79
	REVENUE Totals:	6,689,155.00	26.00	81.04	6,689,073.96	99.99
	Consulting /Service Fees	0.00	0.00	0.00	0.00	0.00
	Community Dev Expense	515,000.00	2,113.50	227,541.27	287,458.73	55.81
	Misc	10,000.00	0.00	0.00	10,000.00	100.00
	Other Capital Projects	350,000.00	4,085.00	5,732.50	344,267.50	98.36
	Construction Projects	0.00	0.00	0.00	0.00	0.00
	Transfers to Other Funds	0.00	0.00	0.00	0.00	0.00
	Road Construction Projects	5,976,655.00	0.00	0.00	5,976,655.00	100.00
	Bridge Cap Projects	80,000.00	0.00	0.00	80,000.00	100.00
	EXPENSES Totals:	6,931,655.00	6,198.50	233,273.77	6,698,381.23	96.63
	24 Totals:	(242,500.00)*	(6,172.50)*	(233,192.73)*	(9,307.27)*	3.83*
25	RidgePort TIF#2 Fund					
	Property Taxes	1,021,900.00	235.68	495,478.16	526,421.84	51.51
	Interest Income	100.00	149.75	164.49	(64.49)	(64.49)
	REVENUE Totals:	1,022,000.00	385.43	495,642.65	526,357.35	51.50
	Other Professional Services	25,000.00	0.00	0.00	25,000.00	100.00
	Community Dev Expense	922,000.00	0.00	0.00	922,000.00	100.00
	Transfers to Other Funds	75,000.00	0.00	0.00	75,000.00	100.00
	EXPENSES Totals:	1,022,000.00	0.00	0.00	1,022,000.00	100.00

City of Wilmington
User: kim

General Ledger
Revenue vs. Expenditure By Fund

Printed: 08/11/2016 2:29 PM
Period 3, 2017

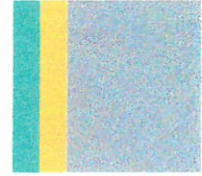
<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amount</u>	<u>Year to Date Amount</u>	<u>Year to Date Variance</u>	<u>Percent Variance</u>
	25 Totals:	0.00*	385.43*	495,642.65*	(495,642.65)*	0.00*
	REVENUE TOTAL	18,324,737.00**	788,035.76**	3,560,446.26**		
	EXPENSE TOTAL	18,632,180.00**	628,807.84**	2,724,383.92**		
	GRAND TOTAL	(307,443.00)**	159,227.92**	836,062.34**		

Stu's Flags

111 Laura Lane

Thornton, Illinois 60476-1033

Phone (708) 821-5556 ~ Fax (708) 564-5073



August 6, 2016

Wilmington Police Dept.

129 Robert P. Weiding Dr.

Wilmington, IL 60481

(815) 476-2813

Proposal

1	25' Deluxe IH Series with M-Winch System (Clear Anodized)		\$1,635.00
2	20' Deluxe IH Series with M-Winch System (Clear Anodized)	\$1,485.00 ea.	\$2,970.00
3	5" Gold Ball Ornaments	\$33.00 ea.	N/C
1	4' x 6' U.S. Nylon Flag	\$47.20 ea.	N/C
1	3' x 5' Illinois Nylon Flag	\$37.30 ea.	N/C
1	3' x 5' Police Mourning Nylon Flag	\$44.50 ea.	N/C
	Installation of Flagpoles at Police Department		\$1,050.00
	Shipping Heavy Freight		\$295.00
	Total		\$6,850.00

Warm regards,

Stuart Regan

Stu's Flags



SALES QUOTE

Account No: CWILM200	June 30, 2016	Quote No: 16885
Bill to:	Ship to:	
Wilmington EMA 103 North Main Street Wilmington, IL, US 60481	Wilmington EMA 103 North Main Street Wilmington, IL, US 60481	Contact: Wilmington EMS, Tel: Fax: e-Mail:

Quote Request: RFQ Ramps

We are pleased to offer the following price proposal:

<u>Line</u>	<u>Qty</u>	<u>Item #</u>	<u>Description</u>	<u>Ship Date</u>	<u>Price</u>	<u>Curr</u>	<u>Total</u>
1	1.00	6601-50	Liferamp, 50' Black Tubes, Yellow Floor Dwg: 6601-50 Rev: C	06/30/2016	9,450.00	USD	9,450.00
2	1.00	6601-80	Liferamp, 80' Black Tubes, Yellow Floor Dwg: 6601-80 Rev: C	06/30/2016	14,140.00	USD	14,140.00
Total:							\$23,590.00

Delivery quoted above is an indication only. The actual delivery lead time will be based on our factory workload at the time of order receipt and confirmed on our order acknowledgement.

