Village of Bensenville, Illinois
VILLAGE BOARD
ADMINISTRATION FINANCE AND LEGISLATION
COMMITTEE MEETING
AGENDA
7:15 PM May 17, 2016
Or Immediately Following the Community & Economic Development Committee Meeting

Call to Order
Roll Call
Public Comment (3 Minutes per person with a 30 minute meeting limitation)
Approval of Minutes:
April 19, 2016 Administration, Finance and Legislation Committee Minutes

ACTION ITEMS

1. Consideration to Approve a Resolution Awarding the Tax Exempt Heavy Equipment Financial Lease Agreement RFP to US Bank
   An RFP was issued to the surrounding banks. The US Bank RFP lease proposal came in as the lowest bidder. Staff is recommending the approval of the Resolution awarding the Heavy Equipment Lease Agreement to US Bank.

2. Authorization of Payment for Strategic Planning and Governance Invoices from Lyle Sumek Associates, Inc. Totaling $25,486.00
   The Village Manager is seeking direction for the authorization for payment of Invoices 15-0904, 15-1005, 15-1102 to Lyle Sumek & Associates, LLC totaling $25,486.00. Given that the current Village Manager has been unable to locate a agreement between the Village and Lyle Sumek & Associates, I am requesting that the Village Board grant the authorization to approve the payment.

3. Approval of a $10,000 Budget for the Senior & Disabled Advisory Council for 2016
   Approval of a $10,000 Budget for the Senior & Disabled Advisory Council for 2016.

INFORMATIONAL ITEMS

1. Discussion Regarding a New Water Bill Format and Layout Options

Adjournment
DESCRIPTION:
April 19, 2016 Administration, Finance and Legislation Committee Minutes

SUPPORTS THE FOLLOWING APPLICABLE VILLAGE GOALS:

COMMITTEE ACTION: 

BACKGROUND:

KEY ISSUES:

ALTERNATIVES:

RECOMMENDATION:

BUDGET IMPACT:

ACTION REQUIRED:
Approval of the minutes as presented.

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Upload Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT_160419_AF&amp;L</td>
<td>5/11/2016</td>
<td>Cover Memo</td>
</tr>
</tbody>
</table>
CALL TO ORDER: President Soto called the meeting to order at 6:09 p.m.

PRESENT: Upon roll call by Deputy Village Clerk, Corey Williamsen, the following Board Members were present:

President Soto, DeSimone, Jaworska, O'Connell, Wesseler

Absent: Carmona

Village Clerk, Ilsa Rivera-Trujillo, was also present.

A quorum was present.


Public Comment: There was no public comment.

Approval of Minutes: The March 15, 2016 Administration, Finance and Legislation Committee Minutes were presented.

Motion: Trustee DeSimone made a motion to approve the minutes as presented. Trustee Wesseler seconded the motion.

All were in favor. Motion carried.
INFORMATIONAL ITEMS:

Village Hall Front Desk:

Village Manager, Evan K. Summers, presented to the Committee plans for the remodeling of the front desk at Village Hall. Mr. Summers stated the work will be done in house by Public Works and asked for direction from the Committee for the approval of the design and approval for the proposes cost for materials in the not to exceed amount of $5,200.

There were no questions from the Committee.

Motion: Trustee Wesseler made a motion to approve the design of the front desk at Village Hall and the spending authority of up to $5,200 for materials. Trustee O’Connell seconded the motion.

All were in favor. Motion carried.

ADJOURNMENT: Trustee Wesseler made a motion to adjourn the meeting. Trustee O’Connell seconded the motion.

All were in favor. Motion carried.

President Soto adjourned the meeting at 6:11 p.m.
Consideration to Approve a Resolution Awarding the Tax Exempt Heavy Equipment Financial Lease Agreement RFP to US Bank

SUPPORTS THE FOLLOWING APPLICABLE VILLAGE GOALS:

- Financially Sound Village
- Enrich the lives of Residents
- Quality Customer Oriented Services
- Major Business/Corporate Center
- Safe and Beautiful Village
- Vibrant Major Corridors

BACKGROUND:
The Village is buying two heavy vehicles this year as already approved by the Board as listed below.

<table>
<thead>
<tr>
<th>Description of Vehicle</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 Peterbilt Model 348 CAB and Aquatech B-10-1500 Combination Sewer Cleaner and Jetter</td>
<td>$371,626.00</td>
</tr>
<tr>
<td>2017 Peterbilt 348 Tandem cab &amp; chassis with Henderson Truck Equipment</td>
<td>$198,985.65</td>
</tr>
<tr>
<td>Total</td>
<td>$570,611.65</td>
</tr>
</tbody>
</table>

The current Budget includes the lease payment of the above vehicles not exceeding $200,000 annually. Village had published an RFP seeking proposals from various banks that offered a 5 year leasing program with an option to purchase. 9 banks including 4 local banks responded to the RFP. US Bank’s proposal came in as the lowest interest rate at 1.80% p.a. with the installment of $59,923.65 twice a year for 5 years.

KEY ISSUES:
The vehicles we are purchasing are expensive. The cost for both heavy equipment vehicles will be $570,611. The vehicles lifespan is approximately 20 years. Purchasing these vehicles outright without a leasing option, will deplete the fund balance.

ALTERNATIVES:
At the discretion of the board:

RECOMMENDATION:
Staff recommends Approval of a Resolution Awarding the Tax Exempt Heavy Equipment Financial Lease Agreement RFP to US Bank.

BUDGET IMPACT:

<table>
<thead>
<tr>
<th>FY</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>59923.65</td>
</tr>
<tr>
<td>2017</td>
<td>119847.3</td>
</tr>
<tr>
<td>2018</td>
<td>119847.3</td>
</tr>
<tr>
<td>2019</td>
<td>119847.3</td>
</tr>
<tr>
<td>2020</td>
<td>119847.3</td>
</tr>
<tr>
<td>2021</td>
<td>59923.65</td>
</tr>
</tbody>
</table>
**ACTION REQUIRED:**
Approval of the Resolution awarding the Heavy Equipment Lease Agreement to US Bank.