Unless otherwise indicated, applicable taxes, freight charges, duty brokerage/bonding fees are not included.

Should you require any additional information, do not hesitate to contact the undersigned.

Authorization: Amanda Howes
Phone: 613-632-1282 x240
e-Mail: amanda@tulmar.com

07-00-7320
Equipment

LIFERAMP™ ICE-WATER RESCUE SYSTEM

LifeRamp Price List – January 2016		
Part Number	Part Description	Unit Price
6601-10	LifeRamp, 10', Dual chamber (c/w valise, repair kit, SCBA fill adapter & quick connect fitting).	\$3,670.00
6601-15	LifeRamp, 15', Dual chamber, (c/w valise, repair kit, SCBA fill adapter & quick connect fitting)	\$4,550.00
6601-30	LifeRamp, 30', Dual chamber, (c/w valise, repair kit, SCBA fill adapter & quick connect fitting)	\$6,370.00
6601-50	LifeRamp, 50', Dual chamber, (c/w valise, repair kit, SCBA fill adapter & quick connect fitting)	\$9,450.00
6601-80	LifeRamp, 80', Dual chamber (c/w valise, repair kit, SCBA fill adapter & quick connect fitting)	\$14,140.00
6601-10DUAL	LifeRamp System, 10', Dual chamber (2 x 6601-10 c/w tether)	\$7,365.00
6601-15DUAL	LifeRamp System, 15', Dual chamber (2 x 6601-15 c/w tether)	\$9,132.00
6601-30DUAL	LifeRamp System, 30', Dual chamber (2 x 6601-30 c/w tether)	\$12,780.00
6601-50DUAL	LifeRamp System, 50', Dual chamber (2 x 6601-50 c/w tether)	\$18,950.00
6601-80DUAL	LifeRamp System, 80', Dual Chamber (2 x 6601-80 c/w tether)	\$28,340.00

Important: Applicable taxes, freight charges, duty, brokerage/bonding fees are extra

Hey and Associates, Inc.

Engineering, Ecology and Landscape Architecture

MILWAUKEE, WISCONSIN

26575 W. COMMERCE DRIVE, SUITE 601

VOLO, ILLINOIS 60073

PHONE (847) 740-0888

FAX (847) 740-2888

CHICAGO, ILLINOIS

April 26, 2016

Mr. Tony Graf
City Administrator
City of Wilmington
1165 South Water Street (Rt. 102)
Wilmington, Illinois 60481

Project No.: 16-0107

Re: Tree Inventory and Assessment Services
Island Park
Wilmington, Will County, Illinois

Dear Tony:

As requested we would be pleased to provide tree inventory and assessment services for the referenced project. We understand that Island Park experiences frequent and prolonged periods of flooding from the Kankakee River. This flooding can often have a negative impact on the trees of the island, among other features of the island. The City wishes to inventory this existing tree stock on the island, assess the problems and investigate ways to ameliorate flooding impacts. We propose to partner with Urban Forest Management, a respected regional expert in tree resources and management.

TASK 1: TREE INVENTORY, SURVEY AND ACTION PLAN

We will tag trees and provide tree inventory data for the above referenced property. The tree inventory will be conducted by a certified arborist/forester. We will tag, size (diameter at breast height), identify species of trees, and provide a condition rating for all trees ≥ 6 " on the subject property. We will prepare a summary table presenting the findings of the tree inventory that corresponds to the tree tag numbers. Efforts will be made to minimize inventorying trees outside of the subject property and/or specific areas designated to not be inventoried. We will prepare an action plan to identify trees for short-term removal and/or pruning based on anticipated risk to the public. This assessment will identify specific trees and locations that need immediate attention, including emerald ash borer damage and other issues. This task includes a presentation to the City of our findings. We will complete the tree inventory, survey the tree locations, and prepare the inventory/survey data exhibit for a lump sum fee of \$7,000.