**ATTACHMENTS:**
<table>
<thead>
<tr>
<th>Description</th>
<th>Upload Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Results</td>
<td>5/11/2016</td>
<td>Backup Material</td>
</tr>
<tr>
<td>Resolution</td>
<td>5/11/2016</td>
<td>Resolution Letter</td>
</tr>
<tr>
<td>Name of the Bank</td>
<td>Address</td>
<td>Contact Name</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>----------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Commerce Bank</td>
<td>727 Poyntz Avenue, Manhattan, KS 66502</td>
<td>Ashley Stout</td>
</tr>
<tr>
<td>Signature Public Funding Corp</td>
<td>75 Holly Hill Lane, Greenwich, CT 06830</td>
<td>Matthew Harblin</td>
</tr>
<tr>
<td>US Bank</td>
<td>Bensenville</td>
<td>Tasha barreau</td>
</tr>
<tr>
<td>Wyntrust</td>
<td>Willowbrook, Illinois</td>
<td>Steven C Trout</td>
</tr>
<tr>
<td>Chase</td>
<td>Bensenville</td>
<td>Savannah Boren</td>
</tr>
<tr>
<td>Santander</td>
<td>14362 N Frank Lloyd Wright, Scottsdale, AZ 85260</td>
<td>Bruce Block</td>
</tr>
<tr>
<td>American Capital/BMO Harris</td>
<td>Bensenville</td>
<td>Jason Marquardt</td>
</tr>
<tr>
<td>Lake View Leasing</td>
<td>PO Box 37, Cass Lake, MN 46633</td>
<td>Gavin Herrera</td>
</tr>
<tr>
<td>ABC Bank</td>
<td>Bensenville</td>
<td>Michael Campanile</td>
</tr>
</tbody>
</table>

Village of Bensenville
RFP Analysis - Heavy Equipment/Vehicle Lease
RESOLUTION NO_______

A RESOLUTION AUTHORIZING EXECUTION OF TAX EXEMPT MUNICIPAL LEASE AGREEMENT WITH U.S. BANCORP GOVERNMENTAL LEASING AND FINANCE, INC.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Bensenville, DuPage and Cook Counties, Illinois, as follows:

That the Village President is authorized to execute the attached MASTER TAX EXEMPT LEASE Agreement with U.S. Bancorp Government Leasing & Finance, INC for Financial Lease of two heavy Equipment to be purchased by Village of Bensenville with the total amount of $570,611.65.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bensenville, Illinois this 24th day of May, 2016.

APPROVED:

_____________________________________
Frank Soto, Village President

ATTEST:

_____________________________________
ILSA Rivera Trujillo, Village Clerk

Ayes: _______________________________

Nays: _______________________________

Absent: _____________________________
DESCRIPTION:
Authorization of Payment for Strategic Planning and Governance Invoices from Lyle Sumek Associates, Inc. Totaling $25,486.00

SUPPORTS THE FOLLOWING APPLICABLE VILLAGE GOALS:

BACKGROUND:
The Village participated in Strategic Planning Sessions in September & October of 2015. Lyle Sumek and Associates, Inc. has submitted a total of three invoices requesting payment totaling $25,486.00. The sessions were conducted under the previous Village Manager, Mike Cassady. I am seeking authorization for payment to Lyle Sumek & Associates, LLC for the Strategic Planning Sessions conducted last year.

KEY ISSUES:
- This will be the final payment on the Strategic Plan
- The Village Manager's Office has been unable to locate a contract for the strategic planning process
- Without contract, Board must grant the payment approval

ALTERNATIVES:

RECOMMENDATION:
Request that the Village Board grant the authorization to approve the payment.

BUDGET IMPACT:
$25,486.00.

ACTION REQUIRED:
Please approve payment of Invoices 15-0904, 15-1005, 15-1102 for a total of $25,486.00.

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Upload Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice 15-0904</td>
<td>5/11/2016</td>
<td>Cover Memo</td>
</tr>
<tr>
<td>Invoice 15-1005</td>
<td>4/5/2016</td>
<td>Cover Memo</td>
</tr>
<tr>
<td>Invoice 15-1102</td>
<td>4/5/2016</td>
<td>Cover Memo</td>
</tr>
</tbody>
</table>
Consultation and planning with the Village Manager and Village Manager's Office 3.0
Preparation and backgrounding for interviews, conduct background interview with Trustees and Village Manager 12.0
9/13/15 10.0
9/14/15 1.0
9/17/15 1.0 +
9/22/15 Final off-site preparation 2.0
9/22/15 Consultation and planning with the Village President and Village Manager 3.0
9/23/15 Preparation; planning with Village Manager; conduct Planning Session for Executive Team; preparation of handouts and agenda for President and Board of Trustees; conduct Leadership, Governance and Strategic Planning Workshop for President, Board of Trustees, and Key Managers; debriefing; organize workshop materials/notes 16.0
9/24/15 Preparation of revised Action Agenda, Governance - Board Protocols: Operating Guidelines and agenda; preparation; conduct Planning Session 2 for Executive Team; debrief and planning with the Village Manager; organize report materials 10.0
9/25/15 Preparation of initial reports:
   a) Performance Report 2014-2015 3.0 hrs
   b) Leadership, Governance and Strategic Planning: Summary Report 3.0 hrs 6.0

Hours 59.0
Professional Service Fee: $13275.00
Expense:
Air Fare 530.20
Car Rental 209.94
Meals 81.24
Transportation & parking 104.45
Subtotal: 925.83 $925.83
TOTAL DUE: $14200.83
EXPENSE ENVELOPE