TASK 2: LONG TERM TREE MANAGEMENT AND REPLACEMENT PLAN

We will develop a long term plan management plan for the wooded resources of Island Park that will include a recommended tree replacement action plan. We believe that this type of approach will be beneficial following the tree removals. The plan will also outline a schedule of more long-term recommended maintenance activities and other best management practices intended to promote and maintain the health of individual trees and contribute to a healthy and safe woodland community within the park. The action plan will be cognizant and consistent with other proposed park

improvements envisioned for Island Park. The plan will include a list of appropriate tree and shrub species in varying age classes, and to implement a long term stewardship program. We will complete this task for a lump sum \$3,000.

TASK 3: MEETINGS

It is anticipated that meetings with City staff maybe required during the course of the project. Any meetings not specifically outlined in the scope will be billed on a time and materials basis at the attached standard billing rates. We will confirm which staff is required for each meeting prior to attending.

FEE SUMMARY

TASK	FEE
Task 1: Tree Inventory, Survey and Action Plan	\$7,000 LS
Task 2: Long Term Tree Management Plan	\$3,000 LS
Task 3: Meetings	T&M
Reimbursable Expenses	\$500
TOTAL	\$10,500

LS=Lump Sum

T&M=Time and Materials

Reimbursable expenses shall be in addition to the lump sum fees noted above and include, but are not necessarily limited to, travel, reproductions, shipping/delivery, aerial photographs, phone and other communication charges, consultants and subcontractor fees, equipment and supply costs related to the execution of the project. We estimate these fees to be approximately \$500. Any additional meetings or supplemental work would be in addition to the above amount or by separate proposal. Our Standard Terms and Conditions are attached.

If this agreement is acceptable, please sign below and return this proposal to our office. Upon receipt, we will sign and return a fully executed copy for your records. This proposal is valid for 60 days from the date of this letter. Should you have any questions, please contact the project manager, Vince Mosca at our Volo office.

 Hey and Associates, Inc.

 City of Wilmington

 Attest

 Attest

 Date

 Date

Please return the signed proposal in the return envelope provided.

**EXHIBIT A – ATTACHMENT
STANDARD TERMS AND CONDITIONS
Hey and Associates, Inc.**

COMPENSATION	Hourly Billing Rate
Principal	\$175-195
Engineering	
Senior Civil Engineer	\$150
Civil Engineer I to V	\$90-135
Engineering Designer	\$90-125
Engineering Technician	\$80-95
Ecological Services	
Wetlands and Ecology	
Senior Project Scientist	\$140
Environmental Services Manager	\$115
Senior Water Resources Planner	\$95
Environmental Scientist I to III	\$70-90
Native Landscape Restoration	
Ecological Restoration Manager	\$115
Environmental Scientist I to III	\$70-90
Environmental Intern	\$40
Landscape Architecture	
Senior Landscape Architect	\$150
Landscape Architect	\$100 -125
Landscape Designer	\$80
Erosion Control	
Senior Erosion and Sediment Control Specialist	\$145
Soil Erosion and Sediment Control Specialist	\$75
Surveying	
Professional Land Surveyor	\$105
Subsurface Drainage Services	
Subsurface Drainage Services Manager	\$125
Engineering Technician	\$80-95
Design Support	
CAD Manager	\$95
CAD Technician	\$90
GIS Specialist	\$80
Administration	
Senior Administrator	\$100
Administrative Assistant	\$55
Expert Testimony	
Rates to be determined on per-project basis	

REIMBURSABLE EXPENSES

Reimbursable expenses shall be reimbursed at cost plus an 8% administrative service charge. Such expenses shall include, but are not necessarily limited to travel, reproduction, shipping/delivery, aerial photographs, phone and other communication charges, consultants and subcontractor fees, equipment and supply costs related to the execution of the project. Fixed reimbursable expense costs are as follows:

Travel	\$.65/mile
Copies	\$.20/page
Software/Digital Resource Charge	\$100.00/project
ATV Usage	\$ 40.00/hour
ATV Discing, Herbicide Spraying, Mowing	\$ 45.00/hour
Boat Usage	\$ 75.00/hour
Chain Saw Usage	\$ 20.00/hour
Additional Plotting, B & W	\$.90/sq. ft.
Additional Plotting, Color	\$ 2.75/sq. ft.
Additional Plotting, Mylar	\$ 4.50/sq. ft.
Flow Meter	\$ 50.00/day
GPS Rover	\$350.00/day
Total Station	\$100.00/day

BILLING

Billings shall be on a monthly basis and are payable upon receipt. An additional charge of 1½ percent per month (18% per annum) shall be applied to any balance unpaid more than 30 days beyond date of invoice. Client shall pay any attorney's fees, court costs or other expenses incurred collecting delinquent accounts.

Hey and Associates Inc. (Hey), with seven days written notice, reserves the right to suspend or terminate work under this agreement on any account that is past due.

The Client's obligation to pay for the work contracted is in no way dependent upon the Client's ability to obtain financing, zoning, permit approval by governmental or regulatory agencies, or upon the Client's successful completion of the project.

The rates presented herein are effective for the period January 1, 2016 through January 31, 2017 and shall be subject to modification on February 1, 2017.

LIMITATION OF COSTS

Hey will not be obligated to continue performance or incur costs beyond the estimated costs unless the Client agrees in writing to a revised cost estimate.

CLIENT'S RESPONSIBILITIES

Client shall arrange for access to and make all provisions for Hey to enter upon private and public property as required for Hey to perform services under this Agreement.

Client shall provide Hey with all existing available information regarding this project as required. Hey shall be entitled to rely upon information and documentation provided by the Client or consultants retained by the Client in relation to this project, however Hey assumes no responsibility or liability for their completeness or accuracy.

COST OPINIONS

Any cost opinions or project economic evaluations provided by Hey will be on the basis of experience and judgment, but, because Hey has no control over market conditions or bidding procedures, we cannot warrant that bids, construction cost, or project economics will not vary from these opinions.

STANDARD OF CARE

The services provided by Hey under this Agreement will be performed as reasonably required in accordance with generally accepted standards for services as offered in the proposal for this project at the time and the place where the services are performed.

INSURANCE

Throughout the duration of the project, Hey will procure and maintain the following insurance:

Liability	Limits of Liability
Workers' Compensation and Employer's Liability	\$ 500,000 each incident
Comprehensive General Liability	\$ 2,000,000
Professional Liability	\$ 2,000,000
Automobile Liability	\$ 1,000,000

Within the limits of this insurance, Hey agrees to hold the Client harmless from and against loss, damage, injury or liability arising directly from the negligent acts or omissions of employees, agents or subcontractors of Hey.

Client will limit any and all liability, claim for damages, losses, cost of defense, or expenses to be levied against Hey on account of any design defect, error, omission, or professional negligence to a sum not to exceed the amount of Hey's fee under this agreement. Should the Client require other types of insurance coverage, limits in excess of the above limits, and/or certificates naming any other(s) than the Client as additional insured parties, Hey's cost of obtaining such coverage, limits, or certificates shall be reimbursable by the Client.



All Media Production

Your Digital Media Specialists

Annemarie Dell'Aquila
allmediaproduction.biz
annemarie@allmediaproduction.biz
(815) 651-6051

Contractor Agreement

The City of Wilmington, IL (Client) & All Media Production /Annemarie Dell'Aquila (Contractor) enter into this agreement based on the terms and conditions stated below and in addition to current services.

Description of Services.

1. Info session/Presentation with Contract Approval
2. Creation of Wilmington Site
 - a. Department Meetings
 - b. Necessary Documentation
3. Video and Photography Services
4. Analytics Setup, Social, Email and Paid Service integration
5. Regular Site Updates
6. Complete Social Strategy
7. Monthly Report - Includes analytics, all updates, recap on performance of each outlet
8. Setup of necessary Accounts: i.e. dropbox
9. Sunshine Award Application for 2017
 - a. Includes translating 5 years of documentation to searchable documents and fillable forms
 - b. Includes entire Sunshine Award checklist and any correspondence with Sunshine Committee
 - c. Includes completion of all applicable parts of award entry forms

Additional Services (can be added or removed at any time via verbal or written request).