<table>
<thead>
<tr>
<th>Date</th>
<th>Business Purpose</th>
<th>$ Cost</th>
<th>Explanation if needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/22/15</td>
<td>Air Fare</td>
<td>182.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dinner</td>
<td>81.24</td>
<td>-53.76 drinks</td>
</tr>
<tr>
<td></td>
<td>Toll</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td>9/24/16</td>
<td>Air Fare</td>
<td>347.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Car Rental</td>
<td>209.94</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gas</td>
<td>6.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parking at PIT</td>
<td>96.00</td>
<td>216/9x4 days is your share</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>925.83</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Air Fare | 530.20 |
| Car Rental | 209.94 |
| Meals    | 81.24  |
| Transportation & parking | 104.45 |
| **Total** | **925.83** |                   |

Receipts for transportation and parking are not always available. Hopefully, this will explain the pricing structure for transportation and parking on expenses for travel.

The phone charges were computed by compiling six months worth of phone charges and dividing them by the total minutes. The business rate comes to approximately $12.00 per hour.

The mileage is 57.5¢/mile, which is the current rate allowed per the US Government.

Travel to and from airport location and parking is as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Miles from Office</th>
<th>Round Trip</th>
<th>Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytona Beach, FL</td>
<td>72</td>
<td>miles</td>
<td>$20/day</td>
</tr>
<tr>
<td>Orlando, FL</td>
<td>202</td>
<td>miles</td>
<td>$20/day</td>
</tr>
<tr>
<td>Pittsburg</td>
<td>36</td>
<td>miles</td>
<td>$24/day</td>
</tr>
</tbody>
</table>

Airport luggage carts are $3 to $4 depending on the airport. The Skycaps do not give receipts for tips received, usually $2.00/bag.

Per our accountants, the US Government states that on certain receipt type articles, such as a meal, a tip, transportation, etc., it is acceptable if listed on expense envelope and kept by the person in their normal business receipt format.

I am sending you a copy of the expense envelope that Lyle submits for reimbursement.

If you have any question regarding this matter, you may contact me at 386 246-6250.
Wok'in Fire
108 E Schiller
Elmhurst, IL 60126
www.wokinfire.com

116 Kendra S

Table 21/1  Chk 1642  Guest 2
Sep 22'15 09:05PM

---

Dine In
1 Mai Tai 7.00
3 Mango MART 24.00
2 Saporro 14.00
1 Coconut Shrimp 8.95
1 Chk Let Wrap 8.95
1 Dragon 13.00
1 Mongolian **steak 7.95
1 Pad Siew **tofu 12.95

Sub Total 103.60
Tax 9.34
TOTAL DUE 113.14

---

Wok'in Fire
108 E Schiller
Elmhurst, IL 60126
Date: Sep 22'15 09:32PM
Card Type: Amex
Acct #: XXXXXXXXXX1005
Card Entry: SWIPED
Trans Type: PURCHASE
Trans Key: C17000329304570
Auth Code: 549206
Check: 1642
Table: 21/1
Server: 116 Kendra S

Subtotal: 113.14
TIP: 21.86
TOTAL: 134.95

---

Guest Copy

Bring THIS Check Back, And
Receive 10% Off Your NEXT Visit!
Valid Sundays Thru Thursday
Except Holidays, Dine In Only
Expires In 7 Days

S
CASH PAID

09/22/15
06:51:09PM
$1.50
7-ELEVEN STORE 3471
6171590740081
1968 S MOUNT PROSPE
DES PLAINES, IL
60018
09/24/2015 3:54:50 PM
811:21:50 PM

XH0XH0XH0XH0XH0XH0XH0XH0XH0XH0X

Alm Express
CUMMINGS J
INVOICE 800446
AUTH 596474

PUMP# 9
Regular 2.583
PRICE/GAL $2.66

FUEL TOTAL $ 6.95

CREDIT $ 6.95

Customer Activated Purchase Meter
SLN: 696000
Stock Number 1
Sequence Number 43399
APPROVED 996374

Thank you
Come Again
Hello, LYLE J

Your Trip Confirmation #: F7CTS9

Tue, 22SEP

DEPART

ARRIVE

DELTA 1939
MAIN CABIN (L)
PITTSBURGH
2:45pm
ATLANTA
4:32pm

DELTA 1777
MAIN CABIN (L)
ATLANTA
5:25pm
CHICAGO-OHARE
6:37pm

Passenger Info

NAME
LYLE J SUMEK
SkyMiles #******534
Diamond

FLIGHT
DELTA 1939
DELTA 1777

SEAT
19A
19C

Visit delta.com or use the Fly Delta app to view, select or change your seat. If you purchased a Trip Extra, please visit My Trips to access a receipt of your purchase.

Flight Receipt

Ticket #: 0062321810348
Place of Issue: Delta.com
Ticket Issue Date: 20SEP15
Ticket Expiration Date: 20SEP16

METHOD OF PAYMENT
AX**********1005 $182.60 USD

CHARGES

Air Transportation Charges
Base Fare $148.84 USD

Taxes, Fees and Charges
United States – September 11th Security $5.60 USD
Fee(Passenger Civil Aviation Security Service Fee) (AY)
United States – Passenger Facility Charge (XF) $9.00 USD
United States – Flight Segment Tax (ZP) $8.00 USD
United States – Transportation Tax (US) $11.16 USD

TICKET AMOUNT $182.60 USD

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: PIT DL X/ATL DL CHI148.84LA0QA0MD USD148.84END ZP PITATL XF PIT4.5ATL4.5

Checked Bag Allowance

The fees below are based on your original ticket purchase. If you qualify for free or discounted checked baggage, this will be taken into account when you check in.

Tue 22 Sep 2015 DELTA: PIT ↓ ATL
CARRY ON FIRST SECOND
FREE $25 USD $35 USD

Tue 22 Sep 2015 DELTA: ATL ↓ ORD
CARRY ON FIRST SECOND
INCLUDED INCLUDED INCLUDED

Visit delta.com for details on baggage embargos that may apply to your itinerary.

Transportation of Hazardous Materials

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

There are special exceptions for small quantities (up to 70 ounces total). For further information visit
Hello, LYLE J

Your Trip Confirmation #: F73D9H

Thu, 24SEP

DEPART
ARRIVE

DELTA 4707*
CHICAGO-OHARE
5:00pm
CINCINNATI
7:15pm

MAIN CABIN (S)

DELTA 3332*
CINCINNATI
8:07pm
PITTSBURGH
9:15pm

MAIN CABIN (S)

*Flight 4707 Operated by SKYWEST DBA DELTA CONNECTION
*Flight 3332 Operated by SHUTTLE AMERICA DBA DELTA CONNECTION

Passenger Info

NAME
LYLE J SUMEK
SkyMiles #*******534
Diamond

FLIGHT
DELTA 4707
DELTA 3332

SEAT
Select Seat
05C

Visit delta.com or use the Fly Delta app to view, select or change your seat.
If you purchased a Trip Extra, please visit My Trips to access a receipt of your purchase.

Flight Receipt

Ticket #: 0062321384700
Place of Issue: Delta.com
Ticket Issue Date: 20SEP15
Ticket Expiration Date: 20SEP16
METHOD OF PAYMENT
AX**********1005 $347.60 USD

CHARGES

Air Transportation Charges
Base Fare $302.33 USD

Taxes, Fees and Charges
United States – September 11th Security $5.60 USD
Fee(Passenger Civil Aviation Security Service Fee) (AY)
United States – Passenger Facility Charge (XF) $9.00 USD
United States – Flight Segment Tax (ZP) $8.00 USD
United States – Transportation Tax (US) $22.67 USD

TICKET AMOUNT $347.60 USD

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: CHI DL X/CVG DL PIT302.33SA0XA0MQ USD302.33END ZP ORDCVG XF ORD4.5CVG4.5

Checked Bag Allowance

The fees below are based on your original ticket purchase. If you qualify for free or discounted checked baggage, this will be taken into account when you check in.

Thu 24 Sep 2015 DELTA: ORD || CVG
CARRY ON FIRST SECOND
FREE $25USD $35USD

Thu 24 Sep 2015 DELTA: CVG || PIT
CARRY ON FIRST SECOND
INCLUDED INCLUDED INCLUDED

Transportation of Hazardous Materials

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

There are special exceptions for small quantities (up to 70 ounces total). For further information visit

https://mail.google.com/mail/u/0/?ui=2&ik=0875bf6c62&view=pt&q=f73d9h&qs=true&search=query&th=14fcd20afid5f3b&siml=14fcd20afid5f3b
Pittsburgh
Intl. Airport
Parking
RECEIPT H23
ENTRY TIME:
09/22/15  13:18
EXIT TIME:
09/30/15  22:47
PARK-DUR.: HRS:MIN
0:09:29
AMOUNT:
$ 216.00

VISA
XXX XXX XXXX 1515
AUTH. CODE 030688
CASHIER 90 H23
INVOICE 15-1005

Frank Kosman
Interim Village Manager
Village of Bensenville

Workshop

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/25/15</td>
<td>Consultation and planning with the President, final off-site preparation</td>
<td>4.0</td>
</tr>
<tr>
<td>10/26/15</td>
<td>Final preparation, planning with the Interim Village Manager and Interim Assistant Village Manager, conduct Strategic Planning Session with Managers, meeting with Trustee, preparation of materials for workshop, conduct Leadership and Strategic Planning Workshop for President and Board of Trustees, debriefing, organizing materials</td>
<td>18.0</td>
</tr>
<tr>
<td>10/27/15</td>
<td>Preparation of revised Plan and handouts, preparation, conduct Strategic Planning Session for Managers - Action Outlines and Policy Calendar, debriefing and planning</td>
<td>12.0</td>
</tr>
<tr>
<td></td>
<td>Hours</td>
<td>36.0</td>
</tr>
</tbody>
</table>

Professional Service Fee: $8100.00

Expense:  
- Air Fare: 649.59
- Car Rental: 174.27
- Meal: 8.71
- Transportation & Parking: 102.60

Subtotal: $935.17

TOTAL DUE: $9035.17

Please remit to Lyle Sumek Associates, Inc.

Please include Invoice No. on check media.

***Thank you for your business***

Lyle Sumek Associates, Inc.
9 Flagship Court
Palm Coast, Florida 32137-3373

sumekassoc@gmail.com
Phone (386) 246-6250
Fax (386) 246-6252
EXPENSE ENVELOPE

15-1005 Bensenville, IL

Date: October 26-27, 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Business Purpose</th>
<th>$ Cost</th>
<th>Explanation if needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/25/15</td>
<td>Travel from home to PIT airport</td>
<td>36.80</td>
<td>64 miles @ .575¢/mile</td>
</tr>
<tr>
<td></td>
<td>Airfare</td>
<td>301.99</td>
<td></td>
</tr>
<tr>
<td>10/27/15</td>
<td>Gas</td>
<td>8.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meal</td>
<td>8.71</td>
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<td></td>
<td>Car Rental</td>
<td>174.27</td>
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<tr>
<td></td>
<td>Airfare</td>
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<tr>
<td></td>
<td>Shuttle PIT airport</td>
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<td><strong>935.17</strong></td>
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<tr>
<td></td>
<td>Air Fare</td>
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<tr>
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<td>Car Rental</td>
<td>174.27</td>
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<tr>
<td></td>
<td>Meal</td>
<td>8.71</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transportation &amp; Parking</td>
<td>102.60</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>935.17</strong></td>
<td></td>
</tr>
</tbody>
</table>

Receipts for transportation and parking are not always available. Hopefully, this will explain the pricing structure for transportation and parking on expenses for travel.