1. Newsletter (Monthly or Quarterly) - Digital newsletter using MailChimp. There will be a sign up form on FB and our Site and using a current email list, I can send invites for opt-ins. This can be used to include upcoming events and a quarterly employee recognition, which would include the interview and photo and any other content topics requested by the city at the time.
2. Social Media Content Management (includes Google and Facebook)
3. Additional Video Work i.e. Events Coverage, Business Interviews

Decisions (please initial choice).

1. Newsletter - requires email contact list to send opt-in campaign
 - a. No Newsletter
 - b. Monthly Newsletter (add \$100/month to monthly recurring fees)
 - c. _____
Quarterly Newsletter (add \$100/quarter to monthly recurring fees)

2. Social Media Level
 - a. Complete Digital Plan with Templates to be enacted by City Employee (\$250 one time cost) _____
 - b. Complete Digital Plan with Community Management by All Media Production (add \$300/month to monthly recurring fees) _____

City Obligations

1. Availability of Council, Officials and Departments for meetings, photos, interviews
2. Availability of necessary documents, forms and any other necessary media
3. Provide access to email, EPay and other accounts as needed for integration
4. Any other necessary information as development continues

Timeline.

(Timeline may be adjusted based on necessity and dissemination of information)

Week of July 18th: Presentation and Contract created and finalized.

Week of August 15th: City decisions on Services. Downpayment of \$1500 will be invoiced along with final August video fees.

Weeks of August 15th, 22nd and 29th: Website Layout including basic design and all pages/informational areas created. Department meetings.

Week of September 5th: Present layout/outline to Council. Final Department meetings if needed. Begin filling in site information. Invoice of \$2000 for site outline following September 6th meeting.

Weeks of September 12th, 19th and 26th: All site information filled in, links to social outlets created and all necessary upkeep documents and spreadsheets created. Begin transferring documents to searchable and fillable formats and

checklist for Sunshine award (this will be ongoing and site can be launched during the process). Analytics added. Invoice for September video services following September 20th meeting.

Week of October 3rd: Present Final Site to Council. City Card info added to necessary outlets and domain pointed at new site. All strategy documents, templates, updates list and password/account information lists shared via google docs to necessary parties. Social Strategy implementation. Final Site payment of \$2000 + site transfer fee of \$200 + \$200 social strategy fee will be invoiced following October 4th meeting. At this time, the switch will be made to the Monthly Update/Video fee based on Social Media/Newsletter levels chosen.

Week of November 1st: 1st monthly recap/analytics report for October submitted and 1st full monthly invoice including video, site updates and social media (if chosen) maintenance fee.

Ongoing: Weekly, Monthly, Quarterly & Yearly Site Updates. Monthly Recap and Statistics, Consistent Strategy Adjustments. Additional services and event coverage as requested.

Application for Sunshine Award will be around March of 2017 - document conversion fee will be invoiced upon completion and attainment fee if/when chosen.

Compensation.

1. \$5500 Website Creation Fee
 - a. Deposit \$1500
 - b. Site Skeleton Completion \$2000
 - c. Live Site \$2000 + \$200 one time fee that includes: DNS transfer, all necessary documentation, complete password, accounts and monthly updates by pages list) all necessary site photography, integration of all social, epay and email and analytics set up
2. Complete Social Media Strategy Facebook and Google+: FB editorial Calendar, Google+ strategy, content strategy, tracking spreadsheet, recap template \$200
3. Monthly Recap, Analytics and Insights: \$50
4. Monthly Maintenance Fee from October on (in addition to recap above):
With Video and Site Updates only: (based on approximately 8 hours per month in site updates) \$550. With Video, Site and Community Management (based on an average of three-four posts per week plus strategic adjustments) \$750
5. Newsletter: \$100 per issue
6. Sunshine Award Work and Attainment fee: \$500 document assimilation, organization & conversion plus checklist & \$500 attainment fee if chosen as reward recipient

City Paid Services (these will require monthly or annual payment)