The phone charges were computed by compiling six months worth of phone charges and dividing them by the total minutes. The business rate comes to approximately $12.00 per hour.

The mileage is 57.5¢/mile, which is the current rate allowed per the US Government.

Travel to and from airport location and parking is as follows:

- Daytona Beach, FL  72 miles from office round trip  Parking  $20/day
- Pittsburgh, PA     64 miles from office round trip  Parking  $20/day

Per our accountants, the US Government states that on certain receipt type articles, such as a meal, a tip, transportation, etc., it is acceptable if listed on expense envelope and kept by the person in their normal business receipt format.

I am sending you a copy of the expense envelope that Lyle submits for reimbursement.

If you have any question regarding this matter, you may contact me at 386 246-6250.
LYLE SUMEK
LYLE SUMEK ASSOCIATES INC
9 FLAGSHIP CT
PALM COAST, FL 32137-3373

RENTAL REFERENCE
Rental Agreement No: 112916904
Reservation ID: 0734042669491
Special Bill Info: BENSENVILLE

RENTAL DETAILS
Rate Plan: IN: TMDD - OUT: TMDD
Rented On: 10/25/2015 21:39 - LOC# 220311
Returned On: 10/27/2015 13:47 - LOC# 220311
Car Description: ELANTRA P858863
Veh. No.: 1355577
CAR CLASS Charged: B - MILEAGE In: 944 - Out: 866
Reserved: B - Driven: 78

MISCELLANEOUS INFORMATION
CC AUTH: 140607 - DATE: 2015/10/25 - AMT: 272.00

RENTAL CHARGES
DATE | PICKUP | DROP-OFF | SUBTOTAL | DISCOUNT | SUBTOTAL | CONCESSION FEE RECOVERY | FF SURCHARGE | VEHICLE LICENSE FEE | ENERGY SURCHARGE | CUSTOMER FACILITY CHARGE | MOTOR VEHICLE LEASE TAX | TAX | TOTAL
-----|--------|----------|----------|----------|----------|------------------------|-------------|---------------------|-----------------|--------------------------|------------------------|-----|--------
25/10 | 2:56 AM | 2:56 AM | 125.00 | 10.00% | 112.50 | 13.19 | 2.00 | 4.72 | 1.49 | 9.00 | 2.75 | 21.00% | 28.12 | 174.27 USD

E-RETURN RECEIPT
THANK YOU FOR RENTING FROM HERTZ
ALL CHARGES HAVE BEEN BILLED TO YOUR ACCOUNT.
Flight reservation (HDZQLS) | 25OCT15 | PIT-MDW | Sumek/Lyle J

1 message

Southwest Airlines <SouthwestAirlines@luv.southwest.com>  Thu, Oct 22, 2015 at 11:44 AM
Reply-To: Southwest Airlines <no-reply@luv.southwest.com>
To: SUMEKASSOC@gmail.com

Thanks for choosing Southwest® for your trip,

Ready for takeoff!

Thanks for choosing Southwest® for your trip. You'll find everything you need to know about your reservation below. Happy travels!

Upcoming Trip: 10/25/15 - Bensenville

AIR Confirmation: HDZQLS

Confimation Date: 10/22/2015

Passenger(s) | Rapid Rewards # | Ticket # | Expiration | Est. Points Earned
--- | --- | --- | --- | ---
SUMEKLYLE J | Join or Add # | 5262153353891 | Oct 21, 2016 | 3214

Rapid Rewards points earned are only estimates. Not a member? - visit southwest.com/rapidrewards and sign up today!

<table>
<thead>
<tr>
<th>Date</th>
<th>Flight</th>
<th>Business Select</th>
<th>Departure/Arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun Oct 25</td>
<td>3074</td>
<td></td>
<td>Depart PITTSBURGH, PA (PIT) on Southwest Airlines at 8:35 PM  Arrive in CHICAGO (MIDWAY), IL (MDW) at 9:10 PM  Travel Time 1 hrs 35 mins  Business Select</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bags fly free!</th>
<th>First and second checked bags</th>
<th>Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge.</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 minutes before departure</td>
<td>We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as we may begin boarding as early as 30 minutes before your flight.</td>
<td></td>
</tr>
</tbody>
</table>
| 10 minutes before departure | You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved
space and you will not be eligible for denied boarding compensation.

If you do not plan to travel on your flight: In accordance with Southwest’s No Show Policy, you must notify Southwest at least 10 minutes prior to your flight’s scheduled departure if you do not plan to travel on the flight. If not, Southwest will cancel your reservation and all funds will be forfeited.

Air Cost: $301.99

Fare Rule(s): 526215353891: NONTRANSFERABLE.
Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase.

PIT WN CHI 267.80KZBP 267.80 END ZPPIT XT5.60AY4.50XFPIT4.5

Cost and Payment Summary

<table>
<thead>
<tr>
<th>AIR - HDZQSL</th>
<th>Payment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Fare</td>
<td>$267.80</td>
</tr>
<tr>
<td>Excise Taxes</td>
<td>$20.09</td>
</tr>
<tr>
<td>Segment Fee</td>
<td>$4.00</td>
</tr>
<tr>
<td>Passenger Facility Charge</td>
<td>$4.50</td>
</tr>
<tr>
<td>September 1st Security Fee</td>
<td>$5.60</td>
</tr>
<tr>
<td>Total Air Cost</td>
<td>$301.99</td>
</tr>
</tbody>
</table>

Useful Tools

- Check In Online
- Early Bird Check-In
- View/Share Itinerary
- Change Air Reservation
- Cancel Air Reservation
- Check Flight Status
- Flight Status Notification
- Book a Car
- Book a Hotel

Know Before You Go

- In the Airport
- Baggage Policies
- Suggested Airport Arrival Times
- Security Procedures
- Customers of Size
- In the Air
- Purchasing and Refunds

Special Travel Needs

- Travelling with Children
- Travelling with Pets
- Unaccompanied Minors
- Baby on Board
- Customers with Disabilities

Legal Policies & Helpful Information

- Privacy Policy
- Customer Service Commitment
- Notice of Incomplete Terms
- FAQs

Book Air | Book Hotel | Book Car | Book Vacation Package | See Special Offers | Manage My Account

This is a post-only mailing from Southwest Airlines. Please do not attempt to respond to this message. Your privacy is important to us. Please read our Privacy Policy.
Your Flight Receipt - LYLE J SUMEK 27OCT15

Delta Air Lines <DeltaAirLines@e.delta.com>  Mon, Oct 26, 2015 at 5:27 PM
Reply-To: Delta Air Lines <support-b8hqu9b8fipaykauzq8kqcb7pb8m1@e.delta.com>
To: sumekassoc@gmail.com

Hello, LYLE J

Your Trip Confirmation #: HL8YAR

<table>
<thead>
<tr>
<th>Tue, 27OCT</th>
<th>DEPART</th>
<th>ARRIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DELTA 1116</td>
<td>CHICAGO-MIDWAY</td>
<td>ATLANTA 6:18pm</td>
</tr>
<tr>
<td>MAIN CABIN (S)</td>
<td>3:20pm</td>
<td></td>
</tr>
<tr>
<td>DELTA 1296</td>
<td>ATLANTA</td>
<td>PITTSBURGH 9:37pm</td>
</tr>
<tr>
<td>MAIN CABIN (S)</td>
<td>7:55pm</td>
<td></td>
</tr>
</tbody>
</table>

Passenger Info

<table>
<thead>
<tr>
<th>NAME</th>
<th>FLIGHT</th>
<th>SEAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>LYLE J SUMEK</td>
<td>DELTA 1116</td>
<td>Select Seat</td>
</tr>
<tr>
<td>SkyMiles #********534</td>
<td>DELTA 1296</td>
<td>Select Seat</td>
</tr>
<tr>
<td>Diamond</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Visit delta.com or use the Fly Delta app to view, select or change your seat. If you purchased a Trip Extra, please visit My Trips to access a receipt of your purchase.

Flight Receipt

Ticket #: 0062325784582
Place of Issue: Delta.com
Ticket Issue Date: 26OCT15
Ticket Expiration Date: 26OCT16

METHOD OF PAYMENT
AX**********1005  $347.60 USD

CHARGES

Air Transportation Charges

Base Fare  $302.33 USD

Taxes, Fees and Charges

United States - September 11th Security  $5.60 USD
Fed(Passenger Civil Aviation Security Service Fee) (AY)  
United States - Passenger Facility Charge (XP)  $9.00 USD
United States - Flight Segment Tax (ZP)  $8.00 USD
United States - Transportation Tax (US)  $22.67 USD

TICKET AMOUNT  $347.60 USD

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional changes and/or credits may apply.

Fare Details: CHI DL X/ATL DL PIT352.335A0X4IMQ USD302.33BNI D3P MDWATL XF MDW4.SATL4.S

Checked Bag Allowance

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in.

<table>
<thead>
<tr>
<th>Date</th>
<th>Carrier</th>
<th>Departure</th>
<th>Destination</th>
<th>Carry On</th>
<th>First</th>
<th>Second</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 27 Oct</td>
<td>DELTA:</td>
<td>MDW</td>
<td>ATL</td>
<td>FREE</td>
<td>$25</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td>MDW</td>
<td>ATL</td>
<td>MDW</td>
<td>INCLUDED</td>
<td>INCLUDED</td>
<td>INCLUDED</td>
</tr>
</tbody>
</table>

Visit delta.com for details on **baggage embargos** that may apply to your itinerary.

Transportation of Hazardous Materials

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

There are special exceptions for small quantities (up to 70 ounces total). For further information visit

https://mail.google.com/mail/u/0?ik=0f7f5b6e52&view=pt&qu=query&q=L aging&search=yquery&l=L 50a0c1123b5f2&sim=t=150a0c1123b5f2}
SuperShuttle
Call (800) BLUE-VAN at least one day in advance for return reservations

PASSenger receipt
10/27/2015  9:56:00PM

CONF#: 8360776
PASSENGERS: 1

SUMEX, LYLE

OAKMUNI  15139

FARE: $48.00
SERVICE CHARGE: $0.00
DRIVER FEES: $0.00
COMPANY FEES: $2.00
DISCOUNT: $0.00
TIP: $7.20
COMP/GIFT CERT: $0.00
TOTAL DUE: $57.20

PAYMENT TYPE: PREPAID
TOTAL PAID: $57.20
CHANGE DUE: $0.00

THIS IS A RECEIPT
NOT VALID FOR TRANSPORTATION
PIT Non-Refundable
**McDonald's Receipt**

**Date:** Oct 27, 2015 12:57

**Order:** E051664

**Total:** $8.71

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big Mac Meal</td>
<td>$5.99</td>
</tr>
<tr>
<td>Medium Fries</td>
<td>$1.60</td>
</tr>
</tbody>
</table>

**Subtotal:** $7.59

**Tax:** $1.12

**Take-Out Total:** $8.71

**Cash Tendered:** $10.00

**Change:** $1.29

**Restaurant:**

---

Go to www.mcdonalds.com within 48 hours and tell us about your visit.