1. Purchase of Adobe Acrobat Pro - Entire office will have cloud-based access to take advantage of the features in the future \$179.88/yr
2. CMS - Squarespace \$216/yr
3. GoDaddy - Hosting and Domain Registrar - Same as Current
4. MailChimp - Free account unless we reach a 12,000 send per month threshold
5. DropBox - Free account until we pass 2GB of stored documentation

Pay Scale for Service Types as a Reference for Monthly Fees Breakdown

Service	Cost
Website Updates	\$30/hr
Facebook/Social - Community Management	\$30/hr
Video/Photography	\$40/hr
Monthly Recap/Tracking and Analytics	\$50 flat fee

Invoicing & Payment

1. Payment for Initial Contract parts is due upon completion of phases. All future work will be invoiced based on monthly fee.
2. All invoices are due at the time of the council meeting following receipt of invoice.
3. Late fees are assessed at a \$5 flat fee and 2% per month of the invoice total for all late invoices (5 calendar day grace period applies).
4. In the case of disputed charges all non-disputed charges are to be paid within the normal invoicing period while disputed charges are being resolved

Confidentiality.

Contractor will not at any time divulge any information that is proprietary to the Client and will protect such information as confidential.

Ownership of Work/Contractor Protection.

Any property created by the Contractor specifically for the Client will be considered property of the Client and can be used in any way the Client sees fit.

Contractor may provide links to potential clients and outside entities as examples of her services. Contractor is not to be held responsible in any way for unfavorable reviews or criticism arising from any post, comment, message or any other correspondence. In addition, All Media Production assumes no liability for any of the same that the business posts or adds on its own volition.

Trademarks and Copyrights

Client represents to Annemarie Dell'Aquila and unconditionally guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished for inclusion in web pages are owned by the Vendee or the Vendee has permission from the rightful owner to use each of these elements and will hold harmless, protect and defend Contractor from any claim or suit arising from the use of such elements furnished by the client.

Results/Goals.

While goals will be set as a team, no results are guaranteed i.e. Monthly website visits, post engagement and reach or new fans to Facebook page. AM Production will consistently work to improve result using built in SEO suggestions from Squarespace, Google Webmaster tools and analysis of weekly and monthly statistics to see which types of content receive the best feedback. Adjustments in content strategy will be made on a monthly basis, based on these and other tools.

Outside Entities.

AM Production will not be held responsible for problems with hosting services, content management systems or any outside company that is made use of, but will always work with said companies to resolve any issue that may arise.

Termination.

This agreement may be terminated with or without cause by either party upon five days written notice. In the case of this contingency AM production will furnish an updated list with all pertinent passwords,

Other.

Minor changes can be made by either party upon a simple request with no need to redo this agreement every time an adjustment is made. If a change requires council approval, AM Production will explain the need at the committee or council level.

In executing this Agreement, Client and Contractor individually and collectively agree to the terms and conditions set forth.

Signed this _____ of _____, _____.

Client

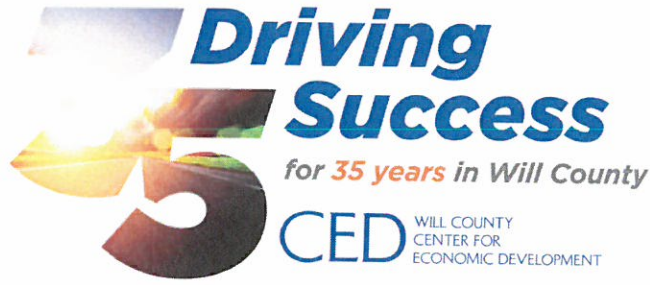
Contractor

Phone Number

Phone Number

Email

Email



2016 Pledge Form

Company Name **City of Wilmington**

Will County Center for Economic Development		
	Annual Pledge Amount	Anchor Mo/Billing Cycle
Year 2016	\$2,500	September/Annual
Total Pledge:	\$2,500	

Main Profile/Contact:
Mayor Marty Orr
Name
City of Wilmington
Company
1165 S. Water Street
Address
Wilmington, IL 60481
City, State and ZIP
815-476-2175
Phone
Morr@wilmington-il.com
E-mail Address

Billing Override/Contact:
same
Name
Company
Billing Address
City, State and ZIP
Phone
E-mail Address

Signature: _____

Date: _____

Title: _____

Thank you for your investment!

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