Validation Code: 258

Expires 90 days after receipt date.

Valid at participating US McDonald's.

930 N YORK RD
ELMHurst IL 60126-5115

THANK YOU FOR VISITING!

# 6585 RE: Store# 1450
<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>CARD MEMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCT27 2015</td>
<td>SOUTH CICERO BP 9646 CHICAGO IL</td>
<td>LYLE J SUMEK</td>
<td>$8.60</td>
</tr>
</tbody>
</table>

Doing business as:
**BP FOMS CAT**  
28100 TORCH PKWY  
WARRENVILLE  
IL  
60555-3938  
UNITED STATES OF AMERICA (THE)

Additional Information: 773-735-7170  
Reference: 320153000181200338  
Category: Transportation - Fuel

Transaction Details
Description
UNLEADED REGULAR
INVOICE 15-1102

Frank Kosman  March 31, 2016
Interim Village Manager
Village of Bensenville

Preparation of Final Reports:

1) Leaders Guide 2015: Final Report 3.0
2) Strategic Plan 2015-2020-2030 2.0
3) Executive Summary 1.0
4) Plan in Brief 2016 1.0
5) Action Agenda 2016 with Policy Calendar 3.0

Hours 10.0

Consultation Fee: $2250.00

Expenses: Duplication – Client to Print

TOTAL DUE: $2250.00

Please remit to Lyle Sumek Associates, Inc.

Please include Invoice No. on check media.

***Thank you for your business***
DESCRIPTION:
Approval of a $10,000 Budget for the Senior & Disabled Advisory Council for 2016

SUPPORTS THE FOLLOWING APPLICABLE VILLAGE GOALS:

- Financially Sound Village
- Quality Customer Oriented Services
- Safe and Beautiful Village
- Enrich the lives of Residents
- Major Business/Corporate Center
- Vibrant Major Corridors

BACKGROUND:
The Council was established by appointment by Village President, Frank Soto in 2009. Acting under an official capacity of the Village of Bensenville, the Council advocates for the community's senior and disabled population. The Council is involved in senior related activities within the Village which includes the monthly Senior Lunches at Monty’s. The Council has also contributed in local programs such as remote computer training, B-Well Bensenville, and the local Food Pantry.
The Council sponsors activities and sponsorships for the betterment of life for our senior & disabled. The Council is seeking funding for 2016 to continue to contribute and fund community functions and the Golden Wishes Program.

KEY ISSUES:

ALTERNATIVES:

RECOMMENDATION:

BUDGET IMPACT:
$10,000.00

ACTION REQUIRED:
Approve a budget request of $10,000 to the Bensenville Senior and Disabled Advisory Council to be used to help continue to fund projects and programs for Bensenville seniors.
TYPE: Informational
 SUBMITTED BY: Amit Thakkar
 DEPARTMENT: Finance
 DATE: 05/11/2016

DESCRIPTION:
Discussion Regarding a New Water Bill Format and Layout Options

SUPPORTS THE FOLLOWING APPLICABLE VILLAGE GOALS:
- Financially Sound Village
- Enrich the lives of Residents
- Quality Customer Oriented Services
- Major Business/Corporate Center
- Safe and Beautiful Village
- Vibrant Major Corridors

COMMITTEE ACTION:
N/A

DATE:
N/A

BACKGROUND:
As requested by the Board, we are presenting various options for a new water bill layout and format. The attached formats provide options for historical data and charts.

KEY ISSUES:
The currently the water bill does not indicate any historical data.

ALTERNATIVES:
At the discretion of the board.

RECOMMENDATION:
Staff is seeking direction regarding a new water bill format. The example water bill that will be presented from the Glendale Heights, IL is the recommended format.

BUDGET IMPACT:
N/A

ACTION REQUIRED:
Recommend a new water bill format and layout.

ATTACHMENTS:
<table>
<thead>
<tr>
<th>Description</th>
<th>Upload Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evanston Bill Copy</td>
<td>5/11/2016</td>
<td>Backup Material</td>
</tr>
<tr>
<td>Shorewood Bill Copy</td>
<td>5/11/2016</td>
<td>Backup Material</td>
</tr>
<tr>
<td>Glendale Heights Bill Copy</td>
<td>5/11/2016</td>
<td>Backup Material</td>
</tr>
</tbody>
</table>
Beginning in mid-July of 2013, the Utilities Department will begin performing an upgrade of its Automatic Meter Information (AMI) system. The City of Evanston and an authorized licensed contractor, Water Resources/Water Services Inc., will be replacing the remote meter information unit (MIU) with new devices that are more reliable and have a longer life span. In addition, some water meters will need to be replaced in order to be compatible with the new system. This will enable the Department and the resident to more efficiently manage and monitor water use. Look for additional information in the months ahead!

Do you have an underground lawn sprinkling system? These systems are required to have a cross connection control device installed to prevent backflow into the city water distribution system. These devices need to be tested annually to be sure they are working properly and test results must be submitted to the City of Evanston's Utilities Department. The annual cross connection fee is $35.00 per device. For more information, please call 3-1-1 or 847-448-4311 outside Evanston.

Remember, Evanston does have an Outdoor Watering Ban from May 15 to September 15, Monday - Friday, from 10 a.m. to 4 p.m. Weekends and holidays are excluded.

PLEASE SEE OTHER SIDE FOR ADDITIONAL BILLING INFORMATION

BIL DATE: 07/09/2013
NAME: NORTHSHORE UNIV HLTH SYSTEMS
SERVICE ADDRESS: 2650 RIDGE AV

METER INFORMATION

Meter Number ........................................... 2131855000
Previous Reading ........................................... 985
Current Reading ........................................... 989
Usage (100 Cubic Feet) ........................................... 4
Usage (Gallons) ........................................... 2,992

WATER USAGE HISTORY

<table>
<thead>
<tr>
<th>Month</th>
<th>Usage (Gallons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 11</td>
<td>5,000</td>
</tr>
<tr>
<td>Sep 11</td>
<td>1,000</td>
</tr>
<tr>
<td>Nov 11</td>
<td>4,000</td>
</tr>
<tr>
<td>Jan 12</td>
<td>3,000</td>
</tr>
<tr>
<td>Mar 12</td>
<td>1,000</td>
</tr>
<tr>
<td>May 12</td>
<td>2,000</td>
</tr>
<tr>
<td>Jul 12</td>
<td>3,000</td>
</tr>
<tr>
<td>Sep 12</td>
<td>1,000</td>
</tr>
<tr>
<td>Nov 12</td>
<td>4,000</td>
</tr>
<tr>
<td>Jan 13</td>
<td>3,000</td>
</tr>
<tr>
<td>Mar 13</td>
<td>1,000</td>
</tr>
<tr>
<td>May 13</td>
<td>2,000</td>
</tr>
<tr>
<td>Jul 13</td>
<td>5,000</td>
</tr>
</tbody>
</table>

Previous Balance ................................... $22,454.60
Payment 05/30/2013 ................................... $22,454.60 CR

BALANCE FORWARD ................................... $0.00

Minimum Water Service Fee ................................... $309.31
Total Water Charges ................................... $309.31
Minimum Sewer Charge ................................... $19.70
Total Sewer Charge ................................... $19.70
Annual Backflow Fee $35 Per Device .................. $4,620.00
CURRENT CHARGES ................................... $4,949.01

TOTAL AMOUNT DUE BY 08/05/2013 ...................... $4,949.01
TOTAL AMOUNT DUE AFTER 08/05/2013 ................. $5,443.91

NAME: NORTHSHORE UNIV HLTH SYSTEMS
ACCOUNT NUMBER: 01100020-00
SERVICE ADDRESS: 2650 RIDGE AV

TOTAL AMOUNT DUE BY 08/05/2013 ...................... $4,949.01
TOTAL AMOUNT DUE AFTER 08/05/2013 ................. $5,443.91
AMOUNT ENCLOSED ......................................
Account Statement

ACCOUNT INFORMATION
ACCOUNT: 000008-000
SERVICE ADDRESS: 800 Abbey Wood Dr
SERVICE PERIOD: 03/16/2016 to 04/15/2016
BILLING DATE: 05/01/2016
DUE DATE: 05/21/2016

METER READING

<table>
<thead>
<tr>
<th>Reading Type</th>
<th>Date</th>
<th>Reading</th>
<th>Date</th>
<th>Reading</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>03/15/2016</td>
<td>1,988</td>
<td>04/15/2016</td>
<td>1,991</td>
<td>3</td>
</tr>
</tbody>
</table>

OTHER INFORMATION

Lawn watering with sprinklers and sprinkler systems:
Even number addresses on even number dates
Odd number addresses on odd number dates
HOURS: 6:00 to 10:00 a.m. and 6:00 to 10:00 p.m.

Sod placement and seed lawn watering
by permit only from the Village Hall.
For more information visit:

CURRENT CHARGES

Wtr-Residential $16.07
Swr-Residential $24.02
Ref.Senior-Monthly $19.53
W/S Rehab Charge $6.00

TOTAL CURRENT CHARGES $65.62

BILL SUMMARY

PREVIOUS BALANCE $75.84
PAYMENTS RECEIVED $75.84
ADJUSTMENTS $0.00
ADDITIONAL BILLING $0.00
CURRENT CHARGES $65.62

TOTAL AMOUNT DUE BY 05/21/2016 $65.62
TOTAL AMOUNT DUE AFTER 05/21/2016 $72.18

A 10% LATE PENALTY WILL BE ADDED TO TOTAL AMOUNT DUE IF PAYMENT IN FULL IS NOT RECEIVED BY DUE DATE.

RETURN BOTTOM PORTION WITH CHECK PAYABLE TO SHOREWOOD MUNICIPAL UTILITIES. MAIL IN ENCLOSED ENVELOPE PLEASE DO NOT FOLD OR STAPLE

Payment Coupon

ACCOUNT INFORMATION
ACCOUNT: 000008-000
SERVICE ADDRESS: 800 Abbey Wood Dr
SERVICE PERIOD: 03/16/2016 to 04/15/2016
BILLING DATE: 05/01/2016
DUE DATE: 05/21/2016

ACCOUNT: 00000800000065625

AMOUNT DUE BY
TOTAL AMOUNT DUE BY 05/21/2016 $65.62
TOTAL AMOUNT DUE AFTER 05/21/2016 $72.18

********************SCH 5-DIGIT 60431
ROBERT IGNASAK
800 ABBEY WOOD DR
SHOREWOOD, IL 60404-0547
Dear Utility Customer,

The Illinois Environmental Protection Agency requires all public water suppliers such as our Village to send the enclosed surveys to our Utility Customers as part of our compliance. This data will be taken from the returned surveys and assembled in a database managed by our Public Works Department.

We are requesting all utility customers to complete the survey and return it to the Village. You may return the survey in your water bill envelope, Village payment drop box, or mail to the Department of Public Works, 1615 Glen Ellyn Road, Glendale Heights, IL 60139.

If you have any questions, please contact Public Works at 630-260-6040.

PLEASE SEE OTHER SIDE FOR ADDITIONAL BILLING INFORMATION

---

**VILLAGE OF GLENDALE HEIGHTS**

Dear Utility Customer,

The Illinois Environmental Protection Agency requires all public water suppliers such as our Village to send the enclosed surveys to our Utility Customers as part of our compliance. This data will be taken from the returned surveys and assembled in a database managed by our Public Works Department.

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